

# Florida Association of City Clerks

March 24, 2023

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## Message from FACC President



*Keep Learning  
Keep Growing*

**Cheryl A. Mooney, MPA, MMC**  
**2022-2023 FACC President**  
**City Clerk, City of Temple Terrace**

## 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 City Clerk Kristen A. Puhalainen, CMC, City of Atlantis.**

I have been the City Clerk for the City of Atlantis for eight years. I started this career path as the Assistant to the Town Manager/Deputy Town Clerk for the Town of Lantana. I then worked for the Palm Beach County League of Cities. [Read More](#)

## Member News

### CMC Certifications



The following FACC member has earned their CMC certification:

Town Clerk Mauricio Melinu, CMC, Town of Cutler Bay

Congratulations!

### Clerks in the Community



Former City of Key West Senior Deputy City Clerk Susan "Sue" P. Harrison (pictured on the left), CMC, and City of Key West Angela M. Budde (pictured on the right), MMC, CPPT, IT Department, recently attended the 42nd Annual Historic Florida Keys Foundation (HPKF) Preservation Award Ceremony held at the Harry S. Truman Little White House in Key West. This award ceremony recognizes architects, builders and homeowners who restored structures, businesses, and homes within the Key West historic district and received a preservation star for their work. Volunteers were also in attendance, including Sue and Angela, who volunteer every year at the Historic Cemetery Stroll, which is sponsored by the HPKF and the City of Key West. During the Historic Cemetery Stroll, visitors walk in small groups walk with a group leader to the gravesites, where site presenters are stationed to tell a short story about the deceased in brief monologues. [Click here](#) to learn more about the Historic Cemetery Stroll.

### Message From FACC Central West District Director



Aloha FACC:

At the International Institute of Municipal Clerks (IIMC) Annual Conference last year, I was the winner of the Hawaii trip raffle. My husband and I recently returned from our vacation. What an adventure it was!

We were on the go most of the time. We toured the island, relaxed on some of the most beautiful beaches, went whale watching, visited Pearl Harbor and while there we went out to the USS Arizona Memorial to pay our respects, took a doors-off helicopter tour of the island, and ate some of the most amazing food – I was able to try Poke for the 1st time – YUM! On our last night on the island, we went to a luau; what fun!

Please [click here](#) to view some pictures from our trip!

Whether you are attending the IIMC 2023 Annual Conference in May or not, I encourage everyone to purchase a raffle ticket for a chance to win the Hawaii trip. It's for a good cause. The proceeds support the IIMC Foundation and IIMC education programs; not to mention, it's the trip of a lifetime. Remember, it only takes one ticket to win! The winner does not have to be present to win. Purchase tickets for \$20 each or 3 for \$50. [Click here](#) to learn more.

Thank you (or in Hawaiian "Mahalo") to the IIMC Foundation, American Legal Publishing and Rich Frommeyer!

Aloha,  
Dawn M. Wright, MMC, FCRM, PHRP  
City Clerk, City of Eagle Lake  
FACC Central West District Director

## FACC Board Meeting: March 23, 2023

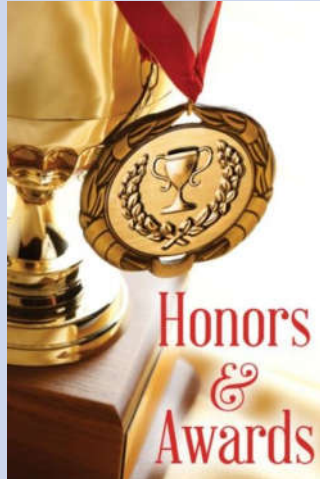


The FACC Board of Directors met via Zoom on March 23, 2023.

[Agenda Packet](#)

[Executive Summary](#)

## FACC Awards



### **Message From FACC Awards & Scholarships Committee Chair**

FACC Members:

As Chair of the FACC Awards & Scholarships Committee, I am writing to tell you about two exciting awards that FACC offers and encourage you to nominate a fellow Clerk! FACC offers two awards to the membership, the Clerk of the Year Award and the Robert N. Clark Award. These awards are offered to recognize the commendable efforts made by colleagues to improve and advance the Clerk profession.

The **Clerk of the Year 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.

The **Robert N. Clark 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.

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

Submit your nomination forms by March 31, 2023, to the FACC Administrative Office [facc@flcities.com](mailto:facc@flcities.com).

[Download Clerk of the Year Nomination Form](#)

[Download Robert N. Clark Nomination Form](#)

If you have any questions, please let me know.

Sincerely,  
Janice L. Peters, MMC  
Chair, FACC Awards & Scholarships Committee  
City Clerk, City of Callaway  
[jpeters@cityofcallaway.com](mailto:jpeters@cityofcallaway.com)

## Legislative Committee Update



**FACC Legislative Committee Chair  
Deputy Town Clerk Savannah Cobb, CMC  
Town of Longboat Key**

Below is the current list of bills the Legislative Committee is tracking and current/last action:

### [SB 714: Vacation Rentals](#)

Vacation Rentals; Requiring advertising platforms to collect and remit specified taxes for certain vacation rental transactions; defining the term “advertising platform”; revising the regulated activities of public lodging establishments and public food service establishments

preempted to the state to include licensing; requiring advertising platforms to require that persons placing advertisements for vacation rentals include certain information in the advertisements and attest to certain information; authorizing the division to revoke, refuse to issue or renew, or suspend vacation rental licenses under certain circumstances, etc.

**Last Action:** Passed through with a 5-2 vote in the Senate Regulated Industries Committee

[Click here](#) to see the full list of bills and the updates.

## 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:

### **Invocation**

Does your city conduct an invocation (non-denominational)? If you are not on the lists [here](#), and you do invocations at meetings, please let me know yes and who performs the invocation.

### **Who Attends Your Planning and Zoning Meetings To Create Minutes**

As of right now, a planning department staffer attends the Planning and Zoning Meeting and types the minutes at the City of Freeport. When I got here I found this odd as I thought that was the City Clerk’s responsibility. So I am curious what you do for your city. I am considering changing this to the City Clerk.

### **Lien Search Information**

Can you please share information on what your current fee structure is like for lien searches? We'd like to only evaluate cities who process their own requests, not those who use a third party vendor. We'd like the following information if possible:

- What is your standard lien search fee cost?
- Do you offer "expedited" searches and, if so, what is the cost?
- Approximation of the number of lien searches processed per month.
- What is the deadline/turnaround time you quote to requestors?
- What position or staff person in your department primarily handles the lien search requests/responses?

## Local Government AFR Expenditure & Revenue Data



The Office of Economic and Demographic Research (EDR) has updated its website with posted tabulations of expenditures and revenues reported by local governments via their respective Annual Financial Reports (AFRs). The latest updates reflect the local FY 2020-21 data submitted to and verified by the Department of Financial Services (DFS) as of March 6, 2023. At the present time, the FY 2020-21 data are the most recent fiscal year data available.

Tabulations summarizing county and municipal government expenditure and revenue totals by major category as well as total revenues by fund type are available via the following link. Additionally, detailed tabulations summarizing county and municipal government expenditure and revenue totals by account code are also available.

<http://edr.state.fl.us/Content/local-government/data/revenues-expenditures/stwidefiscal.cfm>

Furthermore, more detailed tabulations summarizing individual county and municipal expenditures and revenues by account code and fund type are available via the following links.

For county governments:

<http://edr.state.fl.us/Content/local-government/data/revenues-expenditures/cntyfiscal.cfm>

For municipal governments:

<http://edr.state.fl.us/Content/local-government/data/revenues-expenditures/munifiscal.cfm>

Please note that these tabulations reflect data that are submitted to and verified by the Department of Financial Services, rather than EDR. Consequently, these EDR datasets are subject to future revision as new or revised data become available.

## 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 Live Webinar, Via Zoom**

Essential Records, Disaster Mitigation and Recovery

April 13, 2023

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

\$75 FACC Member/\$100 Non-Members

Registration ends April 12, 2023.

[Register Now](#)

### **FACC Budget/Board of Directors Meeting, Orlando**

April 28, 2023

FLC Main Office Building in the Green Room

Budget Meeting 10:00 a.m. ET

Board Meeting 11:00 a.m. ET

### **54th Annual Professional Municipal Clerks Week**

April 30 – May 6, 2023

#MuniClerks

#MuniClerks2023

Toolkit Available Soon!

### **IIMC 2023 Annual Conference, Minneapolis, Minnesota**

May 14-17, 2023

Hyatt Regency Minneapolis

[Learn More](#)

### **FACC 2023 Summer Conference and Academy, St. Petersburg**

June 17-21, 2023

#FACCSummer2023

The Vinoy® Renaissance

Member Registration Rate: \$400

Hotel Room Rate Per Night: \$189

Registration opens in April 2023.

### **FACC Live Webinar, Via Zoom**

Public Records Management Essential Topics

August 3, 2023  
2:00 p.m. - 4:00 p.m. ET  
\$75 FACC Member/\$100 Non-Members  
Registration opens in July.

### **FACC 2023 Fall Academy, Daytona Beach Shores**

October 22-26, 2023  
#FACCFall2023  
The Shores Hotel  
First/Second/Third Year Member Rate: \$400  
Advanced (MMC) Member Rate: \$375  
Hotel Room Rate Per Night: \$132  
Registration opens in August 2023.

### **FACC Live Webinar, Via Zoom**

Leadership  
November 9, 2023  
2:00 p.m. - 4:00 p.m. ET  
\$75 FACC Member/\$100 Non-Members  
Registration opens in October.

### **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.



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