

City Clerk's Office

Process Orientation/Training

All Orientation/Training below is recommended for Staff Liaisons in each discipline and any Staff responsible for each discipline.

8th Floor Conference Room and 1st Floor Chambers Audio/Visual Training – Enable staff to utilize audio/visual equipment for general meetings, advisory board meetings and recording.
(Offered Oct/Jan/April/July)

Advertising/Publishing Training – Provide understanding of the process and deadlines to have an advertisement appear in a newspaper/publication.
(Offered December/ March/June/September)

Advisory Board Liaison/Administrator Training – Provide helpful information for creating minutes, agendas, voting conflicts and board member appointment processes.
(Offered November/February/May/August)

Agenda Process - Provide understanding of the process and deadlines to have an item appear on the agenda and identify necessary content and digital guidelines for each attachment.
(Offered December/ March/June/September)

Contract Routing/Tracking – Enable staff to route contracts and explain the contract tracking chart to ensure final execution.
(Offered November/February/May/August)

Meeting Notice Posting Training – Assist staff in identifying necessary content for meeting notices and explain process for posting notices at City Hall.
(Offered December/ March/June/September)

Records Request Training – Introduce staff to applicable Florida Statutes and explain process of providing cost estimates, gathering responsive documents and tracking requests.
(Offered November/February/May/August)

Records Search Training – Help staff know where to find records depending on record type and year.
(Offered Oct/Jan/April/July)

Records Storage and Disposition Training – Introduce staff to applicable Florida Statutes and Record Retention schedules. Training will be tailored to individual Department/Division needs and explain City policy/process to send records to storage or Laserfische.
(Offered Oct/Jan/April/July)