

# Florida Association of City Clerks

**March 3, 2023**

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## **Message from FACC President**



**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 Deputy City Clerk Ladayija Nichols, MPA, City of Atlantic Beach.**

Being a member of FACC means growth. I have been a member since May of 2022. Joining this organization has given me the opportunity to expand my knowledge by continuing my education and also learning from experienced experts in my field. I really appreciate the collaboration in the community and everyone's willingness to help one another. [Read More](#)

## Member News

[CMC Certifications](#)



The following FACC members have earned their CMC certification:

- City Clerk Stephanie Abrams, CMC, City of Mascotte
- Deputy City Clerk Kaley Cook, CMC, City of Palm Coast
- City Clerk Faith Lombardo, JD, CMC, City of Wilton Manors

Congratulations!

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### MMC Certifications



The following FACC member has earned their MMC certification:

Assistant City Clerk Patricia A. Staples, MMC, City of Wilton Manors

Congratulations!

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### New FACC Members in February

Rebecca Brenes  
Deputy City Clerk  
City of Orange City

Dominique Drager  
Deputy City Clerk  
City of Lake Helen

Jessica Lynn Gonzalez  
Town Manager/Town Clerk  
Town of McIntosh

Stephanie Proffer  
Deputy Town Clerk  
Town of Jupiter

Loida Santiago

Records Specialist  
City of Kissimmee

Kiya Tabb  
Deputy City Clerk  
City of Key West

Jessica Wilson  
Executive Administrative Assistant  
City of Lauderhill

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## Clerks in the Community

**Coral Springs Community Concert** – On February 11, the City of Coral Springs held a Community Concert which included kid activities, food trucks and live music to celebrate their 60th Anniversary.



Pictured left to right: Members of the Coral Springs City Commission: Commissioner Nancy Metayer Bowen, Vice Mayor Shawn Michael Cerra, Mayor Scott J. Brook, Commissioner Joshua Simmons and Commissioner Joy Carter.



Pictured left to right: Deputy City Clerk Leslie May, MMC, City of Coral Springs; Mayor Scott J. Brook, City of Coral Springs; and FACC South District Director Elizabeth Garcia-Beckford, MMC, MBA, City Clerk, City of North Lauderdale.

**Area on Aging of Broward County** – City Clerk Patricia A. Bates (pictured on the right), MMC, City of Weston, and FACC South District Director Elizabeth Garcia-Beckford (pictured on the left), MMC, MBA, City Clerk, City of North Lauderdale, attended the Area on Aging of Broward County’s “Have a Heart” Annual Valentine’s Day Luncheon on February 14. Area on Aging is a non-profit organization that provides resources and services for senior residents age 60 or older.

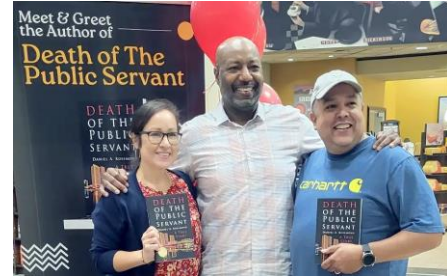


**Theater Musical in Coral Gables** – City Clerk Alyson Morales, MMC, MPA, City of Parkland, and FACC South District Director Elizabeth Garcia-Beckford, MMC, MBA, City Clerk, City of North Lauderdale, attended the theater musical *Jimmy Buffet’s Escape to Margaritaville* on February 11 at the Actor’s Playhouse at the Miracle Theatre in the City of Coral Gables. City Clerk/Public Information Officer Alexandra B. Grant (pictured right in orange shorts), MMC, City of West Park, performed in the musical.



Pictured above, left to right: FACC South District Director Elizabeth Garcia-Beckford, MMC, MBA, City Clerk, City of North Lauderdale; City Clerk/Public Information Officer Alexandra B. Grant, MMC, City of West Park; and City Clerk Alyson Morales, MMC, MPA, City of Parkland.

**Book Signing in Pembroke Pines** – On February 3, Town Clerk/Assistant Town Administrator Russell C. Muñiz (pictured right), MPA, MMC, Town of Southwest Ranches, and FACC South District Director Elizabeth Garcia-Beckford (pictured left), MMC, MBA, City Clerk, City of North Lauderdale, attended a book signing event at the Barnes & Noble Bookstore in Pembroke Pines with Daniel A. Rosemond (pictured center), author of *Death of the Public Servant*.



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## Lake County Municipal Clerks Association

*By Susie Novack, MMC, FCRM, LCMCA President*

The Lake County Municipal Clerks Association (LCMCA) is a professional organization within the FACC Central East District, founded over 25 ago under the name Central Florida City Clerks and Finance Officers Association. Its mission is to promote professional development and networking opportunities for municipal clerks in Lake County, Florida. Since its inception, the LCMCA has been committed to advancing the profession of municipal clerks and advocating for transparency and accountability in local government.

In February, the LCMCA took a significant step forward by adopting [by-laws](#) that reflect the organization's commitment to excellence and professionalism. The new by-laws outline the purpose, membership criteria, officer positions and other essential details of the LCMCA. The adoption of the by-laws was a significant milestone for the organization, providing a framework for its continued growth and success.

At the February 16 meeting, the LCMCA had the pleasure of welcoming Mark O'Keefe as a guest speaker. Mr. O'Keefe is the Support Services Director at the City of Tavares and is responsible for public communications, information technology and emergency management. His presentation focused on the importance of effective communication in municipal governance, covering a range of topics including stakeholder engagement, technology and social media. The presentation was well received by the LCMCA members, who appreciated the insights and practical tips shared by Mr. O'Keefe.



Pictured above: Tavares Support Services Director Mark O’Keefe presenting at the February 16 meeting.

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## Miami-Dade County Municipal Clerks Association



The Miami-Dade County Municipal Clerks Association held their monthly meeting on February 24 at the Village of Palmetto Bay Edward & Arlene Feller Community Room at Ludovici Park. Village of Palmetto Bay’s Village Manager Nick Marano (pictured left in

the blue shirt) was the guest speaker and spoke on Leadership and Clerk & City Manager’s Office Collaborations.



Pictured above: Deputy Town Clerk Daniel Goldberg, Cutler Bay; Town Clerk Mauricio Melinu, Cutler Bay; Assistant to Town Clerk Jessenia Monge, Cutler Bay; Public Records Coordinator Maria Gonzalez, Coral Gables; Assistant City Clerk Desiree Liguori, CMC, Coral Gables; Deputy Town Clerk Victoria Martinez, Miami Lakes; Assistant Village Clerk Nicole Tobias, CP, Pinecrest; Town Clerk Gina Inguanzo, Miami Lakes; Village Clerk Priscilla Torres, CMC, Pinecrest; Village Clerk Missy Arocha, MPA, Palmetto Bay; City Clerk Connie Diaz, MMC, Doral; City Clerk Annery Gonzalez, MMC, West Miami; Village Clerk Jocelyn B. Koch, Key Biscayne; Deputy Town Clerk Evelyn Herbello, CMC, Surfside; Deputy City Clerk Juan D. Garcia, CMC, Miami Springs; Deputy City Clerk Jennifer Garcia, MMC, Doral; Deputy City Clerk Julissa M. Chavez Mata, CMC, Homestead; FACC South District Director Elizabeth Garcia-Beckford, MMC, MBA, City Clerk, North Lauderdale; Assistant to the City Clerk Sandra Duarte, Miami Springs; Advisory Board Coordinator Juanita Cruz, Doral; City Clerk Elizabeth Sewell, MMC, Homestead; Deputy City Clerk Lidia Fernandez, South Miami; and City Clerk Nkenga A. Payne, CMC, South Miami.

**FACC Board Meeting: February 23, 2023**



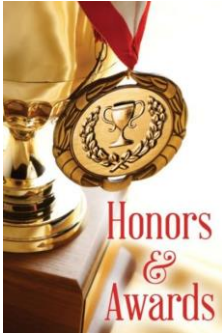
The FACC Board of Directors met via Zoom on February 23, 2023.

[Agenda Packet](#)

[Executive Summary](#)

## FACC Awards

**Calling all FACC members to nominate a Municipal Clerk!**



**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 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, 2023 to the FACC Administrative Office**  
[facc@flcities.com](mailto:facc@flcities.com).

Questions? Please contact Awards/Scholarships Committee Chair  
Janice L. Peters, MMC, City Clerk, City of Callaway at [jpeters@cityofcallaway.com](mailto:jpeters@cityofcallaway.com).

## FACC Board Meeting Minutes Approved





These minutes have been approved.

[January 26, 2023](#)

## From Our Partners - Florida Division of Emergency Management



### Notice of Funding Availability: Hazard Mitigation Grant Program (HMGP) DR-4673 Hurricane Ian

The Florida Division of Emergency Management (FDEM) recently announced that the Notice of Funding Availability (NOFA) for the Hazard Mitigation Grant Program (HMGP) for Hurricane Ian DR-4673 has been published to the Florida Administrative Register and is available on the state HMGP web page [here](#). Given the impact of this unique event, every county in the state is eligible for Tiers 1 & 2. There will not be a Tier 3. We ask that everyone take the time to read through the entire NOFA, as there are some changes for this event. The Division will continue to use the FDEM Portal for digital application submissions. Additional details can be found in the NOFA and FDEM Portal Community User Guide [here](#). **The application deadline for this event is May 31, 2023 at 11:59 p.m. ET.** Note that if you are submitting through the FDEM Portal, FDEM must receive your access request by 5:00 p.m. ET on May 31, 2023.

Questions? Please contact Jared Jaworski at [jared.jaworski@em.myflorida.com](mailto:jared.jaworski@em.myflorida.com) or 850.544.8372 or email FDEM Hurricane Ian Mitigation Questions at [ianmitigation@em.myflorida.com](mailto:ianmitigation@em.myflorida.com).

## 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**

March 23, 2023

10:30 a.m. ET

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

Records Mitigation and Disposal Part 1

April 13, 2023

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

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

Registration opens in March.

### **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**

Records Mitigation and Disposal Part 2

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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