

Florida Association of City Clerks

April 17, 2020

In This Issue

- **Highlight**
- **FACC Elections: Mid-Election Messages**
- **FACC Webinar**
- **Two Emergency Rules Published Regarding Candidate Qualifying and Candidate Petitions**
- **2020-2021 Florida League of Cities Municipal Updates**
- **Municipal Clerks Week Toolkit**
- **Coronavirus Update**
- **Job Openings**
- **Upcoming Events**

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 **Marianne E. Bowers, CMC, Deputy City Clerk, City of Coconut Creek.**

I am a proud, 2003 graduate of the University of Florida, College of Journalism and Communications (Go Gators!). Following graduation, I began employment with the City of Coconut Creek as an occupational licensing specialist, and so began my career in local government. I have been fortunate to be employed by this great city for fourteen years. I spent eleven years with the Department of Sustainable Development, serving in the roles of occupational licensing specialist, development review project specialist, and housing and grants specialist. [Read More.](#)

FACC Elections: Mid-Election Messages

Voting ends TODAY, April 17, 2020 at 5:00 p.m (EST).

Ballots were sent out April 6th by email to full members only. If you did not receive the email in your inbox, check your spam or junk folder. The email came from lbridges@flcities.com.

Contact facc@flcities.com with any questions.



Candidates for FACC Vice President



Lakisha Q. Burch, CMC
Town Clerk
Town of Loxahatchee Groves

[Read Lakisha's Mid-Election Message](#)



Cheryl A. Mooney, MMC
City Clerk
City of Temple Terrace

[Read Cheryl's Mid-Election Message](#)

Candidates for FACC Central West District Director



Angie Guy, MMC



Dawn M. Wright, MMC

**City Clerk
City of Dade City**

[Read Angie's Mid-Election
Message](#)

**City Clerk
City of Eagle Lake**

[Read Dawn's Mid-Election
Message](#)

FACC Webinar



Creating & Remediating Adobe Documents for ADA Compliance: A Multi-Level Guide

**Thursday, April 23, 2020
Time: 2:00 p.m. - 4:00 p.m. (EST)**

Registration ends April 21, 2020 at 5:00 p.m. (EST)

Our Accessibility Subject Matter Expert Stacey Rayos is back and will deliver a multi-level, step-by-step webinar on how to make your Adobe documents accessible for all users. We will create a new PDF document from MS Word and then edit existing PDF documents to make them accessible - one step at a time. Topics include:

- Starting from Scratch: Where Do We Begin?
- Making it Accessible from the Beginning: What Can We Do Right Away?
- Converting Word to PDF
- Reviewing PDF Documents for Accessibility
- Making Existing Documents Accessible - Or Deciding to Start Over
- How to Avoid Common PDF Issues
- Knowing When to Ask for Help
- Q&A

This will be an interactive discussion about Adobe PDF and document sharing with accessibility in mind so that your documents are understandable, navigable, and readable for anyone who might want to enjoy or use your content.

Presenter: Stacey Rayos, CTO/Developer of Accessible Things & Trainer of People CPACC (IAAP Certified Professional in Accessibility Core Competencies)

Moderator: Robert E. Lee, DPA, ICMA-CM, Assistant Professor, MPA Program Coordinator, Florida Gulf Coast University and Executive Director, Center for Florida Local Government Excellence, The John Scott Dailey Florida Institute of Government

Important Note: This is the second in a series of four quarterly webinars on ADA Compliance offered by FACC in 2020. The next two webinars will be on Word Documents (August 13th) and PowerPoint Documents (November 19th).

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.

FACC is using a new software platform for webinars, Go To Training, which enables both video and sound through your computer. Attendees are encouraged to download and test their connection prior to the webinar by going to:

<https://support.logmeininc.com/gototraining/help/system-requirements-for-attendees-g2t010003>

The education curriculum for both the CMC and MMC session content was developed, reviewed and approved by the Florida Institute of Government at Florida State University as an IIMC-approved institute, in cooperation with the FACC Professional Education Committee and Board of Directors.

[Register Now](#) or [Download the Registration Form to pay by check.](#)

Register Now

Two Emergency Rules Published Regarding Candidate Qualifying and Candidate Petitions

Per the Florida Department of State, **two emergency rules have been published regarding candidate qualifying (1SER20-1) and candidate petitions (1SER20-2).** The rules can be found at the following links, which contain hyperlinks to the revised forms, if any.

Link to the Florida Administrative Register (FAR): [Click Here](#)

The notices, text, and the revised forms, if any, are also available at:

[1SER20-1 \(Candidate Qualifying\)](#)

[1SER20-2 \(Candidate Petitions\)](#)

2020-2021 Florida League of Cities Municipal Updates



The Florida League of Cities is updating its Municipal Directory and is asking for your help to ensure your city is up to date. [Click here](#) to view what FLC has listed for your city. If any information is incorrect, please contact erussell@flcities.com. Thank you!

[View FLC Municipal Directory](#)

Municipal Clerks Week Toolkit

Municipal Clerks Week
May 3-9, 2020
#MuniClerks #MuniClerks2020

The IIMC is sponsoring the **51st Annual Municipal Clerks Week**, a week-long series of activities aimed at increasing the public's awareness of municipal clerks and the vital services they provide for local government and the community. This week is a celebration and reflection on the importance of the clerk's office.

Please submit information about your celebration (i.e., proclamations, celebrations, photos, etc.) to [FACC staff](#).



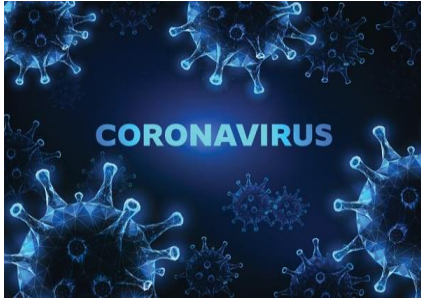
Toolkit

To help celebrate clerks week, FACC has put together a [toolkit](#) for Florida clerks. Resources include:

- Content for Social Media Platforms & Websites
- Top Tips for Communicating Municipal Clerk Services
- Social Media – A How To Guide For Citizen Engagement
- Sample Proclamation
- Sample Press Release

[Download Toolkit](#)

Coronavirus Update



Resources

FACC has created a web page dedicated to resources for you regarding the Coronavirus (COVID-19). [View Resources.](#)

Hot Topics

We've collected information on what other FACC members are doing in their municipalities in response to COVID-19. Read below for some of these important questions and answers.

- [Advertisement for Virtual City Council Meeting](#)
- [Utility Payments and Payment Plans](#)
- [Essential Employee Letter](#)
- [Video Conferencing](#)
- [Great news on virtual meetings](#)
- [Elections-Public Facilities Polling Locations](#)
- [Cemeteries and Funerals- If Quarantined](#)
- [Moratorium on Utility Shut Offs](#)
- [First Coronavirus Response Act H.R. 6201](#)
- [Employees and Leave for Children](#)
- [Closing Lobbies and Altered Hours](#)
- [Commission Meetings Regularly Scheduled](#)
- [Payment Lobbies and Utilities](#)
- [What are you doing in your municipality?](#)
- [Pandemic Emergency Plan](#)

[Access Coronavirus Resources](#)

Job Openings



[Browse current job openings.](#)

Upcoming Events

FACC Webinar, Creating & Remediating Adobe Documents for ADA Compliance: A Multi-Level Guide

April 23, 2020

2:00 p.m. - 4:00 p.m. (EST)

[Register Now](#)

Municipal Clerks Week

May 3-9, 2020

#MuniClerks #MuniClerks2020

[Download Toolkit](#)

2020 Summer Conference and Academy, PGA National, Palm Beach Gardens

June 21-24, 2020

#FACCSummer2020

Room Rate: \$159 per night

Member Rate: \$350 approximately

2020 Fall Academy, Marriott Lake Mary, Orlando

October 18-22, 2020

#FACCFall2020

Room Rate: \$149 per night

Member Rate: \$400 approximately

2021 Fall Academy, The Shores Hotel, Daytona Beach Shores

October 17-21, 2021

#FACCFall2021

Room Rate: \$129 per night

Member Rate: \$400 approximately



[Find us on Facebook.](#)



**Florida Association of
City Clerks**

www.floridaclerks.org

face@flcities.com

(800) 342-8112