



LEGISLATIVE MEMORANDUM

TO: Honorable Mayor and Members of the City Council

FROM: Terese Jones, City Clerk

THRU: N/A

DATE: May 15, 2025

RE: Consideration of travel and training for specified City employees (Office of the City Clerk).

SUMMARY:

The City Clerk is requesting authorization to travel for training and educational purposes. The travel request is for the Florida Association of City Clerks' 2025 Summer Conference and Academy in Aventura from July 13-16, 2025. This is part of Mrs. Jones' continuing professional education to receive her Master Municipal Clerk certification.

Conference costs are as follows:

- Hotel room rate – \$209 per night plus a resort fee of \$25 per night
- Parking \$25 per day
- Conference registration – \$400
- Per diem – estimated at \$95 per day

REQUESTING DEPARTMENTS:

Legislative

FISCAL IMPACT:

The total cost is approximately \$1,500.

STAFF RECOMMENDATION:

Motion to approve travel for the City Clerk as requested.

ATTACHMENTS:

1. Conference Announcement