

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



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



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Florida Association of City Clerks

2025 Summer Conference & Academy

July 13-16, 2025

**JW Marriott Miami Turnberry Resort & Spa
Aventura**

#FACCSummer2025

TENTATIVE GENERAL SCHEDULE*

SUNDAY, JULY 13

7:30 a.m. - 8:30 a.m.	Light Continental Breakfast
7:30 a.m. - 4:30 p.m.	Registration Desk Open
8:30 a.m. - 4:00 p.m.	Athenian Dialogue – <i>Make Your Bed: Little Things That Can Change Your Life ... and Maybe the World</i>
8:30 a.m. - 4:00 p.m.	Athenian Dialogue – <i>Things You Save in a Fire</i>
10:30 a.m. - 10:45 a.m.	Refreshment Break
12:00 p.m. - 1:30 p.m.	Lunch (On Your Own)
3:00 p.m. - 3:15 p.m.	Refreshment Break
4:30 p.m. - 5:30 p.m.	First-Time Attendees Important Orientation and Education Basics
6:45 p.m. - 8:00 p.m.	FACC Board of Directors Meeting

MONDAY, JULY 14

7:00 a.m. - 8:30 a.m.	Light Continental Breakfast
7:00 a.m. - 5:00 p.m.	Registration Desk Open
7:00 a.m. - 5:00 p.m.	Silent Auction Bidding Open
7:30 a.m. - 8:15 a.m.	District Meetings
8:30 a.m. - 9:45 a.m.	Opening Ceremonies and Keynote Address – A Public-Sector Life: The Good, the Bad, and Sometimes Ugly Realities
9:45 a.m. - 10:00 a.m.	Refreshment Break
10:00 a.m. - 12:00 p.m.	Joint Session – 2025 Legislative Update
12:00 p.m. - 1:45 p.m.	Luncheon and Annual Business Meeting
2:00 p.m. - 5:00 p.m.	Joint Session – Artificial Intelligence in Municipal Administration: Opportunities and Challenges
3:30 p.m. - 4:00 p.m.	Refreshment Break in Exhibit Hall
3:30 p.m. - 6:00 p.m.	Exhibit Hall Open
5:00 p.m. - 6:00 p.m.	Welcome Reception and President's Presentation
6:00 p.m. - 8:00 p.m.	New Member & First-Time Attendee Meetup

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12:00 p.m. - 1:30 p.m.	Sidewalk Café in the Exhibit Hall (Each conference attendee will receive one \$30 coupon to purchase lunch at the Sidewalk Café.)
12:00 p.m. - 1:30 p.m.	Directory Photos at Registration Desk
1:30 p.m. - 3:00 p.m.	Session A – Smart Socials: A No-Design-Needed Guide to Messaging Like a Municipality

TENTATIVE GENERAL SCHEDULE* CONTINUED

1:30 p.m. - 3:00 p.m.	Session B – Land Use: Permitting and Annexation
3:00 p.m. - 3:30 p.m.	Refreshment Break in Exhibit Hall
3:30 p.m.	Exhibit Hall Game Ends
3:30 p.m.	Silent Auction Bidding Concludes
3:30 p.m. - 5:30 p.m.	Session A – ChatGPT for City Clerks: Write Smarter, Save Time, and Sound Like a Human
3:30 p.m. - 5:30 p.m.	Session B – Cybersecurity Leadership and Strategy Professional Education Program in City Administration
6:00 p.m. - 9:00 p.m.	Clerks' Night Out

WEDNESDAY, JULY 16

8:00 a.m. - 8:30 a.m.	Light Continental Breakfast
8:00 a.m. - 11:30 a.m.	Registration Desk Open
8:30 a.m. - 11:30 a.m.	Closing Session – Earning a Seat at the Table
10:00 a.m. - 10:15 a.m.	Refreshment Break
10:00 a.m. - 10:15 a.m.	Directory Photos at Registration Desk
11:30 a.m. - 12:00 p.m.	Closing Remarks and Door Prizes

**Schedule subject to change*

ADVANCE REGISTRATION

All participants are encouraged to register in advance to avoid delays at the registration desk. Please complete and return the registration form and payment to FACC, P.O. Box 1757, Tallahassee, FL 32302. Make your check payable to FACC. We cannot accept purchase orders. Visa, Mastercard, American Express, or Discover Card are also accepted. **Registration forms will not be processed without payment in full.**

ONLINE REGISTRATION

Registration is available online at floridaclerks.org. You will need a username and password. **If you have never registered for an FACC event online, please contact Meredith Montgomery at 850.701.3636 or mmontgomery@flcities.com for your credentials.**

You can pay online with your Visa, Mastercard, American Express, or Discover Card, or mail your registration form and fees by check to FACC, P.O. Box 1757, Tallahassee, FL 32302. **You are not considered registered until your payment is received and processed, and you will not receive housing information until registration is paid.**

REGISTRATION FEES

Registration fees must accompany all registration forms. To qualify for the advanced registration fee, registration forms must be postmarked on/or before June 13, 2025. Registration forms postmarked after June 13, 2025, will be processed at the specified regular fee. **All registration forms must be received by June 30, 2025. If you are unable to meet this deadline, please register on-site. Credit cards are the only method of payment accepted on-site.**

FACC Retired Past Presidents are offered a 75% discount off the current registration rate. To register, contact Meredith Montgomery at mmontgomery@flcities.com.

The registration fees are as follows:

	Advanced Fee on/before June 13	Regular Fee on/after June 30
FACC Member	\$400	\$450
FACC Nonmember	\$525	\$575
Guest	\$250	\$300
Athenian Dialogue	\$100	\$115
One Day Only – Member	\$250	\$250
One Day Only – Nonmember	\$275	\$275
Guest Welcome Reception Ticket	\$60	\$60
Guest Business Luncheon Ticket	\$55	\$55
Clerks' Night Out	\$30	\$30

MEMBER/NONMEMBER REGISTRATION

Member and nonmember registration fees cover name badge, admission to all conference and academy sessions, light continental breakfasts, admission to the Exhibit Hall, refreshment breaks, Monday's Business Luncheon, Monday's Welcome Reception and President's Presentation, and one \$30 coupon to purchase lunch at Sidewalk Café in the Exhibit Hall. These fees **DO NOT** cover the Athenian Dialogue, lodging, or other meals. Registration is limited to municipal clerks and members of their office for educational and professional development.

GUEST REGISTRATION

Guest registration fees cover name badge, admission to all conference and academy sessions, light continental breakfasts, admission to the Exhibit Hall, refreshment breaks, Monday's Welcome Reception and President's Presentation, and one \$30 coupon to purchase lunch at Sidewalk Café in the Exhibit Hall. These fees **DO NOT** cover the Athenian Dialogue, Monday's Business Luncheon, lodging, or other meals. Guests are defined as spouses, partners, or other non-professional relations of delegates. **FACC members and sponsor or exhibitor representatives do not qualify for the guest registration fees.**

ADDITIONAL EVENT TICKETS

Extra tickets for the Welcome Reception and President's Presentation and the Business Luncheon may be purchased in advance or at the registration desk. The Welcome Reception and President's Presentation ticket is \$60 per person, and the Business Luncheon is \$55 per person. **Note: Your name badge must be worn for all events, and tickets must be presented to enter the events.**

DEADLINES

Hotel Cutoff	June 13
Early Registration Ends	June 13
Cancellation Requests	June 13
Registration Cutoff	June 30



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