

Meeting Date
August 7, 2025

# ***CITY OF LAKE CITY***

AGENDA	
Section	
Item No.	

**SUBJECT:** Reallocation of Budgeted Funds for Training and Education

**DEPT. / OFFICE:** City Clerk

<b>Originator:</b> Audrey Sikes, City Clerk		
<b>City Manager</b> Don Rosenthal	<b>Department Director</b> City Council	7/22/25
<b>Recommended Action:</b> <p>Approval of reallocation of funds budgeted in account numbers 512.40 and 512.55 for the International Institute of Municipal Clerks Region III Conference and remaining funds from the Florida Records Management Association Conference to cover the cost associated with the Florida League of Cities Conference and the Chamber of Commerce Leadership Lake City Course.</p>		
<b>Summary Explanation &amp; Background:</b> <p>In accordance with City Code Section 2-2 (b) (2) the travel and training requests identified below were not approved in the annual budget. However, this is a request to reallocate unused budgeted funds.</p> <p>Sufficient funds exist in the 512.40 and 512.55 accounts due to not attending the International Institute of Municipal Clerks Region III (IIMC) Conference in January 2025 and due to staffing changes resulting in only one staff member attending the Florida Records Management Association (FRMA) Conference in May 2025 versus the two attendees budgeted.</p> <p>Requesting to reallocate unused budgeted funds for those two conferences (IIMC and FRMA), via a budget amendment, if necessary, to cover the cost associated for my attendance at the Florida League of Cities Conference and to allow my Administrative Assistant Liz Gall to participate in the Chamber of Commerce Leadership Lake City Course.</p> <ul style="list-style-type: none"> <li>Florida League of Cities August 14 – 16, 2025 – Estimated Cost \$2,100</li> <li>Chamber of Commerce Leadership Lake City Course (Liz Gall) - \$550</li> </ul> <p>Sufficient funds exist in the 512.40 and 512.55 accounts to cover these costs.</p>		
<b>Alternatives:</b> Deny request		
<b>Source of Funds:</b> 512.40 and 512.55		
<b>Financial Impact:</b> None. Sufficient funds in budget.		
<b>Exhibits Attached:</b> N/A		