

# Florida Association of City Clerks

April 3, 2020

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## 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 **Steven Rausch, CGFM, Deputy City Clerk/Finance Director, City of Niceville.**

I began working at the City of Niceville as comptroller on January 11, 2019, then I was promoted to finance director and deputy city clerk on November 1, 2019. My previous positions included comptroller for the City of Oakland Park, finance director for the City of Mary Esther and financial controller for Linn's Prestige Kitchens in Fort Walton Beach. [Read More.](#)

## Municipalities Finding the Good

Your community could participate in something fun like the Village of Tequesta is doing (see below). If your city has done something, or will be doing something, like this in response to COVID-19 and safer-at-home orders, please share what you have planned with us. [Email FACC](#) your story and pictures from your event!

Lori McWilliams, MMC, Village Clerk, Village of Tequesta says "times are tough right now and we believe this is a good way to bring our families together for a little family fun. This is a great way for families to be creative and do things they would normally value – but at home. Let's turn off the television and computer for a night and listen to each other."

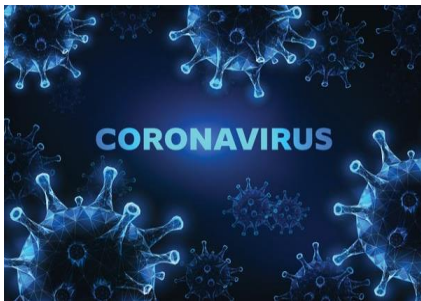
The Village of Tequesta would like to invite the county and all Palm Beach County municipalities to join the Village of Tequesta for a **"Stay Home, Camp at Home"** campaign on April 10, 2020. Tequesta families will set up tents in their house or in their yards and enjoy family time – *the old fashioned way*. They can go back to the basics and read books, hold scavenger hunts, color, or play games by flashlight. You name it – they can create it in any manner they like as long as they are staying at home with their own individual families.

We are asking our residents to send us pictures of their Camp at Home ventures so that we can share them on our Village Facebook page.

Contact [Lori McWilliams](#) at if you would like the electronic flyer so you can input your city/county specific branding. Also, please let us know if you plan to participate in Village of Tequesta's **"Stay Home, Camp at Home"** campaign.



## Coronavirus Update



### Resources

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

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**Executive Order 20-91**  
**Essential Services and Activities During COVID-19 Emergency**

Governor Ron Desantis issued Executive Order 20-91 on April 1, 2020. The order will take effect at midnight on Friday, April 3, 2020. [Click here](#) to access Executive Order 20-91.

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## 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.

- [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](#)
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[Access Coronavirus Resources](#)

## Member News

### CMC Certification



Mamie Drane, CMC - Deputy City Clerk - City of Lake Alfred

Congratulations, Mamie!

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### Retirement

Rachel R. Callovi, CMC, Deputy Clerk, Village of Wellington, retired March 31<sup>st</sup>.

Congratulations, Rachel!

## FACC Elections



The FACC Nominating Committee received applications for the open positions (vice president and 7 district directors). Having received only one application for 6 of the 7 districts, those individuals are automatically on the slate of officers and directors that will be presented to the membership for consideration during the FACC Annual Business Meeting, and it will be provided to the membership in accordance with the FACC By-laws. **We do have an election for Vice President and Central West District Director.** Information on the candidates is provided below.

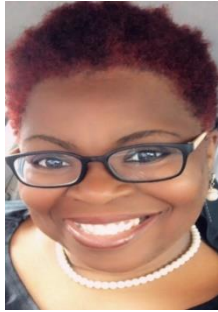
Ballots will be sent out April 6th by email to full members only. If you do not receive the email in your inbox next week, check your spam or junk folder.

**Voting ends April 17, 2020 at 5:00 p.m.**

Contact [facc@flcities.com](mailto:facc@flcities.com) with any questions.

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### Candidates for FACC Vice President



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

[Read Lakisha's Introduction](#)



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

[Read Cheryl's Introduction](#)

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### Candidates for FACC Central West District Director



**Angie Guy, MMC  
City Clerk  
City of Dade City**

[Read Angie's Introduction](#)



**Dawn M. Wright, MMC  
City Clerk  
City of Eagle Lake**

[Read Dawn's Introduction](#)

## 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](#)

## 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.**

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).**

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*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.](#)**

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**Register Now**

## FACC Committee Sign-Up

**Would you like to serve on an FACC committee?**

Now is the time to sign-up to serve on a committee. FACC committees for the 2020-2021 fiscal year will be appointed in June 2020. **Please complete this sign-up and select the top three committees you would like to serve on.**

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



**Sign-up no later than June 30, 2020.**

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

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**Sign-Up Here**

## 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

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[Find us on Facebook.](#)



**Florida Association of  
City Clerks**

[www.floridaclerks.org](http://www.floridaclerks.org)

[face@flcities.com](mailto:face@flcities.com)

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