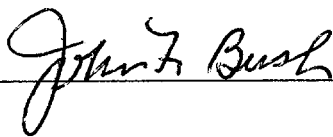


Person Completing Nomination Form

Please print or type.

Name John F. Bush



Title Mayor

Government City of Winter Springs, Florida

Address 1126 East State Road 434, Winter Springs, Florida 32708

Telephone Number (407) 327-1800

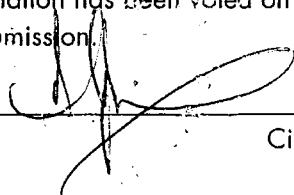
Fax (407) 327-4753

E-mail Address jfbush@winterspringsfl.org

Nomination 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.

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 18, 2006:**

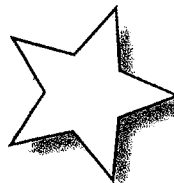
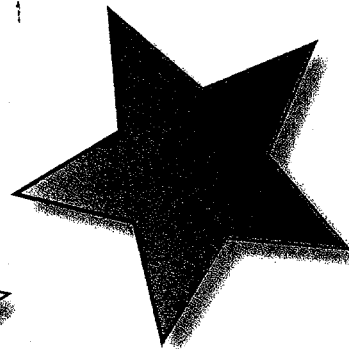
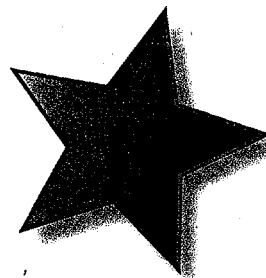
Florida League of Cities, Inc.

Attn: Florida Cities of Excellence

301 S. Bronough Street, Suite 300 (32301)

P.O. Box 1757

Tallahassee, FL 32302-1757





CITY OF WINTER SPRINGS, FLORIDA

1126 EAST STATE ROAD 434
WINTER SPRINGS, FLORIDA 32708-2799
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Website: www.winterspringsfl.org

**FLORIDA LEAGUE OF CITIES, INC.
2006 FLORIDA CITIES OF EXCELLENCE AWARDS PROGRAM
"CITY CLERK OF THE YEAR"**

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

NARRATIVE

excellence...begins early in the City of Winter Springs. On a June morning this year, around 4 a.m. to be exact, City Clerk, Andrea Lorenzo-Luaces from Winter Springs is getting ready for work. Andrea often is in the office very early to get a quick start on the myriad of tasks that she is responsible for, but on this particular morning her City is hosting her County's Mayors and Managers Meeting, and she HAS to be there at the crack of dawn. Why? Because she HAS to make sure that this event comes off without a hitch, and with as much excellence, as possible. That is how she is about everything. Day in, day out, her quest is for excellence.

Ever since Andrea Lorenzo-Luaces, our nominee for "City Clerk of the Year", first accepted the responsibility of serving her City Commission as City Clerk in 1999, Andrea has been committed to doing the best possible job.

Not a typical figurehead manager, as City Clerk, Andrea cares so much about making sure her City's records are totally accurate, she personally transcribes and finalizes all City Commission documents; and reviews and proofs every one of the City's seven-plus Advisory Boards and Committees Meeting Agendas and Minutes. Furthermore, Andrea is personally involved in every aspect of her Department, all in the pursuit of excellence.

Andrea is truly an innovative and accomplished City Clerk and she is known for raising the bar each and every time she coordinates the most incredible events. No small detail escapes her. Andrea manages to put together the absolutely most awesome themed Special Events, and this year's Advisory Board and Committee Appreciation Dinner was nothing less than superb. With a Spring date for this year's annual event, a "Garden" theme was planned and included such incredible details as actual seed paper name tags, real potted plant placecard holders, centerpieces incorporating each of the Commissioner's favorite flowers, and a spring inspired menu. This event, as in year's past, was truly a delight.

In fact, the General Manager of the venue where this event was held actually presented our City Clerk with a gift of thanks, because her high standards and special requests challenged them to also provide their best.

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For instance, when Andrea went through the menu selection process, in incorporating this Spring/garden theme, Andrea was not thrilled with some of the selections, but knew exactly what would best compliment this event and, on her own time, personally searched numerous recipe sources and the internet and found exactly what she was looking for, and sent over some suggested recipes. The dinner, along with everything else, was indeed perfect!

Our City Clerk every day, as long as she has been City Clerk, faces the prospect of too much work with too little time, and not quite enough staff. This year, Andrea knew she needed to make more of a difference - not just make a difference, but really make a difference.

Andrea personally approached her City Commission with a plan to prove her needs, and did it with pure initiative. Not one to just say, "we have too much work and too little time and staff", Andrea and her staff documented every single minute of one complete workweek with every single telephone call, every little or big request, every interruption, every visitor, every single task they undertook, from the moment they walked in the door each day, until they left at night. Not only was everyone amazed at what the resulting data looked like, but it proved her point exactly. The City Commission agreed that something needed to be done to allow Andrea and her staff the chance to make the kind of changes that needed to be done in this department.

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As a result of Andrea's initiative, the Commission funded a temporary staff person for a 2 year trial period. Progress is already underway.

Not only does Andrea excel at work, but also in the educational arena as well. In addition to her City responsibilities, Andrea has been awarded the designation of Certified Municipal Clerk (CMC), and is working towards Certification as a Master Municipal Clerk.

A very active member of the Florida Association of City Clerks, Andrea has just taken on the responsibility of being the new Central East District Director, which involves her being the liaison between approximately 130 members throughout 86 cities and 11 Counties.

Andrea is wholeheartedly excited about this role and is wanting to be the best District Director ever. In addition to that responsibility, Andrea is again serving on the FACC's Institute Committee and has just finished serving on FACC's Professional Education Committee.

One of Andrea's main goals in being active in the Florida Association of City Clerks is educational opportunities, as being a City Clerk is really a daunting challenge. The numerous tasks and responsibilities require good training and education and one can always learn a better way of getting things done.

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The pursuit of better educational opportunities has always been at the top of her list and serving her professional association in any way she can, has allowed her to gain more knowledge and information which she feels helps make her a better City Clerk, every single day.

This is again our City Clerk, a very busy Department Director with far more work than she has the time nor the staff to do it all in and yet, she spends what little free time she has, working at furthering her professional knowledge and wanting to share that with those she comes in contact with.

Andrea is also a very caring individual, and is always thanking people for their contributions, small or large, no matter. It all is important! After last season's major hurricane Katrina, her City Commission discussed wanting to help some needy families. Andrea also wanted to help, and suggested that a townhouse owned by the City, which was being refurbished, could be utilized by a needy family and that this townhouse could become their new home. Andrea is always trying to do the best, for her citizens, her colleagues, her staff, and her Commission.

Our City Clerks aspiration is not just to be the best City Clerk because it is an honorable goal, Andrea wants to be the best because she feels that that is what her Commission deserves, and it is what being a professional is all about!

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And being the professional that she strives to be, Andrea has a Switzerland Flag mug in her office, which showcases her integrity and her seriousness about staying neutral. Andrea supports every one of her Commissioners equally and fairly, offers excellent judgment, and does an incredible job of not taking sides, but is still there for each one of her bosses. Andrea is impressively conscientious, very dedicated and hard working, is enthusiastic, caring, and very giving. Andrea is the essence of the professional City Clerk and is a true credit to her profession. Andrea is excellence!

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