

# Florida Association of City Clerks

February 2, 2024

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## Message from FACC President



Sincerely,  
Angie Guy, MMC  
2023-2024 FACC President  
City Clerk, City of Dade City

## Member Highlight



*We will be highlighting a different member each week to share "what it means to be a member of FACC" for that person.*

**Today, enjoy reading about Deputy City Clerk Erica Sanchez from the City of Haines City.**

As a Deputy City Clerk, I have benefited greatly from membership in FACC. As a result, I have gained access to valuable resources, support and networking opportunities that have helped me excel in my role. Moreover, the association's conferences provide me with a wealth of knowledge and learning experiences, allowing me to grow professionally and gain insights that contribute to my success. In my role as a Deputy City Clerk, I am grateful to be a member of FACC because of the value it adds to my career development. [Read More](#)

## Member News

### MMC Certifications



The following FACC member has earned their MMC certification. Congratulations!

- Deputy City Clerk Brittney N. Sandovalsoto, MMC, City of Tampa

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### CMC Certifications

The following FACC members have earned their CMC certification. Congratulations!

- Assistant City Clerk Monica Arsenault, CMC, City of Cocoa
- Town Clerk Ivelisse Chico-Randazzo, CMC, Town of Jupiter Inlet Colony
- Records Coordinator Jessenia Monge, MPA, CMC, Town of Cutler Bay



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### Save the Dates - 2024 FACC Events

**FACC 2024 Summer Conference and Academy, Kissimmee**

June 23-26, 2024

#FACCSummer2024

Embassy Suites by Hilton Orlando Lake Buena Vista South

Member Registration Rate: \$400

Hotel Room Rate Per Night: \$159

Registration opens in April 2024.

**FACC 2024 Fall Academy, Lake Mary**

October 13-17, 2024

#FACCFall2024

Marriott Orlando Lake Mary Hotel

First/Second/Third Year Member Rate: \$400

Advanced (MMC) Member Rate: \$425

Hotel Room Rate Per Night: \$159

Registration opens in August 2024.

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**FACC New Members in January**

Phyllis Brooks  
Deputy Town Clerk  
Town of Mangonia Park

Belinda Brown  
Administrative Assistant  
City of Belle Glade

Samantha Charlemont  
Assistant City Clerk  
City of Deerfield Beach

Miranda Justice  
Municipal Records Coordinator  
City of Ocoee

Cassie Killgore  
Deputy City Clerk  
City of Lake Mary

Jennifer Loadman  
Deputy City Clerk  
City of Punta Gorda

Cassandra Metrik  
Deputy Town Clerk  
Town of Mangonia Park

Danielle Nowak  
Administrative Coordinator  
City of Coconut Creek

Matthew Powell  
Assistant City Clerk  
City of North Port

Roxann Reid Goodman  
Deputy City Clerk  
City of Lake Helen

Jacqueline Schilling  
Staff Assistant to Town Clerk  
Town of Lady Lake

**Nominations for FACC Board Positions**

**We need  
your *voice*.**



**2024-2025 FACC Board Vacancies for Officers and Directors**

**Applications must be received no later than  
February 23, 2024, at 5:00 p.m.**

As an FACC member, you have the opportunity to make an impact on your association to shape policies, programs and develop strategic plans to help your colleagues. FACC can benefit from your ideas and perspective. This is an excellent way to convey to 600 plus members that you value the efforts of this organization and to have a voice in its growth and future.

**If you would like your decisions, direction and vision about FACC's future to directly impact the membership, then it's time to take the initial step forward and put your leadership and knowledge to task by serving on the Florida Association of City Clerks Board of Directors.**

Nominations are being accepted for the following positions: Vice-President, Northwest District Director, Northeast District Director, Central West District Director, Central East District Director, South District Director, Southwest District Director and Southeast District Director.

**Note – all candidates, including incumbents, must provide all required information by the stated deadline for their nomination to be considered.**

- [Nomination Information](#)
- [Nomination Procedures](#)
- [Candidate Nomination Form](#)

## FACC Legislative Committee Update



[Click here](#) to view the current bills the committee is tracking and their latest actions.

## FACC Board Meeting Minutes Approved



These minutes have been approved.

[December 14, 2023](#)

## FACC Webinar

A background image of various nuts and bolts, including hex nuts, screws, and bolts, scattered across the page. The colors are primarily silver and teal.

**The Nuts & Bolts of the  
New Form 6 & E-Filing**

**Thursday, February 8, 2024  
2:00 p.m. – 4:00 p.m. ET Via Zoom  
\$75 FACC members/\$100 non-members**

**Registration ends February 7, 2024.**

[\*\*Register Now\*\*](#)

Do you or your elected and appointed officials still have questions about the new Form 6 and Electronic Financial Disclosure Management System (EFDMS)? As a Florida Municipal Clerk, you want to know everything you can about the topic so you can assist your candidates, public officials and your municipality. Please join us as special guest Lynn Blais, Chief Administrator, Florida Commission on Ethics, and co-creator of the new

EFDMS system, walks us through everything you wanted to know but didn't know whom to ask about Form 6, Public Disclosure of Financial Interests and E-Filing.

**Speaker:** Lynn Blais, Chief Administrator, Florida Commission on Ethics

**Moderator:** Dena Hurst, Ph.D., The John Scott Dailey Florida Institute of Government at Florida State University

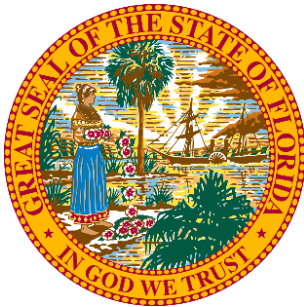
**This program has been approved by IIMC for 2 hours (1 point) of CMC/MMC credit. A completed Ideas to Action (ITA) form is required to receive education credit.**

The Zoom link will be emailed to you approximately 2-3 days before the webinar.

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

[Register Now](#) and submit payment online or [Download Fillable Registration Form](#) to mail with your check payment.

## Local Government Financial Information Handbook



The Florida Legislature's Office of Economic and Demographic Research (EDR) has published the 2023 edition of the *Local Government Financial Information Handbook*. This report is produced annually by EDR to serve as a reference for many of the revenue sources available to local governments. It contains items useful for local government budgeting purposes, including descriptions of revenue sources, adjusted 2022 population estimates used in the FY 2023-24 state revenue-sharing calculations, estimated FY 2023-24 county and municipal government distributions for

select state revenue-sharing and local option tax sources, and the most recently adopted 2024 local option fuel, sales, and tourist-related tax rates by county. This report also serves as a guide to understanding the constitutional and statutory provisions pertaining to these revenue sources.

The *Handbook's* discussion of local government revenue sources is organized as follows:

- Part One: Revenue Source Authorized by the Constitution
- Part Two: Revenue Sources Based on Home Rule Authority
- Part Three: Revenue Sources Authorized by the Legislature

The report is available on the EDR's website [here](#).



Please note that EDR no longer prints and distributes hard copies of this report. However, all are welcome to download and/or print the document from the EDR's website. This 318 page PDF has been formatted for duplex printing.

## Job Openings



[Click here](#) to browse current job openings on the FACC website.

## Upcoming Events

To view a list of all upcoming events, [click here](#).

### Recognition Presentations, Longboat Key

February 5, 2024

1:00 p.m. ET

Location: Longboat Key Town Hall

501 Bay Isles Road

Longboat Key, FL 34228

FACC Southwest District Director Scotty Lynn Kelly, MMC, CGSP, City Clerk, City of Sanibel, will present Deputy Town Clerk Savannah K. Cobb, MMC, Town of Longboat Key, with her MMC certificate. Director Kelly will also present Administrative Assistant Stephanie Janney, CMC, Town of Longboat Key, with her CMC certificate.

### Recognition Presentations, Ormond Beach

February 6, 2024

7:00 p.m. ET

Location: City of Ormond Beach

City Commission Chambers

22 South Beach Street

Ormond Beach, FL 32174

FACC Central East District Director Gwen Peirce, MPA, CMC, City Clerk, City of Satellite Beach, will present City Clerk Susan C. Dauderis, CMC, City of Ormond Beach, with her CMC certificate.

### FACC Webinar, Via Zoom

The Nuts & Bolts of the New Form 6 & E-Filing

February 8, 2024

2:00 p.m. - 4:00 p.m. ET

Registration ends February 7, 2024.

\$75 FACC Members/\$100 Nonmembers

[Register Now](#)

### **Recognition Presentations, Daytona Beach**

February 21, 2024

6:00 p.m. ET

Location: Daytona Beach City Hall

301 S. Ridgewood Avenue

Daytona Beach, FL 32114

FACC Central East District Director Gwen Peirce, MPA, CMC, City Clerk, City of Satellite Beach, will present City Clerk Letitia LaMagna, CMC, City of Daytona Beach, with her CMC certificate.

### **FACC Board of Directors Meeting, Via Zoom**

February 22, 2024

10:30 a.m. ET

### **IIMC 2024 Region III Conference, Columbus, Georgia**

February 27 - March 1, 2024

[Learn More](#)

To view a list of all upcoming events, [click here](#).



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Florida Association of  
City Clerks

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