

# Florida Association of City Clerks

March 29, 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 Town Clerk Katrina Adler from the Town of Lauderdale-By-The-Sea.**

I have benefitted greatly from becoming a member of the FACC. The association's dedication to the exchange of knowledge and continued education has been a huge asset to my professional growth. The well-designed conferences have offered me the opportunity to obtain information and guidance from long-established Clerks and other municipal professionals. I have been able to create a platform of resources and I have obtained networking abilities that have contributed to my success. The role of the Municipal Clerk can often be challenging, but being a member of the FACC has ensured that I can stay well informed of the best practices to enhance my role for my fellow staff and the community. [Read More](#)

## ARPA Report for NEU Cities

### Annual ARPA Report for NEU Cities Due April 30

All non-entitlement units (NEU) cities that received American Rescue Plan Act (ARPA) funds must submit their Annual Project & Expenditure Report by April 30. All reports must be submitted online using Treasury's Reporting Portal, which opens on April 1. The Treasury's Reporting Portal can be accessed using the links below:

- [Treasury's Portal – ID.me](#)
- [Treasury's Portal – Login.gov](#)

For more information on ARPA, please visit the [Treasury's website](#) or contact the treasury at [SLFRF@Treasury.gov](mailto:SLFRF@Treasury.gov). For general questions related to ARPA, contact the Florida League of Cities (FLC) at [ARPA@flcities.com](mailto:ARPA@flcities.com).

## Member News

### Recognition Presentation



On March 21, City Clerk Dawn M. Wright, MMC, FCRM, PHRP, City of Eagle Lake, presented City Clerk Sharon Lauther, MMC, City of Haines City, with her MMC pin and frame at the Haines City Commission Meeting.

Congratulations, Sharon!

*Pictured left to right: City Clerk Sharon Lauther, MMC, Haines City and City Clerk Dawn M. Wright, MMC, FCRM, PHRP, Eagle Lake.*



*Pictured above, left to right: City Clerk Vanessa Castillo, MMC, Winter Haven; City Clerk Dawn M. Wright, MMC, FCRM, PHRP, Eagle Lake; City Clerk Sharon Lauther, MMC, Haines City; Deputy City Clerk Heather Bradman, Lakeland and City Clerk Jenn Garcia, CMC, Mulberry.*



*Pictured above, left to right: City Manager James R. Elensky, Haines City; Commissioner Anne Huffman, Haines City; Vice Mayor Omar Arroyo, Haines City; City Clerk Sharon Lauther, MMC, Haines City; Mayor H.L. "Roy" Tyler, Haines City; Commissioner Morris L. West, Haines City and Commissioner Vernel Smith, Jr., Haines City.*

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## 2024 FLC Home Rule Heroes

The FACC is proud to honor our Home Rule Heroes! Congratulations on this impressive recognition from the Florida League of Cities (FLC). This recognition was presented for their tireless efforts to help protect the Home Rule authority of municipalities during the 2024 regular legislative session.



Sue Frank, MMC  
City Clerk  
City of Indian Harbour Beach



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



Judy Meyers, CMC  
City Clerk/  
Public Information Officer  
City of New Port Richey



Dawn M. Wright, MMC, FCRM,  
PHRP  
City Clerk  
City of Eagle Lake



Latricia Wright, CMC, FCRM  
City Clerk  
City of Williston

## Sign Up for FACC Committees 2024-2025



Would you like to serve on an FACC Committee?

Now is the time to sign up!

FACC committees for the 2024-2025 fiscal year will be appointed in June 2024.

**IMPORTANT: The sign up for serving on the 2025 International Institute of Municipal Clerks (IIMC) Region III Conference Host Committee ends March 31, 2024 and these committee members will be appointed after March 31, 2024. This committee is for**

**the 2025 IIMC Region III Conference that FACC is hosting in Orlando January 6-10, 2025.**

[Click here](#) to sign up and select your top three committees.

**Sign Up Deadline for 2025 IIMC Region III Conference Host Committee:  
March 31, 2024**

**Sign Up Deadline for All Other Committees:  
June 30, 2024**

For more information about the duties and responsibilities of FACC committees,  
[click here](#).

Questions? Contact [facc@flcities.com](mailto:facc@flcities.com).

**Committee Sign Up**

## **FACC Awards**



**Last chance to nominate a colleague or friend for an award!**

**Deadline: March 31, 2024**

**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](#)**

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).

FACC Awards

## FACC Upcoming Webinar



**Cybersecurity in Municipalities**  
Thursday, April 25, 2024  
2:00 p.m. - 4:00 p.m. ET Via Zoom  
\$75 FACC members/\$100 nonmembers

***Registration ends April 24, 2024.***

Register Now

**Awareness of basic cyber threat essentials will continue to evolve, and continuous application of security measures and practice will continue to grow as cyber threats evolve.** Local governments and municipalities continue to be high level targets for cyber criminals, so it is imperative to protect your organization from intruders and assist in reducing cyberattacks. This webinar will familiarize participants with the basics of cyberattack identification to protect a work environment from internet intrusion from cyberattacks. Cybersecurity for municipalities and governments focuses on addressing these increasing cybersecurity threats and challenges. As a frontline worker, our responsibility is to recognize common cyberattack scenarios as they present themselves and conduct proper data control techniques to minimize their impact. This webinar will cover common cybersecurity threats, such as phishing, known email scans, password security, scareware, ransomware, different types of viruses and malwares, and social

engineering, along with best practices with techniques and tips to prevent your municipality or public sector institution from outside intrusion and interference.

**Speaker:** Jay Grosflam, Experience Leader, Ed.D., Ph.D., MPA, MBA

**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.**

## 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](#).

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

Cybersecurity in Municipalities

April 25, 2024

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

Registration ends April 24, 2024.

\$75 FACC Members/\$100 Nonmembers

[Register Now](#)

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

April 26, 2024

Budget Meeting 10:00 a.m. ET

Board Meeting 11:00 a.m. ET

### **Recognition Presentation, Naples**

May 1, 2024

8:30 a.m. ET

Location: City of Naples Council Chamber

735 8th Street South

Naples, FL 34102

City Clerk Patricia L. Rambosk, MMC, City of Naples, will present Deputy City Clerk Jessica Hernandez, CMC, City of Naples, with her CMC pin and certificate.



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