

IN HOUSE APPLICANT

CITY OF KEY WEST JOB POSTING APPLICATION

I, Angela M. Budde, have met all eligibility requirements and wish to be considered for the following posted job:

Posted Job Title: City Clerk

Posted Job Department: City Clerk's Office

I have the following skills and accomplishments that are related to the posted job:

I am grateful for the nearly 11 years as Deputy City Clerk, where I gained invaluable opportunities and experiences. Through my work, I have gained valuable expertise in managing official records, skilled in creating error-free documents and agendas, and utilizing the knowledge I acquired to perform the duties as a clerk for the official boards and committees assigned. I have developed skills in leveraging technology to streamline document management and have a working knowledge of parliamentary procedures. Over time, I have built positive relationships with colleagues, elected officials, and the public through cross-functional collaboration. I strive to maintain a reputation for professionalism and reliability through my unwavering commitment to integrity and discretion in high-pressure situations.

Current and prior work experience and/or education that qualifies me for the posted job:

With nearly 25 years of dedicated service across various departments within the City, I have established enduring relationships with both staff and the public. My tenure has afforded me institutional knowledge of our government organization and its processes, making me a qualified candidate for the City Clerk position. Furthermore, I have earned the Master Municipal Clerk (MMC) designation in this field, further demonstrating my expertise and commitment to the profession.

Current Position: Web Specialist

Current Department: Information Technology

Length of Time in current position: 35 Months

Employee Contact Number: (305) 747-2065

Employee Signature: Angela Budde Date: April 2, 2023

Angela Budde
Key West, FL 33040
Angbudde@gmail.com
(305) 747-2065

April 12, 2023

Madam Mayor and City Commissioners
City Manager and City Attorney
Human Resources Director
City of Key West
1300 White Street
Key West, FL 33040

RE: City Clerk Position

Dear Madam Mayor, City Commissioners, City Manager, City Attorney, and HR Director:


As a civil servant for nearly 25 years with over a decade of experience in the City Clerk's office, I have gained valuable institutional knowledge and understand the importance of effective communication and organization. By prioritizing my time, I have provided meaningful support to our city's residents and staff and am committed to delivering the best customer service possible.

I am humbled to present my application, resume, and letters of recommendation for consideration. Serving as the next City Clerk would be a great privilege and honor. My qualifications, knowledge, and experiences will enable me to provide valuable service to our community and my colleagues in this role, with the utmost professionalism and humility. I look forward to discussing this position in more detail and demonstrating my commitment to serving the residents and staff of Key West.

Very Respectfully,



Angela Budde, MMC, CPPT
City of Key West

	THE CITY OF KEY WEST Job Description	Non-Union, Exempt Position	
		DATE OF REVISION	04/01/23
POSITION	CITY CLERK	ANNUAL SALARY	Min. \$105,827
DEPARTMENT	City Clerk's Office (12-02-512)		Mid \$137,575
JOB CODE	10009	GRADE	40N

Office location:

- City Hall – 1300 White Street – Key West FL

Organizational Chart:

- Appointed by and reports to the City Commission with support to the City Manager, City Attorney, Senior Management, staff, all volunteer city boards and the public.

Required Knowledge and Skills

- Communication skills: excellent written and verbal communication skills.
- Organization and time management skills: Need to keep documents organized and work effectively with multiple schedules.
- Computer and software skills: Effective technology skills to promote continuous departmental efficiency.
- Understanding government processes: a working knowledge of how our city, county, state and federal government function.
- Knowledge of applicable laws: Must have a working knowledge of local laws and ordinances, and how our state and federal laws impact the City of Key West.
- Working knowledge of the principles and practices of modern public administration.
- Customer service skills: Must have skills to professionally interact with the Commission, Senior Management, staff, volunteer boards and the public.
- Active participation and contributions to our Strategic Plan.
- Considerable knowledge of municipal government organization and functions.
- Experience evaluating employee performance utilizing both oral and written reviews.
- Thorough knowledge of modern records management techniques, including legal requirements for recording, retention and disclosure.
- Maintains records of City Commission requests to staff and status of projects.

Accountable for:

- Manages and supervises the City Clerk staff to achieve annual departmental goals provided by the City Commission.
- Manages workloads and staff assignments to achieve short and long term strategic goals while maximizing the department's efficiency and expediting workflow.
- Interviews, hires, trains, motivates and evaluates staff per policy.
- Compile data for studies; reports and recommendations; coordinates department activities with other departments and agencies as needed.
- Make presentations to department heads, boards, commissions, civic groups and the general public as requested.
- Performs responsibilities within budget by initiating cost control activities; monitors revenues and expenditures to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds to include personnel, materials, facilities and time.

- Serves as custodian of official City records and public documents; performs certification and recording for the City as required on legal documents and other records requiring such certification; seals and attests ordinances, resolutions, and contracts easements, deeds, bonds or other documents requiring city certification; catalogs and files all city records.
- Attends regular and special city commission meetings; performs an accurate recording of the proceedings, preparation of the minutes including proper legislative terminology, recording, indexing and filing for the public record; distributes information per policy.
- Prepares and distributes error free agendas, materials, minutes, and records of meetings.
- Files ordinances and resolutions of the Commission and oversees the codification of ordinances into the municipal code.
- Advertise meeting agendas, other advertisements and legal notices of public hearings and special meetings per policy.
- Administers oath of office to public officials.
- Serves as a notary public.
- Prepares all reports as directed.
- Maintains official City zoning map.
- Responsible for records retention for the City per policy.
- Responsible for special City elections.
- Provides timely public records and information to citizens and other agencies as requested.

Education Requirements:

- Minimum of a bachelor’s degree preferably in Business or Public Administration or equivalent knowledge and experience.
- Five (5) years of related governmental experience.
- Must have CMC and be working towards an MMC.

Periodically skills and responsibilities other than those listed may be required and will be considered as part of the regular job while in effect.

I, ANGELA BUDDÉ, have read this job description and hereby agree with the above noted "Acknowledgments", that I meet the requirements and qualifications and if hired will perform these and related duties as assigned. I further affirm that I understand this job description may be amended periodically, as is the right of the City.

Angela Buddé
Applicant Signature

April 11, 2023
Date

**THE CITY OF KEY WEST IS AN EQUAL OPPORTUNITY, AFFIRMATIVE ACTION,
VETERANS PREFERENCE EMPLOYER & A DRUG-FREE WORKPLACE**

Apply at:

**City Hall, Office of Human Resources
1300 White Street
Key West FL 33040
Office Telephone: (305) 809-3714
Fax: (305) 809-3719**

Angela Budde, MMC, CPPT

Key West, FL | 305.747.2065 | angbudde@gmail.com

CAREER HIGHLIGHTS:

- Commended by Management for 20 years of dedicated service to the City of Key West in 2018.
- Earned Master Municipal Clerk (MMC) designation from the International Institute of Municipal Clerks in 2018.
- Received letter of appreciation from FEMA Coordinator in 2007 for outstanding service during the 2005 hurricane season. Debris tickets were reviewed meticulously during that season, and due to my strict review, the city was reimbursed \$40,000.00.
- Four-time elected General Employees' Retirement Pension Board trustee since 2015, demonstrating continued leadership and support.
- Earned Certified Public Pension Trustee (CPPT) designation in 2018.
- Championed military buyback benefit for general employees in collaboration with fellow trustees, secured City Commission support.
- Elected to FACC Board in 2016, represented 80 clerks in 73 municipalities from Broward, Miami-Dade, and Monroe Counties.
- Re-elected in 2017 uncontested to serve a second one-year term.

RELEVANT CAREER EXPERIENCE:

Web Specialist

City of Key West

May 2021 - Present

- Collaborate with staff members in the design, development, publishing, and management of webpages and content on the city's website.
- Orchestrate training for new staff on webpage editing during onboarding process.

Computer Support Web Technician

City of Key West

May 2020 - May 2021

- Resolved computer related issues, focusing on minimizing impact to staff.
- Project lead on the development and launch of the city's website September 2020.
- Project lead on the development and launch of SeeClickFix request and work management application May 2021.
- Facilitated training to senior management and staff members on webpage editing, and managing SeeClickFix requests.
- Directed onboarding of new staff members, designed the onboarding presentation and provided comprehensive orientation.

Planner I – Planning Department

City of Key West

Nov 2018 - May 2020

- Leveraged analytical skills to interpret code and analyze data for decision-making, resulting in the successful presentation of 60+ applications to the Planning Director, Planning Board, and City Commission for determinations.

Severe Weather Events, Emergency Operations Center

City of Key West

Aug 2005 - Sept 2022

- Conducted recruitment, hiring, and termination of debris monitors during Hurricanes Katrina, Rita, and Wilma in 2005, collaborating with city staff and external agencies to facilitate cleanup efforts.
- Member of the EOC skeleton crew during Tropical Storm Ian in 2022, effectively disseminated weather updates and vital city information to the city's website. Coordinated closely with the Division Chief of Emergency Management, Public Information Officer, and HR and Finance Directors to ensure accurate and timely information was issued.

Deputy City Clerk, City Clerk's Office

City of Key West

Apr 2008 - Nov 2018

- o Carried out the responsibilities and functions of the City Clerk during Commission meetings in their absence ensuring seamless continuity of operations.
- o Proactively resolved issues of technical and non-technical nature, minimizing impact on the community and staff.
- o Proficient in municipal operations, office practices and functions of the city organization.
- o Applied working knowledge of local laws, principles and practices of public administration.
- o Leveraged customer service expertise to provide excellent service to the staff and the community.
- o Scheduled and attended Bid, RFQ, or RFP openings as tasked.
- o Performed Domestic Partnership registrations.
- o Prepared and presented department budget to City Clerk, monitored and tracked authorized expenditures, and processed procurement orders.
- o Utilized knowledge of records management skills to process public records request.
- o Certified signatures and provided official copies of certified documents to ensure workflow continuity.
- o Distributed supplements of ordinance packets to staff, performed code book audits for staff as requested.

Additional experience in previous positions with the City of Key West includes Administrative Assistant II, Support Specialist, Administrative Assistant I, Coordinator I, and Secretary III

EDUCATION AND PROFESSIONAL DEVELOPMENT:

Master Municipal Clerk (MMC)	Oct 2018
International Institute of Municipal Clerks	
Certified Public Pension Trustee (CPPT)	Jan 2018
Florida Public Pension Trustee Association	
Certified Municipal Clerk (CMC)	Jan 2013
International Institute of Municipal Clerks	
Associate in Arts of Liberal Studies	Dec 2010
Florida Keys Community College	

CERTIFICATIONS AND LICENSURE:

IT Fundamentals (ITF+) - Computing Technology Industry Association (CompTIA)	May 2021
Web ADA Accessible Document Certification - Utah State University	July 2020
Level 2 Security Awareness Training - Criminal Justice Information System (CJIS)	2019 - Present
Level 2 Security & Awareness Training - Criminal Justice Information System (CJIS)	2017 - 2019
Level 1 Security & Awareness Training - Criminal Justice Information System (CJIS)	2015 - 2017
Bonded Florida Notary - The Department of the State of Florida	2008 - Present
National Incident Management System (NIMS) Series 100, 200, 300, 400, 700 & 800	
Federal Emergency Management Agency (FEMA)	2007 - 2008

AFFILIATIONS:

International Institute of Municipal Clerks (IIMC)	2008 - Present
Florida Association of City Clerks (FACC)	2008 - Present
Monroe County Municipal Clerks Association (MCMCA)	2008 - Present
Historic Florida Keys Preservation Society	2012 - Present
Florida Public Pension Trustee Association (FPPTA)	2015 - Present
City of Key West General Employees' Retirement Pension Board	2015 - Present
FACC Board of Directors	2016 - 2018
National Conference on Public Employee Retirement Systems (NCPERS)	2018 - Present

COMMUNITY INVOLVEMENT:

City of Key West Holiday Parade volunteer	2010 - Present
Historic Florida Keys Preservation Society Cemetery stroll volunteer	2012 - Present

305-570-9312

vanessatsellers@gmail.com

335 Spica Lane
Key West, FL 33040

VANESSA SELLERS

April 6, 2023

THE CITY OF KEY WEST

In care of Human Resources

1300 White Street
Key West, FL 33040

Dear Madam Mayor & City Commissioners:

Please accept this letter as my wholehearted recommendation of Angela Budde as a candidate for the City Clerk position.

I worked closely with Angela Budde for about three years, a portion of which she served our community with the City Clerk's office, and a portion of which she served in the Planning Department. During that time, I witnessed Angela's truly remarkable depth of skills and institutional knowledge. She frequently amazed me with her ability to tackle complex issues with enthusiasm and commitment. Angela has excellent communication skills, and she is a terrific public speaker. She is extremely organized, reliable, and intelligent. Although Angela can work independently, she is also a very strong team player, always supporting those around her for the benefit of the big picture. I had the honor of receiving some of that support, and I am forever grateful for it. I used to tease her that she "made me look good!"

Angela Budde's noteworthy skill set, developed through years of experience and advanced specialized training, is the perfect fit for her to successfully transition into the role of City Clerk. As a bonus, I believe her advanced knowledge of internet technology and computer software and hardware will help the City Clerk's office navigate technological advancements, improving operations to make the employees more effective and the department more successful.

I sincerely thank you for your time and your careful consideration of this letter. If you have any questions or would like to speak with me, please do not hesitate to reach out.

All the best,

Vanessa Sellers

Vanessa Sellers

Amanda Brady

Key West FL 33040 - 609-233-7098 - bradyam24@yahoo.com

April 04, 2023

Chief Licensing Official
City of Key West
1300 White St
Key West, FL 33040

To Whom It May Concern:

I am writing to recommend Angela Budde for the position of City Clerk. Angela has been a dedicated employee of the city for 25 years. During the past five years, I have had the pleasure of getting to know her personally and professionally. She has consistently demonstrated her commitment to excellence by advancing her certification for the Pension Board and Master Municipal Clerks.

Angela is well-known for her exceptional level of patience with the public and her colleagues. She has an unparalleled knowledge of records management and municipal government. She has a remarkable understanding of the tasks assigned to her and always completes them with the utmost professionalism. Throughout her 25-year employment, Angela has positively impacted the city staff that has worked with her.

Moreover, I would like to highlight Angela's ability to impact a new coworker positively. It is an admirable skill that reflects her approachable and supportive nature. Angela would excel as the City Clerk, and I wholeheartedly recommend her for the position.

I first met Angela in 2017 when she worked in the Clerk's office. She trained me on the Gov Q&A software for Public Records Requests and provided invaluable assistance during Contractor Examining Board meetings. I was immediately impressed by her dedication and extensive knowledge of the job. In 2018, Angela transitioned to the Planning Department as a Planner I. She demonstrated exceptional discipline and focus in this new role, practicing cross-functional collaboration across departments and maintaining an open-door policy. She assisted the Licensing Department regarding revocable licenses and unique zoning inquiries.

Before her time in IT, Angela influenced fellow planners to use new software capabilities to improve the transparency of the building permit and planning application process. She exemplified her leadership skills during a challenging time of transition when the department was searching for a new Planner Director. Angela's work ethic and commitment to excellence make her an asset to any team.

I have enjoyed working more closely with Angela since she joined the IT Department in 2020 as a Web Specialist. She has ensured that our Licensing Department webpage is ADA-compliant and adheres to state laws. Angela also proposed and successfully implemented the "Licensing Newsletter" within her first year. Her unrivaled expertise and dedication to her work have impressed me, even after three years since our first encounter in 2017.

Having worked with Angela as Deputy City Clerk, Planner I, and Web Specialist, I can confidently say she has become an invaluable asset to the City of Key West. Her institutional knowledge will significantly benefit the Clerk's office.

Sincerely,

Amanda Brady
Licensing Official
City of Key West



Historic Florida Keys Foundation

Old City Hall, 510 Greene Street, Key West, FL 33040

Tel.: (305) 292-6718

Cell: (305) 304-1453

hfkf@bellsouth.net

Diane E. Silvia, Ph.D., RPA

March 27, 2023

To Whom It May Concern,

I am pleased to recommend Angela Budde for the position of City Clerk. I have had the privilege of knowing and working with Angela for over a decade in her capacity as a volunteer for the Historic Florida Keys Foundation and the City of Key West Cemetery Strolls. Before her volunteer service, I worked with Angela as the Historic Preservation Planner and Building Plans Examiner for the City of Key West.

Throughout her 11 years of volunteering, Angela has consistently demonstrated exceptional leadership, organizational skills, and attention to detail. From 2012 to 2020, she volunteered as a group leader for the Cemetery Strolls, effectively managing and motivating teams of volunteers to ensure the success of the events. It certainly impresses Stroll participants that a City Employee is willing to give up their weekend time-off to volunteer proudly, presenting the history of Key West.

Despite the challenges presented by the pandemic, Angela remained committed to her volunteer work and found innovative ways to contribute. In 2022, she resumed her involvement with the cemetery strolls as a gravesite presenter, showcasing a selected gravesite on each stroll.

Angela's experience in volunteer management and public engagement makes her an ideal candidate for the City Clerk position. Her ability to communicate effectively with a wide range of stakeholders, including colleagues, residents, and visitors, is a testament to her professionalism and commitment to public service.

Angela possesses a unique value of nearly 25 years of dedicated service and multi-faceted experience working for the city. Her institutional knowledge and unwavering passion for serving the people of Key West makes her an incredible asset to our city. Undoubtedly, she will bring the same level of excellence and commitment to the role of City Clerk.

Please do not hesitate to contact me if you require any further information.

Sincerely,

Diane Silvia, Ph.D., RPA

Elliot Olson,
CivicPlus Implementation Consultant II
302 South 4th Street, Manhattan, KS 66502.

April 10, 2023

To the Honorable Mayor and Commissioners:

I am thrilled to be given the opportunity to recommend Angela Budde for the role of City Clerk for Key West, Florida. I work at CivicPlus as an implementation consultant on SeeClickFix, and before taking this role, I implemented website content for CivicEngage - therefore, Angela and I have gotten to cross paths in a couple of capacities.

I got to know Angela very well during Key West's implementation of SeeClickFix - I served as the CivicPlus consultant on the project, and Angela was my main point of contact. Never in my career have I worked with a point of contact as organized, detail-oriented, invested in success, and willing to learn as Angela is. Her drive to make the project not just successful, but exemplary of the best use case of our software, made my job so much easier. Angela asked detailed questions, listened to and learned from our suggestions, innovated to create a phenomenal interface, and collaborated extensively with departments to ensure that all stakeholders' needs were met.

One thing that strikes me most about Angela is that she has a desire to understand complex concepts, workflows and needs, and the ability to condense, combine, organize, and execute a plan forward based on those needs. With SeeClickFix, Angela collaborated with departments across Key West to learn what was important to them, and used her unique talents to build SeeClickFix and Key West's website so it was ADA compliant, resident-friendly, intuitive, and tailored to Key West's needs.

Angela's communication skills are impeccable. Whether she was speaking in a meeting or writing down questions via email, whether communicating internally, with CivicPlus, or with residents, Angela excelled in clear, readable, effective communication. I could tell that her 25 years of experience as a city employee had made her so knowledgeable.

On a more personal note, it can't be left unsaid that Angela as a person was so incredibly pleasant to work with. Angela is optimistic, hard-working, understanding, and bright. Even on the busiest of days, I truly always looked forward to getting on the phone with Angela. Her personality, kindness, and regard for others is a valuable trait that inspires anyone who knows her to go the extra mile for her. Across the CivicPlus organization, Angela is highly regarded, and I know a number of our employees, including myself, would do anything possible to help her.

In conclusion, Angela would make a phenomenal City Clerk for Key West, Florida. She is the rare person who invests immeasurable energy into the quality of her work, and she excels because of this.

Regards,

Elliot Olson
CivicPlus Implementation Consultant II



April 3, 2023

To Whom It May Concern,

I am writing this letter of recommendation for Angela Budde, MMC, who is applying for the Key West City Clerk position. Angela has been a valued member of the Florida Association of City Clerks (FACC) since 2008. She has demonstrated exceptional skills and leadership qualities.

Angela's dedication to her profession is evident from her involvement in the FACC. She served on the Board of Directors and has collaborated with other members to affect policy changes for the betterment of the membership. Angela's contributions to the FACC have been instrumental in advancing the role of City Clerks in Florida.

Angela has demonstrated high professionalism throughout her career and has continuously developed herself in the industry and beyond. Her involvement in training programs and continuing education has allowed her to stay current with the latest trends, legislative changes, and best practices.

Finally, Angela's leadership qualities are exceptional. She is a natural leader and has played a key role when she served the South District of municipal clerks, assisting them in developing their goals. Her ability to motivate and inspire others has been instrumental in our success. Her colleagues and fellow City Clerks highly respect Angela. Her willingness to help others and share her expertise has made her a valuable resource for many of her peers. She is always willing to lend a hand and has actively mentored new City Clerks.

Based on my experience working with Angela, I highly recommend her for the Key West City Clerk position. Her professional achievements, dedication to the industry, involvement in the community, and leadership qualities make her an outstanding candidate for the position.

Sincerely,

A handwritten signature in cursive script that reads 'Cheryl Mooney'.

Cheryl Mooney
City Clerk
FACC President

Mayor's Office

11250 NORTH 56TH STREET • P.O. BOX 16930 • TEMPLE TERRACE, FLORIDA 33687
PHONE 813.506.6440 • FAX 813.506.6441 • www.templeterrace.com

To Whom It May Concern,

I am writing this letter of recommendation for Angela Budde, whom I have worked collaboratively with since joining the City of Key West. Her institutional knowledge and years of experience have contributed to her expertise in finding documents and resources (case notes, old permits, Ordinances, and Resolutions) that are critical to the work of other City Staff.

Angela is very detail-oriented when it comes to recording information during meetings and other events. Her notes have been a great asset in ensuring accurate records of all proceedings.

She also has a keen eye for organization and has developed and implemented multiple systems for maintaining records. Ang has been responsible for documenting files while working in the Planning Dept. that have assisted me in assigning Non-Ad Valorem assessments for properties awarded lawful unit determinations, which requires significant attention to detail and accuracy.

Angela is an excellent researcher and has demonstrated her ability to find the necessary documents to support the work of any staff. Her years of experience and institutional knowledge have enabled her to identify and locate critical documents and resources, even in the most complex legal and regulatory frameworks.

Based on my experience working with Angela, I would be very comfortable with her ability to execute the duties of City Clerk.

The Commission's decision upon hiring a new City Clerk will ultimately be met with respect and professionalism regardless of who the position is awarded to. But applicants with prior City experience will make the transition easier on all involved.

Sincerely,

A handwritten signature in black ink, appearing to read "M. W. Williams". The signature is written in a cursive style with a long horizontal flourish at the end.

Donna Laforet
Manager Services – FileBound
Upland Software
dlaforet@uplandsoftware.com
770-265-5546

04/06/2023

To whom it may concern,

I am pleased to write this letter of recommendation for Angela Budde for the City Clerk position.

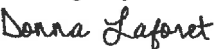
While Angela was the Deputy City Clerk, I had the opportunity to work closely with her when she was appointed project lead for implementation of the OptiView Document Management software application in 2013.

Her expertise in project management, software, troubleshooting, and problem-solving skills are exceptional. She was very effective in working with the city stakeholders, gathering requirements and working with the vendors to coordinate and implement the software per each department's requirement. Angela also was the point person for train the trainer. She provided departmental training to heads of staff along with thorough documentation as each department utilized our software differently.

Angela was very instrumental in keeping the departments focused and maintained a tight implementation timeline. This along with her patience ensured the successful adoption of new technology.

I believe that Angela's experience and focus on streamlining processes and improve operational efficiency would make her a great candidate for City Clerk.

Sincerely,

DocuSigned by:

C5576F73E7BD414...

Donna Laforet

4/6/2023 | 1:14 PM CDT



City of Layton

P.O. Box 778
Long Key, Florida 33001

Bruce Halle
Mayor

Phone: 305-664-4667
Fax: 305-664-0105
E-mail: cityhall@cityoflayton.com

April 4, 2023

To Whom It May Concern,

I am writing this letter of recommendation for Angela Budde, MMC, who is applying for the Key West City Clerk position. Angela has been a member of the Monroe County Municipal Clerks Association for over a decade. She has demonstrated exceptional skills and leadership qualities as a member and officer of the Monroe County Municipal Clerks Association, from member to President.

Angela's dedication to her profession is evident in her involvement in the Florida Association of City Clerks. She has served on the Board of Directors and has collaborated with other members to affect policy changes for the betterment of the membership. Angela's contributions to the Association have been instrumental in advancing the role of City Clerks in Florida.

Angela has demonstrated high professionalism throughout her career and has continuously developed herself in the industry. Her involvement in training programs and continuing education has allowed her to stay current within the industry.

Finally, Angela's leadership qualities are exceptional. She is a natural leader and played a key role in developing a scholarship for continuing education for clerks to attend conferences to attain their points towards Certified Municipal Clerk designation or the Master Municipal Clerk Designation to commemorate one of our founding City Clerks of the Association, Marjorie Parmenter, former City Clerk of Layton, and my predecessor.

I first met Angela when I was first hired as City Clerk for the City of Layton in 2011. Her willingness to help others and share her expertise has made her a valuable resource for many of her peers. She is always willing to lend a hand and has actively mentored new City Clerks.

I have worked alongside Angela with the Monroe County Emergency Management monitoring recent hurricanes during the Situation Reports amongst the county and municipalities.

Based on my experience working with Angela, I highly recommend her for the Key West City Clerk position. Her professional achievements, dedication to the industry, involvement in the Key West community, and leadership qualities make her an outstanding candidate to be the Key West City Clerk.

Respectfully,

Mimi Young, CMC CFM
City Clerk, Planning Director, Emergency Operations Manager



Florida Association of City Clerks

Founded October 26, 1972

www.floridaclerks.org

2022-2023

Board of Directors

Cheryl A. Mooney, MPA, MMC
President
11250 N 56th St
Temple Terrace, FL 33617
(813) 506-6442

Angie Guy, MMC
President-Elect
PO Box 1355
Dade City, FL 33526
(352) 523-5052

Patricia J. Burke, MPA, MMC
Vice President
5030 Paul Hurtt Lane
Palm Shores, FL 32940
(321) 242-4555

Stacey Johnston, MMC
Immediate Past President
5801 Marina Dr
Holmes Beach, FL 34217
(941) 708-5800

Caroline Best, CMC
Northeast Director
204 Ash St
Fernandina Beach, FL 32034
(904) 310-3119

Leslie Guyer, CMC
Northwest Director
1070 Shoreline Dr
Gulf Breeze, FL 32561
(850) 934-5115

Virginia A. Smith, MMC, CP
Central East Director
160 Lake Ave Ste Office
Palm Coast, FL 32164
(386) 986-3713

**Dawn M. Wright, MMC,
FCRM, PHRP**
Central West Director
75 N 7th St
Eagle Lake, FL 33839
(863) 293-4141

Elizabeth Garcia-Beckford, MMC
South Director
701 SW 71st Ave
North Lauderdale, FL 33068
(954) 597-4705

Reneé Basel, CMC
Southeast Director
100 Sea Rd
Gulf Stream, FL 33483
(561) 276-5116

Scotty Lynn Kelly, MMC, CGSP
Southwest Director
800 Dunlop Rd
Sanibel, FL 33957
(239) 472-3700

March 24, 2023

Angela M. Budde, MMC
City of Key West
2429 Harris Ave
Key West, FL 33040-3850

VIA: Email

Dear Angela:

Regarding your membership with the Florida Association of City Clerks (FACC), you joined FACC on August 28, 2008, and your membership is in good standing. Your membership number is 18610.

Regarding board service, you served on the FACC Board of Directors as FACC South District Director from 2016-2017 and 2017-2018.

Regarding committee service, you served on the FACC By-Laws and Manual Revisions Committee as a committee member from 2015-2016 and you served on the FACC Discussion Forum Committee as a committee member from 2016-2017.

You were a scholarship winner in 2018 for the FACC Summer Conference and Academy.

Please let me know if I can be of further assistance.

Sincerely,

Linda Bridges
FACC Executive Director



International Institute of Municipal Clerks

Professionalism in Local Government

March 22, 2023

To Whom It May Concern:

IIMC is proud to confirm the active membership of Angela Budde, MMC. Angela has been an active member in good standings since August 2008 and has achieved both her Certified Municipal Clerk and Master Municipal Clerk designations. In light of the speed and drastic nature of change these days, lifelong learning is not only desirable, it is necessary for all in local government to keep pace with growing demands and changing needs of the citizens we serve. The City of Key West can take immense pride in Angela and her desire to keep her education current, as well as her dedication to your municipality.

The primary goal of IIMC is to actively promote the continuing education and professional development of municipal clerks through extensive education programs, certification, publications, networking, annual conferences and research. IIMC also engages in municipal research administration, enhances critical professional skill development and fosters a spirit of mutual assistance and good fellowship among municipal clerks around the globe.

IIMC grants the Master Municipal Clerk designation only to those municipal clerks who first complete their CMC designation and then meet the demanding education requirements, which is approximately 120 hours of education at their state Institute. In addition, they must have a record of significant contributions to their local government and their community. Angela completed her Certified Municipal Clerk designation on January 24, 2013 and her Master Municipal Clerk designation on October 1, 2018.

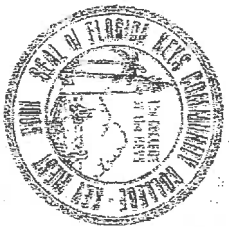
The International Institute of Municipal Clerks, founded in 1947, has approximately 9,500 members throughout the United States, Canada and 15 other countries. The mission of this global non-profit corporation is to enhance the educational opportunities and professional development of its diverse membership. You may find more information on IIMC's educational programs and our Certifications at <http://www.iimc.com/index.aspx?NID=8>.

Sincerely,

Kellie Siggson
IIMC Certification Manager

Florida Keys Community College

Key West



Florida

The Board of Trustees of Florida Keys Community College,
upon recommendation of the President and the Faculty,

has awarded

Angela Ruddle

the Degree of

Associate in Arts

with all the rights and privileges pertaining to that Degree, this
Eleventh day of December, two thousand and ten.

[Signature]

Chair, District Board of Trustees

[Signature]

President



Hereby Confers The Designation of

Master Municipal Clerk

Upon

Angela M. Budde, MMC

In Fulfillment Of Requirements Prescribed By The
International Institute Of Municipal Clerks.

Certified This 1 Day Of October A.D. 2018


IIMC President


IIMC Director of Education



Hereby Confers The Title of

Certified Municipal Clerk

upon

Angela M. Budde, CMC

who has completed the requirements prescribed by the
International Institute of Municipal Clerks for Certification.

(You must remain an active member for IIMC to recognize your CMC)

Certified This 28 Day Of January A.D. 2013

Brenda M. Curtis

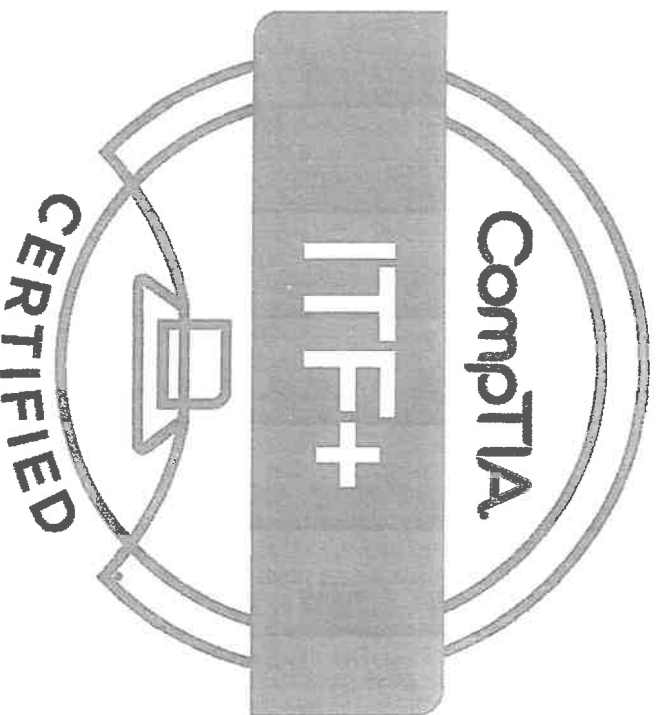
IIMC President

Chris Shally

IIMC Director of Education

Angela Maria Buddde

has successfully completed the requirements to be recognized as



COMP001021694708

CANDIDATE ID

May 23, 2021

CERTIFICATION DATE

A handwritten signature in black ink, appearing to read "T. Thibodeaux", is written over the printed name.

TODD THIBODEAUX, PRESIDENT & CEO

Certificate of Completion

THIS CERTIFICATE IS PRESENTED TO

Angela Budde

FOR THE SUCCESSFUL COMPLETION OF

Accessible Documents: Word, PowerPoint, & Acrobat

July 6, 2020



Cyndi Rowland, Ph. D.
Director



Matthew Wappett, Ph. D.
Executive Director



11/15/2020



Florida Association of City Clerks

RESOLUTION NO. 2018-15

A RESOLUTION OF THE FLORIDA ASSOCIATION OF CITY CLERKS EXPRESSING APPRECIATION TO THE CITY OF KEY WEST, FLORIDA FOR SUPPORTING THE ROLE OF DEPUTY CITY CLERK ANGELA BUDDE, CMC, SOUTH DISTRICT DIRECTOR OF THE FLORIDA ASSOCIATION OF CITY CLERKS AND EXPRESSING GRATITUDE TO THE CITY OF KEY WEST, FLORIDA, FOR GENEROUSLY SHARING ANGELA BUDDE'S TIME WITH THE FLORIDA ASSOCIATION OF CITY CLERKS' MEMBERSHIP.

WHEREAS, Angela Budde, CMC, Deputy City Clerk, for the City of Key West, Florida has served as South District Director of the Florida Association of City Clerks ("FACC") during 2017-2018; and

WHEREAS, the City of Key West, Florida has been most understanding of the demands placed upon Angela Budde in her capacity as a District Director; and

WHEREAS, the membership of FACC is most grateful to the City of Key West for their flexibility with Angela Budde's absences away from the City, which allowed her active participation and unselfish service and efforts to successfully promote the programs, projects and philosophy of FACC during the past year.

NOW, THEREFORE, BE IT RESOLVED BY THE FLORIDA ASSOCIATION OF CITY CLERKS THAT:

SECTION 1: The FACC membership and staff recognize and sincerely thank the City of Key West, Florida for granting Angela Budde, CMC, the flexibility to be an active District Director of FACC, while continuing to serve the City of Key West, Florida.

SECTION 2: This Resolution shall take effect immediately upon adoption and authentication by the signatures of the President and President-Elect.

ADOPTED AND APPROVED BY THE FLORIDA ASSOCIATION OF CITY CLERKS AT A MEETING held this 11th day of June 2018.

ATTEST:

Pamela Latimore, CMC
President Elect

Gwen Keough-Johns, MMC
President



Florida Association of City Clerks

RESOLUTION NO. 2017-022

A RESOLUTION OF THE FLORIDA ASSOCIATION OF CITY CLERKS EXPRESSING APPRECIATION TO THE CITY OF KEY WEST, FLORIDA FOR SUPPORTING THE ROLE OF DEPUTY CITY CLERK ANGELA BUDDE, CMC, SOUTH DISTRICT DIRECTOR OF THE FLORIDA ASSOCIATION OF CITY CLERKS AND EXPRESSING GRATITUDE TO THE CITY OF KEY WEST, FLORIDA, FOR GENEROUSLY SHARING ANGELA BUDDE'S TIME WITH THE FLORIDA ASSOCIATION OF CITY CLERKS' MEMBERSHIP.

WHEREAS, Angela Budde, CMC, Deputy City Clerk, for the City of Key West, Florida has served as South District Director of the Florida Association of City Clerks ("FACC") during 2016-2017; and

WHEREAS, the City of Key West, Florida has been most understanding of the demands placed upon Angela Budde in her capacity as a District Director; and

WHEREAS, the membership of FACC is most grateful to the City of Key West for their flexibility with Angela Budde's absences away from the City, which allowed her active participation and unselfish service and efforts to successfully promote the programs, projects and philosophy of FACC during the past year.

NOW, THEREFORE, BE IT RESOLVED BY THE FLORIDA ASSOCIATION OF CITY CLERKS THAT:

SECTION 1: The FACC membership and staff recognize and sincerely thank the City of Key West, Florida for granting Angela Budde, CMC, the flexibility to be an active District Director of FACC, while continuing to serve the City of Key West, Florida.

SECTION 2: This Resolution shall take effect immediately upon adoption and authentication by the signatures of the President and President-Elect.

ADOPTED AND APPROVED BY THE FLORIDA ASSOCIATION OF CITY CLERKS AT A MEETING held this 26th day of June 2017.

ATTEST:

Chevelle Nubin, MMC
President

Gwen Keough-Johns, MMC
President Elect



THE CITY OF KEY WEST

Finance Department

P.O. Box 1409, Key West, FL 33040

May 21, 2007

Angela Budde
Administrative Assistant II
Public Works Department
City of Key West

Re: City Reimbursements from FEMA

Dear Ang:

I'd like to thank you for your extraordinary efforts this month helping the city document its expenses related to the several hurricanes that impacted our community these past few years.

I just finished meeting with one of our local FEMA representatives for whom you'd delved into the bowels of stored documents from years past in search of obscure trip and weight tickets to prove the city's costs. The couple of days you spent mining these documents has certainly paid off. As a direct result of your efforts, FEMA just approved one \$40,000 reimbursement related to Hurricane Katrina, and this was the smallest of the reimbursements they've reviewed to date as they continue scrutinizing the records you collected.

Additionally, your work disclosed a serious error occurring on the vendor's end, an error that would likely have otherwise gone unidentified without your assistance.

One of my most recent tasks was examining the time sheets for the 72-hour period before and after Hurricane Wilma struck such a devastating blow to our city; and in the process, destroying your department. There were city employees who put in for their time, and a few who seemed keen on documenting every second they'd worked; yet your time sheets stood apart from the others. I had fully expected to see hours upon hours of time you'd invested in the recovery process, only to find about three such hours. Somehow, I believe this to be a gross underestimation, while at the same time speaking volumes of your dedication to our city.

Sincerely,

A handwritten signature in black ink, appearing to read "Scott G. Fraser".

Scott G. Fraser
FEMA Coordinator

CC: R.B. Havens, Director, Pubic Works

(305) 809-3810 (305) 809-3739 FAX
sfraser@keywestcity.com

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

ANGELA M. BUDDE

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of this course:

IS-00100

Introduction to the Incident Command System,

ICS-100

Issued this 14th Day of June, 2007

A handwritten signature in cursive script, reading "Vilma Schifano Milmoie".

Vilma Schifano Milmoie
Superintendent (Acting)
Emergency Management Institute



0.3 IACET CEU

FEMA Form 16-31, October 05

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

ANGELA M. BUDDÉ

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of this course:

IS-00200

**ICS for Single Resources and
Initial Action Incidents, ICS-200**

Issued this 14th Day of June, 2007

A handwritten signature in cursive script, reading "Vilma Schifano Milmoé".

Vilma Schifano Milmoé
Superintendent (Acting)
Emergency Management Institute



0.3 IACET CEU

FEMA Form 16-31, October 05

Center for Domestic Preparedness



FEMMA

This is to certify that

Angela M. Buddle

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the:

Emergency Management Institute's ICS-300
Intermediate ICS for Expanding Incidents

Issued this 17th day of September, 2008

A handwritten signature in black ink, appearing to read "Craig R. Marston".

Craig R. Marston
Trainer

A handwritten signature in black ink, appearing to read "Dr. Christopher T. Jones".

Dr. Christopher T. Jones,
Superintendent
Center for Domestic Preparedness

Center for Domestic Preparedness



FFEMMA

This is to certify that

Angela M. Budde

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the:

Emergency Management Institute's ICS-400

Advanced ICS Command and General Staff-Complex Incidents

Issued this 19th day of September, 2008

A handwritten signature in blue ink, appearing to read "Craig R. Marston".

Craig R. Marston
Trainer

A handwritten signature in blue ink, appearing to read "Dr. Christopher T. Jones".

Dr. Christopher T. Jones,
Superintendent
Center for Domestic Preparedness

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

ANGELA M. BUDDÉ

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of this course:

IS-00700

National Incident Management System

(NIMS), An Introduction

Issued this 14th Day of June, 2007



A handwritten signature in cursive script, reading "Vilma Schifano Milmoé".

Vilma Schifano Milmoé
Superintendent (Acting)
Emergency Management Institute

0.3 IACET CEU

FEMA Form 16-31, October 05

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

ANGELA M. BUDDE

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of this course:

**IS-00800.a
National Response Plan (NRP), an Introduction**

Issued this 27th Day of June, 2007

A handwritten signature in cursive script, reading "Vilma Schifano Milmo".

Vilma Schifano Milmo
Superintendent (Acting)
Emergency Management Institute



0.3 IACET CEU

FEMA Form 16-31, October 05

**Criminal Justice Information Services
Security Awareness Training**



This is to certify that

ANGELA BUDDÉ

has successfully completed the

Level 2 Security Awareness Certification

07/05/2021

Certification Date



07/05/2023

Expiration Date

Criminal Justice Information Services Security Awareness Training



This is to certify that

ANGELA BUDDÉ

has successfully completed the

Level 2 Security Awareness Certification

08/07/2019

Certification Date



08/07/2021

Expiration Date

Criminal Justice Information System Security & Awareness Training



This is to certify that

ANGELA BUDDÉ

has successfully completed the

Level 2 CJIS Security Training

August 29, 2017

Certification Date

*This certification expires two
years from the date of issuance.*

August 29, 2019

Expiration Date

Criminal Justice Information System Security & Awareness Training



This is to certify that

ANGELA BUDDÉ

**has successfully completed the CJIS Security & Awareness Course
by completing the following exam:**

Level 1 CJIS Security Test

*This certification expires two
years from the date of issuance.*

September 2, 2015

Certification Date

September 2, 2017

Expiration Date

NOTARY I.D. NO.
1225041



COMMISSION NO.
GG 971499

STATE OF FLORIDA

Executive Department

I, Ron DeSantis, Governor of Florida, by virtue of the authority vested in me
by the Constitution and Laws of this State,

do hereby commission

Angela Budde

to be

NOTARY PUBLIC

in and for the State of Florida
from April 9, 2020 through April 8, 2024 and in the

Name of the People of the State of Florida to have, hold and exercise the said office and
all the powers and responsibilities appertaining thereto, and to receive the privileges
and emoluments thereof in accordance with the law,

In Testimony Whereof, I do herunto set my hand and cause to be affixed the
Great Seal of the State, Tallahassee, Florida.

Governor

Secretary of State

FAIN

NOTARY I.D. NO.
1225041



COMMISSION NO.
FF 968916

STATE OF FLORIDA

Executive Department

I, Rick Scott, Governor of Florida, by virtue of the authority vested in me
by the Constitution and Laws of this State,
do hereby commission

Angela Buddie

to be

NOTARY PUBLIC

in and for the State of Florida
from April 9, 2016 through April 8, 2020 and in the

Name of the People of the State of Florida to have, hold and exercise the said office and
all the powers and responsibilities appertaining thereto, and to receive the privileges
and emoluments thereof in accordance with the law,

In Testimony Whereof, I do hereunto set my hand and cause to be affixed the
Great Seal of the State, Tallahassee, Florida.

Rick Scott

Governor

Ken Detjen

Secretary of State

FAIN

NOTARY I.D. NO.
1225041



COMMISSION NO.
EE 166510

STATE OF FLORIDA

Executive Department

I, Rick Scott, Governor of Florida, by virtue of the authority vested in me
by the Constitution and Laws of this State,
do hereby commission

Angela Budde

to be

NOTARY PUBLIC

in and for the State of Florida
from April 9, 2012 through April 8, 2016 and in the

Name of the People of the State of Florida to have, hold and exercise the said office and
all the powers and responsibilities appertaining thereto, and to receive the privileges
and emoluments thereof in accordance with the Law,
In Testimony Whereof, I do hereunto set my hand and cause to be affixed the
Great Seal of the State, Tallahassee, Florida.

Handwritten signature of Rick Scott in black ink.

Governor

Handwritten signature of Janet Brown in black ink.

Secretary of State

FAHN

NOTARY ID. NO. 1225041



COMMISSION NO. DD 776911

STATE OF FLORIDA

Executive Department

I, Charlie Crist, Governor of Florida, by virtue of the authority vested in me by the Constitution and Laws of this State, do hereby commission

Angela M. Budde

to be

NOTARY PUBLIC

in and for the State of Florida from April 9, 2008 through April 8, 2012 and in the

Name of the People of the State of Florida to have, hold and exercise the said office and all the powers and responsibilities appertaining thereto, and to receive the privileges and emoluments thereof in accordance with the law.

In Testimony Whereof, I do herunto set my hand and cause to be affixed the Great Seal of the State, Tallahassee, Florida.

Charlie Crist

Governor

Justin Brown

Secretary of State

FAIN

OFFICIAL CERTIFICATION

MICROSOFT OFFICE USER SPECIALIST

Angela M. Buddle

Is recognized as a
Microsoft Office User Specialist in:

Microsoft Office 2000 Word Expert

Donna M. Senko

Donna Senko
Director of Certification and
Skills Assessment

Microsoft



MICROSOFT OFFICE SPECIALIST

OFFICIAL CERTIFICATION

Angela Maria Budde

Is hereby granted this certification for having demonstrated proficiency with

Microsoft® Excel 2000 Expert



Steven Sinofsky
Senior Vice President,
Microsoft Office



Verify your certification online at www.certiport.com/digitalTranscript

