



CITY OF WINTER SPRINGS, FLORIDA

1126 EAST STATE ROAD 434
WINTER SPRINGS, FLORIDA 32708-2799
TELEPHONE: (407) 327-1800
FACSIMILE: (407) 327-4753
WEBSITE: www.winterspringsfl.org

Via Certified Mail Delivery

August 6, 2007

Florida League of Cities, Inc.
301 South Bronough Street
Suite 300
Tallahassee, Florida 32301
Attention: Florida Cities of Excellence Awards Program

Dear Florida Cities of Excellence Awards Program Officials:

Please find enclosed 1 original Nomination packet (and 8 copies) for the Florida Cities of Excellence Awards Program – “City Clerk of the Year” category, from the City of Winter Springs, Florida regarding the City Commission’s Nominee, City Clerk, Andrea Lorenzo-Luaces, CMC.

Each of the enclosed nomination packets includes:

- Nomination Form (2 pages)
- 1 Narrative (1,200 words total in the body of the Narrative and double-spaced)
- 1 page of Supporting Documentation which includes:
 - Letter of Support from Commissioner Joanne M. Krebs (1 page)

Please feel free to contact me at (407) 327-5955 should you need any further information.

Sincerely,

Andrea Lorenzo-Luaces, CMC
City Clerk

Enclosures

Nomination Form

The following person will be the main contact if your city's nominee is selected as a finalist.

Please print or type.

Name John F. Bush

Title Mayor

Government City of Winter Springs

Address 1126 East State Road 434, Winter Springs, Florida

Telephone Number (407) 327-1800 Fax (407) 327-4753

E-mail Address jfbush@winterspringsfl.org or

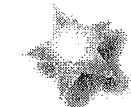
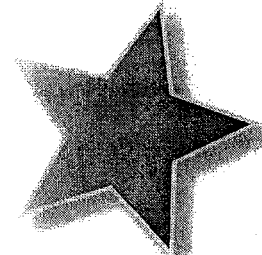
aluaces@winterspringsfl.org

Approval Certification

This nomination has been voted on and approved by a majority of the city council/commission.

Signed _____

City Clerk



The judges will use the narrative and supportive information to select the award winners. Nominators/nominees are asked not to contact the judges directly.

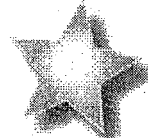
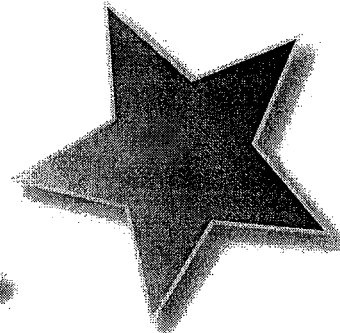
Narrative

In the narrative, please be clear and concise, using the Award Criteria to support the selection of your nominee. Please type (or print in black ink), up to 1,200 words, double-spaced on white 8-1/2" x 11" paper.

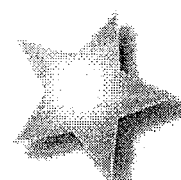
Please include a word count: _____
Number of words

Supportive Information

Up to 10 pages of supportive information (newspaper clippings, photographs, letters from constituents, etc.), on 8-1/2" x 11" paper (single-sided) may be provided. Please do not include videotapes, DVDs, CDs or Power-Point presentations.



Submit nominations by **August 10, 2007:**
Florida League of Cities, Inc.
Attn: Florida Cities of Excellence
301 S. Bronough Street, Suite 300 (32301)
P.O. Box 1757
Tallahassee, FL 32302-1757



2007 Florida Cities of Excellence Awards Program ▶ Nomination Form

Category (Please check one) See Award Criteria for more information. Please print or type. One nomination per page.

Name of Municipality Nominated _____
Nominated by _____
(Name of City/Town/Village)

Name of Municipality Nominated _____
Nominated Project _____
Nominated by _____
(Name of City/Town/Village)

Name of Individual Nominated _____
Nominated by _____
(Name of City/Town/Village)

Name of Individual Nominated _____
Nominated by _____
(Name of City/Town/Village)

Name of Individual Nominated _____
Title _____ **Department** _____
Nominated by _____
(Name of City/Town/Village)

Name of Individual Nominated _____
Nominated by _____
(Name of City/Town/Village)

Name of Individual Nominated Andrea Lorenzo-Luaces, CMC, City Clerk
Nominated by City of Winter Springs, Florida
(Name of City/Town/Village)

Name of Individual Nominated _____
Nominated by _____
(Name of City/Town/Village)

Name of Individual Nominated _____
Nominated by _____
(Name of City/Town/Village)

Name of Individual Nominated _____
Nominated by _____
(Name of City/Town/Village)

FLORIDA LEAGUE OF CITIES, INC.
2007 FLORIDA CITIES OF EXCELLENCE AWARDS PROGRAM
“CITY CLERK OF THE YEAR”

ANDREA LORENZO-LUACES, CMC CITY CLERK
CITY OF WINTER SPRINGS, FLORIDA

NARRATIVE

The City of Winter Springs is proud to nominate Andrea Lorenzo-Luaces, City Clerk, for the 2007 City Clerk of the Year Award for the Florida Cities of Excellence Awards Program. This represents the third year in a row that the City has nominated Ms. Lorenzo-Luaces for this prestigious award. In fact, in both years that Andrea was nominated, she was understandably selected as one of the Finalists in this category. In our estimation, not only is this a testament to her exceptional performance as our City Clerk, but how deserving she is of this award.

Andrea Lorenzo-Luaces assumed the responsibility of serving her City Commission as City Clerk in 1999 and throughout the years, Andrea has shown a deep commitment to doing the best possible job, day in and day out, in her quest for excellence. Andrea’s initiative is unsurpassed and she excels in her knowledge of the City Clerk’s professional standards and technical subject matter and continually exercises sound judgment in applying such knowledge in the performance of her duties. Andrea is truly an innovative and accomplished City Clerk and is well known for raising the bar for every job she undertakes. Her attention to the smallest of details makes her unique in her profession.

Andrea displays a sincere commitment to education and the City Clerk profession and as a result, is very involved in the Florida Association of City Clerks (FACC) and is currently serving as the Central East District Director for the Florida Association of City Clerks for 2006-2007 and 2007-2008; which involves her being the liaison between approximately 130 members throughout 86 cities and 11 counties of our state. In this capacity, Andrea serves as liaison between the FACC and the City Clerks in her District, serves on the FACC Board of Directors; and has recently also served as a member of the 2006-2007 Institute Committee. In prior years, Andrea served as Chair of the Institute Committee, and served on the Membership Committee, the Professional Education Committee, and the Mentoring Committee. Due to Andrea's involvement in the Florida Association of City Clerks, she is keenly aware of the needs of her fellow City Clerks. Andrea holds regular District meetings with the City Clerks in her District to discuss relevant issues and receive training relating to the highly important functional responsibilities they all are facing in today's environment.

Andrea considers continuing education for a City Clerk to be extremely important and has made a strong personal commitment to it. She is a member of the International Institute of Municipal Clerks, presently holds the Certified Municipal Clerk certification, and is pursuing the Master Municipal Clerk designation through this Institute, which offers this certification program to its members who are seeking further development of their City Clerk skills and knowledge and who embrace active involvement in their chosen profession.

Andrea's educational background includes an Associate of Arts Degree from Daytona Beach Community College and a Bachelor of Arts Degree in Economics from the University of North Florida at Jacksonville.

Andrea is the Records Management Liaison Officer for the City of Winter Springs. As needed, Andrea arranges for the State of Florida to provide Records Management training for City department personnel and this year, arranged for the State to provide 2 half days of Training for City Staff which saved an incredible amount of travel and training funds as the professional training staff came to her City to present their classes. In coordination with the State of Florida, and being the thoughtful City Clerk and professional that she is, Andrea actually asked other neighboring cities if they wanted to send their staff to the training sessions that she had organized.

Andrea has been among the leaders in her profession with the use of an Electronic Document Imaging System and is overseeing the imaging of vital and historical City records, which is improving the ability of citizens and others to access City records such as Ordinances, City Commission Minutes, Resolutions, Contracts, Deeds, Leases, etc.

The Office of the City Clerk is actually in the process of implementing new procedures for Exempt and Confidential records, which is an issue of high concern with the City of Winter Springs. In addition, Andrea is responsible for records retention, storage and destruction. Through her efforts, the City is properly labeling records with designations of eligible destruction dates, documenting those records to be destroyed, and

ensuring proper destruction of obsolete records. This is a significant action that saves on storage space and the related costs.

Andrea has led the City of Winter Springs to an innovative Employee Service Recognition Program and has taken it from employees receiving a lapel pin to employees being formally recognized by the City Commission at a Regular Commission Meeting. Employees now are presented with appropriate gifts that increase in value with years of service and also coordinates the appreciation event with refreshments and cake. Andrea is indeed a person who cares and works for her fellow co-workers.

Andrea is currently participating in "Leadership Seminole" which prepares and inspires leaders to address the challenges facing Seminole County and encourages interaction among the leaders of the County. The leaders, such as Andrea, come together in a spirit of equality, trust, and collaboration. Leadership Seminole identifies County needs, then creates and delivers community-wide initiatives that will improve the quality of life in Seminole County. Andrea is assisting with Father Flanagan's Girls and Boys Town Renovation Project which involves the renovating of homes and obtaining donations for children from as young as one day to eighteen years of age.

In fact, in an effort to help raise much needed funds, Andrea has come up with the incredible idea of holding a Leadership Seminole Class 15 5K to raise funds for the Renovation Project at Father Flanagan's Girls and Boys Town. Even though Andrea has never even participated in organizing a 5K let alone led such an effort, that hasn't

deterred her from learning what is involved. To the contrary, Andrea has spent hours upon hours researching what such an effort would entail and has spent hours speaking to individuals who have been involved in organizing a 5K. Andrea has already put an incredible amount of effort into this cause and with several meetings already held, the Leadership Seminole Class of 15 is trying to determine if they as a class can make this a successful effort, as one or two people could never complete such a huge effort, but together as a group, this might be possible.

Andrea, who reports to the City Commission, supports every one of her Commissioners equally and fairly and offers each her Commissioners excellent judgment, patience, and a caring manner. She is well respected in the community, by her City Commissioners as well as her peers. Andrea's commitment to Winter Springs and her leadership qualities are an asset to the City. Andrea is impressively conscientious, very dedicated, hard working, enthusiastic, considerate, and very giving. She personifies excellence, is the essence of the professional City Clerk, and is a true credit to her profession. It is with honor and great pride that the City of Winter Springs submits this nomination for Andrea Lorenzo-Luaces as City Clerk of the Year for 2007.

Word Count: 1,200 words