

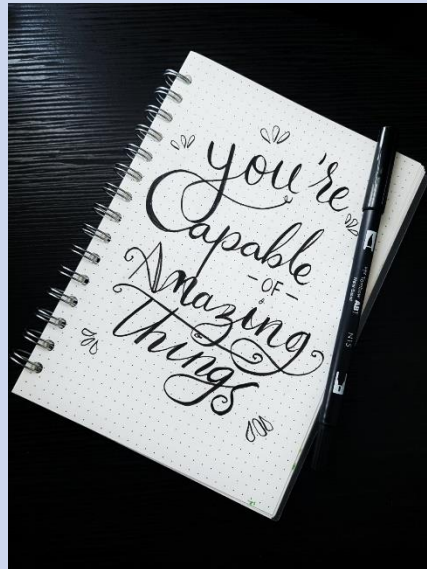
# Florida Association of City Clerks

January 5, 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 Aaron Maraj from the City of Coral Springs.**

Being a member of the FACC means to me that I have strong support from a community of my peers to not only be successful as a Municipal Clerk but to achieve excellence within the Municipal Clerk profession. My family heritage originates from the twin island nation of Trinidad and Tobago. I am a Florida native; I was born in Miami and have lived in Florida my entire life. [Read More](#)

## Member News

### Retirement



City Clerk Loredana Kalaghchy, MMC, City of Cocoa Beach, is retiring today, January 5. She joined FACC on June 9, 1987. Loredana earned her CMC on November 2, 1990 and her MMC on January 28, 2010.

Congratulations on your retirement, Loredana!

### MMC Certifications

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

- Deputy Town Clerk Savannah K. Cobb, MMC, Town of Longboat Key
- City Clerk Karen J. Hayes, MMC, City of Crescent City
- City Clerk Quintella L. Moorer, MMC, City of Greenacres



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## CMC Certifications

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

- Deputy City Clerk Fransheska Berrios, CMC, City of Anna Maria
- City Clerk Susan C. Dauderis, CMC, City of Ormond Beach
- City Clerk Silvia Gransee, CMC, City of Key Colony Beach
- Administrative Assistant Stephanie Janney, CMC, Town of Longboat Key
- City Clerk Letitia LaMagna, CMC, City of Daytona Beach



## FACC Board Meeting: December 14, 2023



The FACC Board of Directors met via Zoom on December 14, 2023.

[Agenda Packet](#)

[Executive Summary](#)

## FACC Scholarships



**Application Deadline: January 30, 2024**

The **Awards & Scholarships Committee** is now **accepting scholarship applications** offered through the FACC. Please take advantage of this **great opportunity** to obtain **assistance** with the cost to attend an event. FACC offers **four annual scholarships** for members to use towards education and training.

[Click here](#) to view the criteria and application forms located on the FACC website for the following scholarships:

- FACC Dale Barstow Annual Scholarship
- FACC Fall Academy Kay O'Halloran Memorial Scholarship
- FACC Summer Conference and Academy Scholarship
- FACC's IIMC Annual Conference Scholarship

Submit your application by January 30, 2024, to the FACC Administrative Office [facc@flcities.com](mailto:facc@flcities.com) AND to Awards/Scholarships Committee Chair Vivian Mendez, MMC, Town Clerk, Town of Lake Park, at [vmendez@lakeparkflorida.gov](mailto:vmendez@lakeparkflorida.gov).

Questions? Please contact Awards/Scholarships Committee Chair Vivian Mendez, MMC, Town Clerk, Town of Lake Park, at [vmendez@lakeparkflorida.gov](mailto:vmendez@lakeparkflorida.gov).

## FACC Legislative Committee Update



A new bill was filed recently that would repeal the Local Business Tax Receipt (SB 1144). We are also tracking HB 609 (repeals Florida Statutes, Ch. 205)

Please [click here](#) to view an FLC flyer for important dates and more information to stay informed during the 2024 Legislative Session.

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

## FACC Discussion Forum



The FACC Discussion Forum is where you can ask another Municipal Clerk any question, find an answer to a concern, share information, policies, and best practices, or just read the board from experienced clerks who have faced similar challenges.

These are just a sampling of the questions asked (and answered) on the Discussion Forum. To sign up to participate in the Forum, contact [FACC Staff](#). If you are already a member, [click here](#) to go to the Forum to share information about these questions and read other's answers.

Here are some of the recent topics:

### **Form 6 and Resignations**

If you have experienced or know that you will experience upcoming resignations, can you share that information with the group?

### **Records Request Question - Form 6**

I received this email yesterday from a citizen and I was wondering the best way to respond: "Please advise what time on January 2 you will be open for me to inspect all form 6 for current active council and Mayor."

### **Order of Citizen/Public Comments for Items on the Agenda**

We allow the public to provide general citizen comments on items not on the agenda under "Citizen Comments". But we also allow the public to comment on the individual agenda items as they are heard (as I believe most cities do). Staff provides their report, then council discusses and then the item is opened for public input. How does your city do this?

1. Staff, council, citizen comment
2. Citizen comment, staff, council
3. Or something else (please elaborate)

## **FACC Board Meeting Minutes Approved**



These minutes have been approved.

[October 22, 2023](#)

## **FACC Awards**



The Awards & Scholarships Committee would like to encourage FACC members to nominate a Municipal Clerk that has demonstrated outstanding qualities in the Clerk profession. The FACC offers annual award opportunities to recognize the commendable efforts made by colleagues to improve and advance the Clerk profession.

**Please take the time to submit an application to honor a Municipal Clerk's dedication to this important role in municipal government!**

### **Clerk of the Year Award**

This award recognizes and honors an FACC member whose accomplishments have made a significant contribution in raising the professional status, image or education of the Municipal Clerk profession. [Download Nomination Form](#)

### **Robert N. Clark Memorial Award**

This award recognizes a Florida Clerk for having promoted and advanced the ideas and goals of the profession by actively participating in the improvement of municipal government. [Download Nomination Form](#)

#### **Submit your nomination forms by March 31, 2024!**

Send your forms to FACC Awards/Scholarships Committee Chair Vivian Mendez, MMC, Town Clerk, Town of Lake Park, at [vmendez@lakeparkflorida.gov](mailto:vmendez@lakeparkflorida.gov) AND to the FACC Administrative Office [facc@flcities.com](mailto:facc@flcities.com).

Questions? Please contact Awards/Scholarships Committee Chair Vivian Mendez, MMC, at [vmendez@lakeparkflorida.gov](mailto:vmendez@lakeparkflorida.gov).

## **From Our Partners - IIMC**



### **International Institute of Municipal Clerks (IIMC) Region III Certification Informational Webinar**

Please join IIMC Region III Directors Tory Frink and Lee Frazier for an informative virtual Q&A session with IIMC's Dr. Jaimis Ulrich, Associate Director of Professional Development, on either January 8 or January 17, 2024.

We will address your questions and concerns regarding the process of obtaining your CMC and MMC certification.

Additionally, below are links outlining the step-by-step process for obtaining your CMC or MMC certification with IIMC and the registration links for the virtual meeting.

If you should have any questions that you would like answered prior to the virtual Q&A, please reach out to Lee Frazier at [lee.frazier@birminghamal.gov](mailto:lee.frazier@birminghamal.gov) or 205-254-2290.

For the flyer, [click here](#).

CMC ZOOM Meeting Registration: January 8, 2024

[Meeting Registration - Zoom](#)

MMC ZOOM Meeting Registration: January 17, 2024

[Meeting Registration - Zoom](#)

[Click Here](#) for a step by step CMC certification process video.

[Click Here](#) for a step by step MMC certification process video.

## **Job Openings**



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

## Upcoming Events

To view a list of all upcoming FACC Board of Directors Meetings, [click here](#).

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

January 25, 2024

10:30 a.m. ET

### **Recognition Presentations, Longboat Key**

February 5, 2024

1:00 p.m. ET

Location: Town of 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.

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

February 27 - March 1, 2024

[Learn More](#)

### **IIMC 2024 Annual Conference, Calgary, Alberta, Canada**

May 19-22, 2024

[Learn More](#)

### **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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