

1. TRAVELER'S NAME: Linda Cox
 2. DEPARTURE DATE: May 19, 2026
 3. RETURN DATE: May 22, 2026
 4. DESTINATION: Daytona Beach, FL
 5. CODE CHARGE: 0011600-540200
 6. AMT BUDGETED: 12,000.00

DEPARTMENT: City Clerk
 DEPARTURE TIME: 8:00 AM
 RETURN TIME: 4:15 PM
 PURPOSE: FRMA 2026 Annual Conference

7. BALANCE AVAILABLE: **\$8,734.66**

Expenses must comply with City Code of Ord 1-158.
 Per Diem Allowance \$50.00 or \$12.50 per quarter day.
 Class A Travel 24-hour day.

	PREPAID EXPENSES	CREDIT CARD	ESTIMATED CASH EXPENSES	ACTUAL CASH EXPENSES
* REGISTRATION FEE:	375.00			
* HOTEL BILL: Confirmation #	577.46			
BAGGAGE ALLOWANCE (\$5 PER PERSON)			5.00	
* COMMUNICATION:				
* FARES: AIR FARE				
* TAXI, BUS				
* CAR RENTAL				
* MILEAGE @ 0.725 284			205.90	
* GASOLINE EXPENSE				
* TOLL ROAD FEES OR PARKING FEES	45.00			
* MISC. EXPENSES				
MEALS				
BREAKFAST @ \$8.00			0.00	
2 LUNCH @ \$8.00			16.00	
2 DINNER @ \$20.00			40.00	
SPECIAL LUNCHEON/BANQUET			0.00	
7% STATE TAX			3.92	
15% GRATUITIES			8.40	

BREAKFAST = When travel begins before 6:00 a.m. and extends beyond 8:00 a.m.
 LUNCH = When travel begins before 12:00 noon and extends beyond 2:00 p.m.
 DINNER = When travel begins before 6:00 p.m. and extends beyond 8:00 p.m.

TOTALS 997.46 0.00 279.22

ADVANCE CASH RECEIVED: _____
 REFUND DUE CITY: _____
 REFUND DUE EMPLOYEE: _____

TRAVEL APPROVED BY: *Linda W. Cox*
 DEPARTMENT SUPERVISOR
[Signature] 2/4/2026
 CITY MANAGER
 (220 WITH CITY MANAGER
 SIGNATURE ACCEPTED)

EXPENSES ARE ALSO INCLUDED
 FOR THE FOLLOWING PERSONS:



Calculate toll costs for any routes across North America, Western Europe and these countries

For 2-axle passenger vehicles only. For additional vehicle sizes visit <https://trucks.tollsmart.com>.

Summary

Distance: **142 mi**
Duration: **2 hours 12 mins**
Toll Costs: **Free**

<http://maps.google.com?saddr=100+N+US+Hwy+1,+Fort+Pierce,+FL,+USA&daddr=100+North+Atlantic+Avenue,+Daytona+Beach,+FL,+U>

Details



<https://itunes.apple.com/us/app/tolls-calculator-usa/id909952082?mt=8>



<https://play.google.com/store/apps/details?id=com.tollsmart.leonidiogansen.tolls>

Quick Links

[About Us](#)

[Classified Job Listing](#)

[Calendar of Events](#)

[Blog](#)

2025 Sponsors



REGISTER FOR 2026 ANNUAL CONFERENCE ON MAY 19, 2026 TO MAY 22, 2026

Contact Information

Tickets & Products

Review Order

Payment Information

All Done!

*First Name

Linda

*Last Name

Cox

* Agency

Fort Pierce City Clerk

* Address

100 N US HWY 1

* City

Fort Pierce

* State

FL ▾

* Zip Code

34950

* Phone

772-467-3052

*Email

lcox@cityoffortpierce.com

Are you a current FRMA member? (Y/N)

Y

CANCEL

CONTINUE

AVAILABLE TICKETS

FULL CONFERENCE (\$375/each)

ADD

DIAMOND SPONSORSHIP (\$3500/each)

ADD

PLATINUM SPONSORSHIP (\$2500/each)

ADD

GOLD SPONSORSHIP (\$1700/each)

ADD

SILVER SPONSORSHIP (\$1200/each)

ADD

ADDED TICKETS AND PRODUCTS



Delete

Comments: Y

<input type="checkbox"/>	Item	QTY	Price	Total
<input type="checkbox"/>	FULL CONFERENCE <i>Guest ticket</i>			
<input type="checkbox"/>	Guest: Linda Cox Fort Pierce City Clerk lcox@cityoffortpierce.com	1	\$375.00	\$375.00



Subtotal:

\$375.00

Total Registrations: 1

Order Total:

\$375.00

Tuesday, May 19		Wednesday, May 20		Thursday, May 21		Friday, May 22	
 <p>DAYTONA BEACH SHOW YOUR BADGE</p> <p>Scan QR code to access deals at restaurants, retail and attractions.</p>		7:00 AM - 8:00 AM Full Breakfast Provided North Tower, Coquina F/G/H		7:00 AM - 8:00 AM Full Breakfast Provided North Tower, Coquina F/G/H		7:00 AM - 8:00 AM Full Breakfast Provided North Tower, Coquina F/G/H	
		7:30 AM - 12:00 PM Registration Desk Open North Tower, Coquina Lobby		7:30 AM - 10:30 AM Registration Desk Open North Tower, Coquina Lobby		Vendors: Please complete breakdown no later than 12:00pm	
		8:00 AM - 8:40 AM		8:00 AM - 10:00 AM (2 hrs.)		8:00 AM - 9:15 AM (1.25 hrs.)	
		OPENING CEREMONY: WELCOME & VENDOR INTRODUCTIONS Coquina A/B/C/D/E		LEGISLATIVE UPDATES Pat Gleason Special Counsel for Open Government Office of the Attorney General State of Florida Coquina A/B/C/D/E		AI'S ROLE IN MODERN RECORDS MANAGEMENT Vestina Crayton Coquina D/E	
9:30 AM - 3:00 PM Registration Desk Open & Vendor Setup North Tower, Coquina Lobby <i>*Closed for lunch 11:30 AM - 1:00 PM*</i>		8:45 AM - 10:00 AM (1.25 hrs.)		MANAGEMENT: THE STATE OF RECORDS MANAGEMENT IN 2026 A FORWARD-THINKING SESSION FOR RECORDS MANAGEMENT PROFESSIONALS Matt Daugherty Coquina A/B/C/D/E		9:15 AM - 9:30 AM Break Coquina Lobby	
10:30 AM - 11:30 AM		10:00 AM - 10:15 AM Break Coquina Lobby		10:00 AM - 10:15 AM Break Coquina Lobby		9:30 AM - 10:45 AM (1.25 hrs.)	
FCRM EXAM Approved Applicants Only Please arrive 10 minutes early for check-in Coquina A/B/C		WELCOME NEW MEMBERS: YOUR JOURNEY STARTS HERE President George P. Kistner III Coquina D/E		PANEL DISCUSSION Peggy Meinhart Taree Glanville Tim O'Toole Archie Matthews Coquina A/B/C/D/E		THE STATE OF 119 Bobby Block Executive Director First Amendment Foundation Coquina A/B/C/D/E	
11:30 AM - 1:00 PM Lunch On Your Own		10:15 AM - 12:00 PM (1.75 hrs.)		10:15 AM - 12:00 PM (1.75 hrs.)		TBD Coquina D/E	
1:00 PM - 2:30 PM (1.5 hrs.)		12:00 PM - 1:30 PM Lunch On Your Own		12:00 PM - 1:30 PM Lunch Provided		<i>Special Prize drawing</i>	
BASIC OF RECORDS MANAGEMENT PART I Matt Daugherty Coquina A/B/C		SHARPEN YOUR EDGE FROM BORING TO BOLD: THE NEW FACE OF RECORDKEEPING Desiree Templin Coquina D/E		TOPIC TBD William "Bill" Molenaar Coquina A/B/C/D/E		PUBLIC RECORDS LAW Richard "Rick" Courtemanche Deputy General Counsel The Florida Bar Association Coquina A/B/C/D/E	
2:30 PM - 2:45 PM Break Coquina Lobby		1:30 PM - 2:45 PM (1.25 hrs.)		1:30 PM - 2:45 PM (1.25 hrs.)			
2:45 PM - 4:30 PM (1.75 hrs.)		2:45 PM - 3:00 PM Break Coquina Lobby		2:45 PM - 3:00 PM Break Coquina Lobby			
BASIC OF RECORDS MANAGEMENT PART II Matt Daugherty Coquina A/B/C		TOPIC TBD Martin County Clerk of Court Carolyn Timmann Coquina A/B/C/D/E		AGENCY SPECIFIC ROUNDTABLES Located in South Tower Meeting Space		We value your feedback! Scan the QR code below to access conference evaluation surveys.	
		4:40 PM - 5:10 PM (30 min.)		1. BOCC, Property Appraisers, Tax Collectors, Elections, Grand 2/3 Facilitated by: Desiree Templin & Courtney Cooper 2. City Clerks, Grand 4 Facilitated by: 3. Clerks of Court, Grand 1 Facilitated by: 4. Education, Grand 7/8 Facilitated by: 5. Infrastructure & Other, Grand 6 Facilitated by: 6. Law Enforcement, Grand 5 Facilitated by: Richard "Rick" Courtemanche No Vendor Admittance			
		FRMA BUSINESS MEETING Members welcome to attend Coquina A/B/C/D/E				Session evaluations become available on the date presented and will remain accessible through June 30, 2026	
CEU's: 3.25 hrs.		CEU's: 5.75 hrs.		CEU's: 6.5 hrs.		CEU's: 2.5 hrs.	
Full Conference Total CEU's: 18.00							
4:30 PM - 5:30 PM Welcome Reception Coquina Pre-Function		8:00 PM - TBD Hospitality Suite South Tower, Rooms 301-310		6:00 PM - 8:00 PM Dinner Provided Oceanview Room/North Tower Terrace		7:00 PM - TBD Hospitality Open South Tower, Rooms 301-310	



FLORIDA RECORDS MANAGEMENT ASSOCIATION

2026 Annual Conference Important Information

The FRMA Board of Directors looks forward to seeing you soon at the [2026 Conference Webpage](#). Please review the following important information:

LOCATION

- Hilton Daytona Beach Oceanfront Resort, 100 North Atlantic Avenue, Daytona Beach, FL 32118.
- Check in: 4:00 PM. Check out: 11:00 AM.
- Resort phone number: (386) 254-8200.

HILTON PARKING FEES:

- **For overnight guests:** Discounted. Self-parking \$15.00 per night, Valet parking \$20.00 per night (With in/out privileges). Parking charges will post to your room.
- **For day guests:** Discounted. Self-parking \$15.00, Valet parking \$20.00 (No in/out privileges)
 - If valet parking, show your FRMA badge to the valet cashier to receive the discounted FRMA rate.
 - **If self-parking, request discounted rate vouchers for the number of days you will be self-parking when you check in at the conference registration desk.** You will scan the voucher at the payment machine upon exiting the self-parking lot to receive the discounted rate.

HILTON PARKING LOCATIONS:

- Valet parking is available at both the South Tower and North Tower entrances. **Hotel check in is located in the South Tower.** Meeting space is located in the North Tower.
- The self-parking lot is a surface lot across the street, directly behind Hog Heaven BBQ. The address “750 Auditorium Blvd., Daytona, Beach” in Google Maps or Waze will take you to the self-parking lot.

AGENDA AND MAP

- Visit the [2026 Conference webpage](#) for the latest agenda, a Resort and Meeting Space Map, and Session Descriptions & Speaker Bios.

ATTENDANCE CERTIFICATES

- Attendance certificates are now electronic and will be emailed to you after the conference. **Please allow 10 business days after the conference to receive your certificate.**

MEALS AND BREAKS

- Refer to your agenda and map for meal and break locations.
- **You must wear your FRMA badge for entry to sessions and meals, including Wednesday's dinner.**
- If you purchased guest tickets for Wednesday's dinner, you will receive it at registration. Guests must be at least 21 years of age to attend.



FLORIDA RECORDS MANAGEMENT ASSOCIATION

TAX EXEMPTION

- Remember to bring your agency's tax-exempt form, if applicable, and present it to the front desk upon arrival. Per State requirements, the name on the form of payment (check or credit card) must match the organization name on the tax-exempt form or the hotel cannot process your tax exemption.

SAFETY AND COURTESY

- There is plenty of seating in all sessions. If you enter a session late, please locate a vacant seat at one of the tables. **Please do not stand in the back or along the sidewalls of the meeting rooms during sessions. Please do not move chairs to the back or sidewalls of the meeting rooms.** This is distracting to other attendees, as well as a safety hazard, as we must keep aisles clear.
- Please keep all electronic devices on silent and exit the meeting room if you need to take a phone call.

PRIZE DRAWINGS

- Look for "Prize drawing" indicators on the agenda to see which sessions will have drawings. No raffle ticket needed! An electronic prize wheel will be used for raffle drawings. All conference attendees are included in the prize wheel. Win \$50.00 Amazon gift cards, the Special Prize - a \$75.00 Amazon gift card, or the Grand Prize - a \$300 Visa gift card!

SESSION SURVEYS

- We want your feedback! Session surveys will be available on the FRMA website. Find the QR code in the bottom right corner of your agenda for the survey website. Surveys will not appear until the day of the session. The overall conference evaluation survey will become available on the last day of the conference. Surveys will remain accessible for 2 weeks from the session date.

MEETING ROOM TEMPERATURES

- Given our history with meeting room temperatures, we recommend bringing a sweater/jacket in case the room is cold.

DINING

- To view dining options at the resort, visit <https://www.daytonahilton.com/dining>.
- There are also numerous dining options in the Daytona Beach area. Visit the [Daytona Beach Area Convention & Visitors Bureau](#) website for area info.

GRATUITIES

- It's recommended to have some small bills available in case you choose to provide gratuities to any of the following for excellent service:
 - Bartenders at Tuesday's reception and Wednesday's dinner
 - Valet Parking Attendants
 - Bell Staff
 - Room Attendants



FLORIDA RECORDS MANAGEMENT ASSOCIATION

FCRM EXAM


- If you are eligible to sit for the exam, you have already been notified by the FCRM Education Committee. Check in at least 10 minutes early outside of Coquina ABC in the North Tower. (Refer to the meeting space map on the Conference webpage or on the back of the printed agenda for location).
- Exam Rules:
 - Check in with a test proctor outside the testing room to receive your test booklet and answer sheet.
 - Find a seat, leaving at least one seat empty between you and the person next to you.
 - All electronic devices, such as cell phones and laptops, must be on silent and put away.
 - No items or documents are allowed on the workspace at your seat except your test booklet and answer sheet.
 - Ensure your name is on your answer sheet.
 - When you have completed the test, quietly take it to a test proctor to turn it in and exit the testing room.
 - Exam results will be sent via email after the conference.


CEU's FOR CURRENT FCRMS

- Once you have checked in at the registration desk, no further sign-ins are necessary to earn continuing education units (CEU's) for your FCRM certification. If registered for the full conference, you will receive 18.00 CEU's. If you are registered for only 1 or 2 days, you will receive the number of CEU's designated for the days in which you are registered.
- FCRMs must maintain membership to earn CEU's. For questions regarding your membership, contact FRMA's Director of Membership at membership@frma.org.
- For questions regarding the FCRM program, please refer to the [FCRM Program Information Webpage](#).

Your stay

[Edit stay](#)

 Hilton Daytona Beach Oceanfront Resort

 Tue, May 19 – Fri, May 22, 2026 (3 nights)

 1 room for 2 adults

Payment and Guest Details

Step 4 of 4

Total for stay

\$577.46

Total room charge

\$438.30

Total fees

\$75.00

Total taxes

\$64.16

Price in \$USD

[Show price details](#) ▾

 This non-refundable rate requires you to pay up front.

All fields are required unless marked optional.

 **Payment**

Card number

Month

Year

Security code

 **Guest information**

First name



THE SUNRISE CITY
FORT PIERCE
Florida

REQUEST FOR LEAVE OF ABSENCE (220 FORM)

***NOTE TO ALL DEPARTMENT HEADS: ALL REQUESTS FOR LEAVE OF ABSENCE IN A PAY PERIOD SHOULD BE IN YOUR OFFICE NO LATER THAN THE MONDAY FOLLOWING THE END OF THE PAY PERIOD.**

NAME OF EMPLOYEE: Linda Cox	TITLE: City Clerk
DEPARTMENT: City Clerk	DIVISION:
EFFECTIVE DATE: 5/19/2026	TIME: 10:00
TERMINATION DATE: 5/22/2026	TIME: 10:00

TYPE OF LEAVE	TOTAL HOURS	TYPE OF LEAVE	TOTAL HOURS
VACATION WITH PAY (AL)		ADMIN LEAVE WITH PAY	40
SICK LEAVE WITH PAY (SL)		CIVIL LEAVE (COURT DUTY)	
LEAVE WITHOUT PAY (LW)		COMPENSATORY TIME OFF	
INJURY LEAVE (LP)		OTHER (EXPLAIN BELOW)	

COMMENTS:

Linda W. Cox

DATE 2/4/2026

EMPLOYEE SIGNATURE

Linda W. Cox

DATE 2/4/2026

SUPERVISOR SIGNATURE

Linda W. Cox

DATE 2/4/2026

DEPARTMENT HEAD SIGNATURE

[Signature]

DATE 2 / 4 / 2026

CITY MANAGER SIGNATURE

(For travel approval)