



FACC 2026 Fall Academy
October 4-8, 2026
Palmetto Marriott Resort & Spa
#FACCFall2026

FIRST YEAR PROGRAM

Monday – Thursday | October 5-8

Monday, October 5

First Time Orientation and Education Basics

7:30 a.m. – 8:00 a.m.

This is an informal session for new attendees to meet your FACC Board, as well as the FACC executive director, FACC staff, and staff from the Institute of Government. Please join us for a brief but informative session to learn how your association can assist you in your professional goals and challenges, while also letting us get to know you as well.

Panelists: IOG Staff, FACC Staff & Board Members

Clerk Talk: The Essentials & Beyond

8:00 a.m. – 10:00 a.m.

Every successful Municipal Clerk starts with a strong foundation. This session explores the core responsibilities, legal obligations, and everyday practices that define the Clerk's role. Participants will gain an understanding of key functions that support effective local government operations while learning practical tips for staying organized, compliant, and confident. Discover how mastering the essentials can set the stage for long-term success.

Presenters: Leslie A. Guyer, MMC, City Clerk, City of Gulf Breeze, Florida, FACC Northwest District Director, and Dawn M. Wright, MMC, FCRM, PHRP, City Clerk, City of Eagle Lake, Florida, FACC President-Elect

Clerk Talk: Foundations & Next Steps

10:15 a.m. – 12:00 p.m.

Building a successful Municipal Clerk career requires more than understanding the basics. This session looks ahead to the skills, resources, and professional development opportunities that help Clerks grow and thrive. Participants will explore strategies for expanding their knowledge, strengthening professional relationships, and preparing for new challenges and responsibilities. Walk away with a roadmap for continued learning and career advancement.

Presenter: Leslie A. Guyer, MMC, City Clerk, City of Gulf Breeze, Florida, FACC Northwest District Director

Publish, Post, Pass! Ordinances & Resolutions

1:30 p.m. – 3:15 p.m.

Ordinances and resolutions are essential tools for carrying out local government business, and Municipal Clerks play a critical role in managing them throughout the legislative process. This interactive session introduces the purpose and key components of ordinances and resolutions, as well as the steps involved in their adoption. Participants will learn best practices for drafting, formatting, recordkeeping, and version control while exploring common mistakes and how to avoid them. Through practical examples and discussion, attendees will gain the knowledge and confidence needed to effectively support their governing body and maintain accurate legislative records.

Presenter: Jessica Leavins, City Manager, City of Crestview, Florida, Presenter SFC Enterprises

Been There, Clerked That - Q&A with Experienced Clerks

3:30 p.m. – 5:30 p.m.

Join a panel of experienced Municipal Clerks for an interactive discussion on elections, records management, ethics, meetings, and other common challenges. Panelists will share lessons learned, best practices, and practical solutions drawn from real-world experience. Bring your questions and learn directly from seasoned professionals who have successfully navigated the role.

Presenters: Lanelda D. Gaskins, MPA, MMC, FCRM, Town Clerk, Town of Highland Beach, Florida; Jenorgen M. Guillen, MPA, MMC, City Clerk, City of Hallandale Beach, Florida, FACC Vice President; Leslie A. Guyer, MMC, City Clerk, City of Gulf Breeze, Florida, FACC Northwest District Director; and Lynn Tipton, Emeritus Faculty, Florida League of Cities

Tuesday, October 6

Understanding Local Government Structure

8:00 a.m. – 10:00 a.m.

Florida's local governments are built on a framework designed to provide effective representation, community leadership, and essential public services. In this session, participants will explore the structure of municipal government, including the roles and responsibilities of elected officials, administrative leadership, boards, committees, and constitutional officers. Gain a clearer understanding of how these entities work together to serve residents and support sound governance. Led by one of Florida's foremost experts on local government, this session provides a strong foundation for understanding the organizational framework that shapes municipal operations and decision-making.

Presenter: Lynn Tipton, Emeritus Faculty, Florida League of Cities

Understanding Local Government Functions

10:15 a.m. – 12:00 p.m.

What does local government do, and how does it impact the daily lives of residents? This session examines the core functions of municipal government, from providing essential services and implementing public policy to budgeting, planning, public safety, and community development. Participants will gain practical insight into how local governments fulfill their responsibilities and respond to the needs of their communities. Through real-world examples and expert guidance, attendees will develop a deeper appreciation for the vital role local government plays and the important contributions Municipal Clerks make in supporting transparency, accountability, and effective public service.

Presenter: Lynn Tipton, Emeritus Faculty, Florida League of Cities

Ready, Set, Elect! Understanding Municipal Elections 101**1:30 p.m. – 3:15 p.m.**

Whether you're preparing for your first municipal election or simply need a refresher, this interactive session provides a foundational overview of the municipal election process. Participants will explore how the Florida Election Code intersects with municipal charters and ordinances while learning the key steps in election planning and administration. Topics include election calendars, budgeting, coordination with your Supervisor of Elections, candidate qualifying requirements, and critical deadlines leading up to Election Day. Bring your questions and gain practical tools to build confidence in managing the election process from the start.

Presenter: Bill Cowles, Retired Orange County Supervisor of Elections, Florida

Ready, Set, Elect! Understanding Municipal Elections 102**3:30 p.m. – 5:30 p.m.**

Building on the fundamentals covered in Understanding Municipal Elections 101, this interactive session follows the election process through voting, canvassing, certification, and post-election responsibilities. Participants will examine Vote-by-Mail procedures, Election Day operations, canvassing board functions, election records retention requirements, and post-election reporting obligations. Through practical discussion and real-world examples, attendees will deepen their understanding of municipal election administration while sharing experiences, addressing common challenges, and preparing for a successful election cycle from start to finish.

Presenter: Bill Cowles, Retired Orange County Supervisor of Elections, Florida

Wednesday, October 7**Joint Session: What's New in Budgeting and Reporting: What Clerks Need to Know & Why It Matters****8:00 a.m. – 12:00 p.m.**

Florida's budgeting and reporting requirements continue to evolve, making it more important than ever for City Clerks to stay informed and prepared. This session will highlight recent legislative changes, emerging financial reporting expectations, and key deadlines that impact local governments. Participants will gain a practical understanding of the Clerk's role in supporting budget transparency, public notice requirements, and compliance throughout the fiscal year. The discussion will also explore how new state policies and regulatory trends may affect municipal operations and decision-making. Leave with valuable insights and resources to help your organization navigate change with confidence.

Presenters: Lorrie Brinson, CPA, CGFO, MBA/PA, James Moore & Co., and Sarah Campbell, ICMA-CM, City Manager, City of Fernandina Beach, Florida

Joint Session: Florida Public Records Management: From Compliance to Confidence**1:30 p.m. – 3:15 p.m.**

Strong records management is at the heart of effective local government, and Municipal Clerks play a critical role in ensuring compliance, transparency, and organizational efficiency. This session provides a practical foundation in Florida public records management, covering the laws, regulations, and best practices that govern the creation, maintenance, retention, access, and disposition of public records. Participants will explore key topics including public records requests, records retention schedules, electronic records management, vital records protection, and disaster preparedness. This session will equip attendees with the knowledge and confidence needed to successfully manage records programs that support legal compliance, public trust, and continuity of operations.

Presenter: Matt Daugherty, CRM, Executive Vice President, SML, Inc.

Joint Session: Beyond the Box: The Future of Records Management**3:30 p.m. – 5:30 p.m.**

As technology evolves and public expectations continue to shift, records management is becoming more complex and more important than ever. This forward-looking session explores emerging trends, advanced practices, and the opportunities shaping the future of public records administration. Participants will examine topics such as electronic recordkeeping strategies, public records access and exemptions, working with First Amendment auditors, municipal records program standards, artificial intelligence, automation, and organizational approaches that promote efficiency and accountability. Through discussion of real-world challenges and innovative solutions, attendees will gain valuable insights for leading modern records programs and preparing their organizations for the future of records stewardship.

Presenter: Matt Daugherty, CRM, Executive Vice President, SML, Inc.

Thursday, October 8**Color Me Curious: Discovering Your True Colors****8:00 a.m. - 10:00 a.m.**

Participants will learn how the True Colors personality framework can provide valuable insight into their own communication style, motivations, strengths, and workplace preferences. Through self-assessment and interactive discussion, attendees will gain a deeper understanding of how personality differences influence collaboration, decision-making, and professional relationships. Participants will explore strategies for adapting their communication approach, appreciating diverse perspectives, and working more effectively with colleagues whose styles may differ from their own. By the end of the session, attendees will be better equipped to build stronger workplace connections, reduce misunderstandings, and contribute to a more positive and productive work environment.

Presenter: Roz Johnson Strong, M.Ed., HR Director, City of Stuart, Florida

True Colors, Real Conversations: Navigating Communication & Conflict**10:15 a.m. – 12:00 p.m.**

Participants will learn how to apply True Colors insights to strengthen communication, enhance teamwork, and navigate workplace challenges with confidence. Using real-world scenarios and practical exercises, attendees will explore techniques for building trust, improving collaboration, and adapting their communication style to meet the needs of different personalities. The session will also examine common sources of workplace conflict and provide tools for addressing disagreements constructively and professionally. Participants will leave with practical strategies for fostering stronger teams, managing difficult conversations, and creating a more engaged and effective workplace culture.

Presenter: Roz Johnson Strong, M.Ed., HR Director, City of Stuart, Florida