

CITY OF NORTH MIAMI, FLORIDA

TRAVEL EXPENSE REPORT - Amendment

Doc 310213
(2016)

Name Guerty Genosier Date 5/16/2016
 Department Office of the City Clerk Title Constituent Services Coordinator
 Destination Lake Buena Vista, FL (FABTO) Mode of Transportation Used Car
 Location Combined with Trip? ☐ Yes ☒ No 10/19/2016

TRANSPORTATION COSTS

Round Trip Common Carrier Rate to Destination _____

PRIVATE AUTO RECORD

DATE	FROM	TO	ODOMETER		MILES	*PARKING & TOLLS
			START	FINISH		
TOTAL					0	\$0.00

Allowable Mileage @ \$0.500 per mile \$0.00


Total Transportation Reimbursement **\$0.00**

ACTUAL SUBSISTENCE EXPENSES

DATE								TOTAL
	SUN	MON	TUES	WED	THURS	FRI	SAT	
ITEMS								
Lodging				83.12	83.13	83.13		\$249.38
Breakfast				8.85	8.85	8.85		\$26.55
Lunch				17.70			17.70	\$17.70 35.4
Dinner				32.45	32.45	32.45		\$97.35
Local Transportation							50.15	\$50.15 130.00
Communication								\$0.00
Registration Fees				265.00				\$265.00
Other (specify)								\$0.00
Oil				15.40				\$15.40
								\$0.00
TOTAL	0.00	0.00	0.00	422.52	124.43	124.43	17.70 0.00	\$671.38 689.08

I hereby certify that the above is a true and correct statement of travel expenses incurred in the conduct of City business and no expenses are of a personal nature.

GRAND TOTAL \$671.38 689.6


(Employee)


APPROVED: 
(Department Head)

Total Amount Advanced/Prepaid: \$737.15 623.53

Account No. 001-03-407001-512-305

Total Expenses: \$671.38 689.08

City: \$0.00

Expenses Approved by  Date 10/21/16
Budget Manager

Traveler: \$47.85 65.55

Approved for Payment _____ Date _____
Finance

to be substantiated by paid bill or receipt.

Telephone calls itemized are related to City business.

Accounting - Original
Traveler - Copy

RECEIVED
OCT 21 2016
10:293pm
CITY OF NORTH MIAMI
ACCOUNTS PAYABLE

Voucher No. _____ Date _____

FLORIDA'S TURNPIKE ENTERPRISE

CUSTOMER TOLL RECEIPT

Three Lakes ML

PLAZA 004100 LANE 2
COLL R621
TOLL DUE 15.40
PAID 15.40 CHANGE 4.60
PAY TYPE CASH
05/31/16-09:01:47.763

You would have saved \$3.19 at
this Toll Plaza by using SUNPASS

Available at Publix, CVS,
Walgreens, AMSCOT, AAA and
www.SUNPASS.com

The Program

TUESDAY, MAY 31

- 12:00 noon Registration/check-in
- 2:00-5:00 p.m. **F.S. Chapter 205/Licensing 101**
(required for first-year attendees)
Presented by FABTO Board of Directors and Education Committee Members
- 7:30-8:30 p.m. Meet and Greet Reception
Hosted by BIG BEND CHAPTER

WEDNESDAY, JUNE 1

- 8:00 a.m. Registration/Continental Breakfast
- 8:30 a.m. **Welcome**
DEBBY MORAKIS, President
Florida Association of Business Tax Officials
- 8:45 a.m. **Keynote Session: The Art of Verbal Judo**
BOB HARRIS, Training Consultant
- 10:15 a.m. Break
- 10:30 a.m. Keynote session continued
- 12:00 noon Lunch (provided)
- 1:15 p.m. **Florida Department of Agriculture and Consumer Services**
SASHA VELEZ, Senior Financial Investigator,
Florida Department of Agriculture and Consumer Services
- 3:15 p.m. Break
- 3:30 p.m. **City/County Discussions – Governments Helping Governments**
- 4:45 p.m. Presentation of Certificates
(single day recertifications only)
- 5:00 p.m. Adjourn

THURSDAY, JUNE 2

- 8:30 a.m. Registration/Continental Breakfast
- 9:00 a.m. Conference Information/General Membership Meeting
- 9:30 a.m. **Florida Department of Revenue**
Speaker to be announced.
- 10:30 a.m. Break
- 10:45 a.m. **Legislative Update**
KEN SMALL, Financial Technical Assistance Manager, Florida League of Cities
- 12:00 noon Lunch (provided)
- 1:00 p.m. **Public Records Management Update**
TIM FEW, Government Operations Consultant II, Division of Library and Information Services, Department of State
- 2:30 p.m. Break
- 2:45 p.m. **Insurance Company Delinquent Business Tax Collection Program**
PETER CATLIN, Attorney, President, Municipal Revenue Services, Inc., Florida League of Cities Business Tax Program
- 3:45 p.m. **Division of Corporations**
LYN SHOFFSTALL, Chief, Bureau of Commercial Recording
- 4:45 p.m. Presentation of Certificates
(single day recertifications only)
- 5:00 p.m. Adjourn

FRIDAY, JUNE 3

- 8:00 a.m. Registration/Continental breakfast
- 8:30 a.m. **Session IV: Department of Health**
JIM ISAJEWICZ, Investigations Manager, Florida Department of Health
- 9:30 a.m. Morning break – extended for check-out
- 10:00 a.m. **Closing session: "License" to Thrive**
MARI YENTZER RAINS
- 11:30 a.m. Presentation of Certificates
(1st time and Advanced Certifications)
- 12:00 noon Adjourn

For more information about the Florida Association of Business Tax Officials, Inc. or the 28th Annual Conference, please visit our website: www.fabto.org

CITY OF NORTH MIAMI, FLORIDA

TRAVEL EXPENSE REPORT

Name Guerty Genosier Date 5/16/2016
 Department Office of the City Clerk Title Constituent Services Coordinator
 Destination Lake Buena Vista, FL (FABTO) Mode of Transportation Used Car
 Vacation Combined with Trip? ☐ Yes ☒ No If so, meal and hotel expenses cease upon termination of City business.

TRANSPORTATION COSTS

* Round Trip Common Carrier Rate to Destination _____

PRIVATE AUTO RECORD

DATE	FROM	TO	ODOMETER		MILES	*PARKING & TOLLS
			START	FINISH		
5/27/2016						\$15.40
5/28/2016						\$3.00
5/31/2016						\$15.40
TOTAL					0	\$33.80

Allowable Mileage @ \$0.500 per mile \$0.00


Total Transportation Reimbursement **\$33.80** ✓

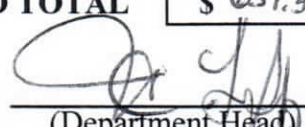
ACTUAL SUBSISTENCE EXPENSES

DATE	SUN	MON	TUES	WED	THURS	FRI	SAT	TOTAL
ITEMS								
*Lodging				83.12	83.13	83.13		\$249.38 ✓
*Breakfast				8.85	8.85	8.85		\$0.00 26.55
*Lunch				17.70	0	0		\$0.00 17.70
*Dinner				32.45	32.45			\$0.00 64.90
*Local Transportation								\$0.00
**Communication								\$0.00
*Registration Fees				265.00				\$265.00 ✓
*Other (specify)								\$0.00
								\$0.00
								\$0.00
TOTAL	0.00	0.00	0.00	348.12	83.13	83.13	0.00	\$ 657.33

I hereby certify that the above is a true and correct statement of travel expenses incurred in the conduct of City business and no expenses are of a personal nature.

GRAND TOTAL \$ 657.33


 (Employee)

APPROVED: 
 (Department Head)

Total Amount Advanced/Prepaid: 657.33 Account No. 001-03-407001-512-305

Total Expenses: 657.33

Due City: \$0.00 Expenses Approved by 7. H Date _____

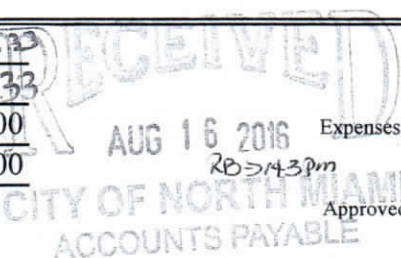
Due Traveler: \$0.00 Budget Manager _____ Date _____

*To be substantiated by paid bill or receipt. Approved for Payment _____ Date _____

**Telephone calls itemized are related to City business. Finance _____

Accounting - Original Voucher No. _____ Date _____

Traveler - Copy



City of North Miami, Florida
TRAVEL REQUEST

Doc # 296839

Date: March 2, 2016

Name of Traveler: Guerty Genosier

Department: Office of the City Clerk

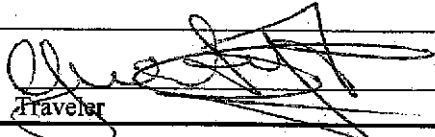
Destination: Lake Buena Vista, FL

Mode of Transportation: Car
(If least expensive mode not chosen, provide justification below)

Dates of City Travel: From: May 30, 2016

To: June 3, 2016

Purpose of Trip: 28th Florida Association of Business Tax Officials, Inc. (FABTO) from May 31 – June 3, 2016

ESTIMATED COST		Will vacation be combined with trip? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Registration –	265.00	Attach written documentation supporting this travel
Transportation	.00	Information on trip attached? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Meals	109.15	Travel was included in budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Lodging	363.00 363.00	*(Explain answer no)
Other – Local Transportation		
Rental Car	.00	
Total Costs	\$737.15 737.15	
Less Prepaid Expenses		
Advance to Traveler	\$109.15	
		Signature 
		Traveler

Meal Detail

Date	5/31/2016	6/1/2016	6/2/2016				
Breakfast – 15%	\$8.85	\$8.85	\$8.85				\$26.55
Lunch – 30%	\$17.70	\$0.00	\$0.00				\$17.70
Dinner – 55%	\$32.45	\$32.45					\$64.90
Total	\$59.00	\$41.30	\$8.85				\$109.15

COMMENTS

Per diem \$59 per day

Account No. 001-03-407001-512-305-000

Voucher No: _____

Date: _____

RECEIVED
MAY 10 2016
CITY OF NORTH MIAMI
ACCOUNTS PAYABLE


DEPARTMENT HEAD

APPROVED

3/2/16
DATE


RISK MANAGEMENT ADMINISTRATOR

DATE


BUDGET DIRECTOR

5-10-16
DATE


CITY MANAGER

3/4/16
DATE

CITY OF NORTH MIAMI, FLORIDA

TRAVEL EXPENSE REPORT

m Ry to Doc 296839
ek 226492

Name	<u>Guerty Genosier</u>	Date	<u>5/16/2016</u>
Department	<u>Office of the City Clerk</u>	Title	<u>Constituent Services Coordinator</u>
Destination	<u>Lake Buena Vista, FL (FABTO)</u>	Mode of Transportation Used	<u>Car</u>
Vacation Combined with Trip? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If so, meal and hotel expenses cease upon termination of City business.			

TRANSPORTATION COSTS

* Round Trip Common Carrier Rate to Destination

PRIVATE AUTO RECORD


DATE	FROM	TO	ODOMETER		MILES	*PARKING & TOLLS
			START	FINISH		
5/27/2016						\$15.40
5/28/2016						\$3.00
5/31/2016						\$15.40
TOTAL					0	\$33.80
Allowable Mileage <u> </u> @ \$0.500 per mile						\$0.00
Total Transportation Reimbursement						\$33.80 ✓


ACTUAL SUBSISTENCE EXPENSES

DATE								TOTAL
	SUN	MON	TUES	WED	THURS	FRI	SAT	
ITEMS								
*Lodging				83.12	83.13	83.13		\$249.38 ✓
Breakfast				8.85	8.85	8.85		\$0.00-26.55
Lunch				17.70	0	0		\$0.00 17.70
Dinner				32.45	32.45			\$0.00 64.90
*Local Transportation								\$0.00
**Communication								\$0.00
*Registration Fees				265.00				\$265.00 ✓
*Other (specify)								\$0.00
								\$0.00
								\$0.00
TOTAL	0.00	0.00	0.00	348.12	83.13	83.13	0.00	\$623.53

I hereby certify that the above is a true and correct statement of travel expenses incurred in the conduct of City business and no expenses are of a personal nature.

GRAND TOTAL **\$ 657.33**


(Employee)

APPROVED: 
(Department Head)

Total Amount Advanced/Prepaid: 657.33

Total Expenses: 657.33

Due City: \$0.00

Due Traveler: \$0.00

*To be substantiated by paid bill or receipt.

**Telephone calls itemized are related to City business.

Accounting	-	Original
Traveler	-	Copy

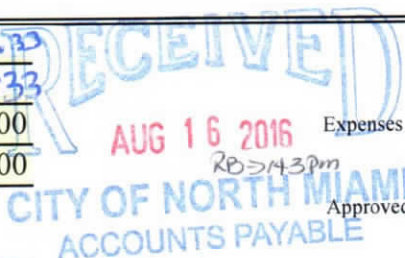
Initials

Account No. 001-03-407001-512-305

Expenses Approved by 7. H Date
Budget Manager

Approved for Payment Date
Finance

Voucher No. Date



FLORIDA'S TURNPIKE ENTERPRISE

CUSTOMER TOLL RECEIPT

Three Lakes ML

PLAZA 004100 LANE 13
COLL R525
TOLL DUE 15.40
PAID 15.40 CHANGE 4.60
PAY TYPE CASH
05/27/16-23:52:10.807

You would have saved \$3.19 at
this Toll Plaza by using SUNPASS

Available at Publix, CVS,
Walgreens, AMSCOT, AAA and
www.SUNPASS.com

FLORIDA'S TURNPIKE ENTERPRISE

CUSTOMER TOLL RECEIPT

Leesburg

PLAZA 003100 LANE 15
COLL R514
TOLL DUE 3.00
PAID 3.00 CHANGE 0.00
PAY TYPE CASH
08/16-00:33:38.016

would have saved \$0.10 at
Toll Plaza by using SUNPASS

Available at Publix, CVS,
Walgreens, AMSCOT, AAA and
www.SUNPASS.com

FLORIDA'S TURNPIKE ENTERPRISE

CUSTOMER TOLL RECEIPT

Three Lakes ML

PLAZA 004100 LANE 12
COLL R621
TOLL DUE 15.40
PAID 15.40 CHANGE 4.60
PAY TYPE CASH
05/31/16-09:01:47.763

You would have saved \$3.19 at
this Toll Plaza by using SUNPASS

Available at Publix, CVS,
Walgreens, AMSCOT, AAA and
www.SUNPASS.com



Hilton

ORLANDO LAKE BUENA VISTA

HILTON ORLANDO LAKE BUENA VISTA
1751 Hotel Plaza Blvd. | Lake Buena Vista, FL | 32830-2781
T: 407 827 4000 | F: 407 827 3890
W: hilton-wdvv.com

NAME AND ADDRESS:

Genosier, Guerty

Room: 1083/D2
Arrival Date: 5/31/2016 9:37:00 AM
Departure Date: 6/3/2016 4:52:00 PM

Adult/Child: 1/0
Room Rate: 121.00

Rate Plan: BTO
HH #: 853467986 BLUE
AL:
Car:

Confirmation Number: 3239123091

6/13/2016

DATE	DESCRIPTION	ID	REF. NO	CHARGES	CREDITS	BALANCE
4/28/2016	Advance Deposit VS *7356	SHIRLEY_C HENG	11547634		(\$200.51)	
5/4/2016	Advance Deposit VS *7356	SHIRLEY_C HENG	11547634	\$64.39		
5/31/2016	PARKING SELF OVERNIGHT	CRODRIGUE Z29	11628092	\$7.50		
5/31/2016	GUEST ROOM	CRODRIGUE Z29	11628093	\$121.00		
5/31/2016	ROOM TAX	CRODRIGUE Z29	11628093	\$15.13		
6/1/2016	PARKING SELF OVERNIGHT	CRODRIGUE Z29	11629919	\$7.50		
6/1/2016	GUEST ROOM	CRODRIGUE Z29	11629920	\$121.00		
6/1/2016	ROOM TAX	CRODRIGUE Z29	11629920	\$15.13		
6/2/2016	PARKING SELF OVERNIGHT	CRODRIGUE Z29	11632577	\$7.50		
6/2/2016	GUEST ROOM	CRODRIGUE Z29	11632578	\$121.00		
6/2/2016	ROOM TAX	CRODRIGUE Z29	11632578	\$15.13		
6/3/2016	VS *7356	DCOR01	11635167		(\$294.77)	
6/10/2016	TAX EXEMPT ROOMS - ALLOWANCE	ENIEVES3	11653416		(\$45.39)	



ACCOUNT NO.

DATE OF CHARGE

FOLIO NO./CHECK NO.
1537138 A

CARD MEMBER NAME

AUTHORIZATION

INITIAL

ESTABLISHMENT NO. & LOCATION

ESTABLISHMENT AGREES TO TRANSMIT TO CARD HOLDER FOR PAYMENT

I AGREE THAT MY LIABILITY FOR THIS BILL IS NOT WAIVED AND
AGREE TO BE HELD PERSONALLY LIABLE IN THE EVENT THAT
THE INDICATED PERSON, COMPANY OR ASSOCIATION FAILS TO
PAY FOR ANY PART OR THE FULL AMOUNT OF THESE CHARGES.

PURCHASES & SERVICES

TAXES

TIPS & MISC.

TOTAL AMOUNT

CARD MEMBER'S SIGNATURE

PAYMENT DUE UPON RECEIPT

MERCHANDISE AND/OR SERVICES PURCHASED ON THIS CARD SHALL NOT BE RESOLD OR RETURNED FOR A CASH REFUND.



AMERICA'S • EUROPE • MIDDLE EAST • AFRICA • ASIA • AUSTRALASIA

Thomas, Stephanie

From: Florida Association of Business Tax Officials, Inc. <info@fabto.org>
Sent: Friday, April 29, 2016 3:56 PM
To: Thomas, Stephanie
Subject: Your Order at Florida Association of Business Tax Officials, Inc.

**Florida Association of
Business Tax Officials,
Inc.**

Defining Issues, Exchanging
Ideas, and Solving Problems

Florida Association of Business Tax Officials, Inc.
P.O. Box 2282
Palm Beach, FL 33480
561-227-6411

Thank you for your payment.

Need a membership refund?

Refunds are handled by contacting Dena Davis at (561)881-3357 or using the "Contact Us" form on the website.

<https://www.fabto.org/user>

Purchasing Information:

E-mail Address: sthomas@northmiamifl.gov

Billing Address:

STEPHANIE THOMAS
776 NE 125 STREET
NORTH MIAMI, FL 33161

Billing Phone:

305-895-9814

Grand Total: **\$265.00**

Payment Method: Credit card

Summary:

Receipt #:	<u>1361</u>
Payment Date:	2016-04-29 15:54
Subtotal:	\$265.00

Total for this Purchase: \$265.00

Purchase Description:

1 x Annual Education Conference - \$265.00

Where can I get help with reviewing my order?

To learn more about managing your orders on Florida Association of Business Tax Officials, Inc., please visit our help page.

Please note: This e-mail message is an automated notification. Please do not reply to this message.

Thanks again for shopping with us.

Florida Association of Business Tax Officials, Inc.

Defining Issues, Exchanging Ideas, and Solving Problems

City of North Miami, Florida
TRAVEL REQUEST

Doc # 296839 ¹²³⁰⁶

Date: March 2, 2016

Name of Traveler: Guerty Genosier

Department: Office of the City Clerk

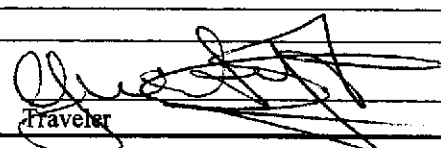
Destination: Lake Buena Vista, FL

Mode of Transportation: Car
(If least expensive mode not chosen, provide justification below)

Dates of City Travel: From: May 30, 2016

To: June 3, 2016

Purpose of Trip: 28th Florida Association of Business Tax Officials, Inc. (FABTO) from May 31 – June 3, 2016

ESTIMATED COST		Will vacation be combined with trip? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Registration –	265.00	Attach written documentation supporting this travel
Transportation	.00	Information on trip attached? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Meals	109.15	Travel was included in budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Lodging	363.00 363.00	*(Explain answer no)
Other – Local Transportation		
Rental Car	.00	
Total Costs	8737.15 1737.15	
Less Prepaid Expenses		
Advance to Traveler	\$109.15	
		Signature  Traveler

Meal Detail

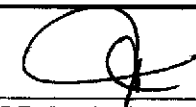
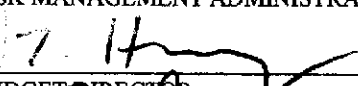
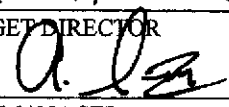
Date	5/31/2016	6/1/2016	6/2/2016				
Breakfast – 15%	\$8.85	\$8.85	\$8.85				\$26.55
Lunch – 30%	\$17.70	\$0.00	\$0.00				\$17.70
Dinner – 55%	\$32.45	\$32.45					\$64.90
Total	\$59.00	\$41.30	\$8.85				\$109.15

COMMENTS
Per diem \$59 per day

Account No. 001-03-407001-512-305-000

Voucher No: _____ Date: _____

MAY 10 2016

APPROVED	
	<u>3/2/16</u>
DEPARTMENT HEAD	DATE
RISK MANAGEMENT ADMINISTRATOR	DATE
	<u>5-10-16</u>
BUDGET DIRECTOR	DATE
	<u>3/4/16</u>
CITY MANAGER	DATE

City of North Miami, Florida
TRAVEL REQUEST

Doc 307982

Date: October 3, 2016

Name of Traveler: Guerty Genosier

Department: Office of the City Clerk

Destination: Orlando, FL

Mode of Transportation: City Vehicle
(If least expensive mode not chosen, provide justification below)

Dates of City Travel: From: October 10, 2016

To: October 13, 2015⁶

Purpose of Trip: FACC 2015⁶ Fall Academy from October 9-14, 2016 in Orlando Lake Buena Vista S, FL -Academy

ESTIMATED COST

Registration -	475.00
Transportation	.00
Meals	295.00
Lodging \$32 p/n	160.00
Other - Local Transportation	
Other	
Total Costs	\$ 930.00
Less Prepaid Expenses	
Advance to Traveler	\$ 295.00 per day

Will vacation be combined with trip? ☐ Yes ☒ No


Attach written documentation supporting this travel

Information on trip attached? ☒ Yes ☐ No

Travel was included in budget? ☒ Yes ☐ No

*(Explain answer no)

Signature


Traveler

Meal Detail

Date	10/09/2016	10/10/2016	10/11/2016	10/12/2016	10/13/2016	10/14/2016	
Breakfast - 15%		8.85	8.85	8.85	8.85	8.85	\$44.25
Lunch - 30%		17.70	17.70	17.70	17.70	17.70	\$88.50
Dinner - 55%	32.45	32.45	32.45	32.45	32.45		\$162.25
Total	\$32.45	\$59.00	\$59.00	\$59.00	\$59.00	\$26.55	\$295.00

COMMENTS

\$59 per day

Account No. 001-03-407001-512-305-000

Voucher No: _____ Date: _____

APPROVED

DEPARTMENT HEAD

9/3/16
DATE

RISK MANAGEMENT ADMINISTRATOR

DATE

BUDGET DIRECTOR

DATE

CITY MANAGER

DATE





FACC 2016 Fall Academy Registration Form

October 10-13, 2016 | Embassy Suites Orlando Lake-
Buena Vista South

Complete registration form and email to facc@flcities.com, fax to (850) 222-3806 or mail to FACC, P.O. Box 1757, Tallahassee, FL 32302-1757. Or, you may register online at www.floridaclerks.org. We accept Visa, MasterCard or checks as payment for registration fees. Make checks payable to FACC. Registration includes continental breakfast and refreshment breaks Monday through Thursday and Tuesday's Recognition Luncheon. If you are physically challenged and require special services, or if you have special dietary needs, please attach a written description to your advance registration form. For more information, contact Jill Walker at (850) 222-9684.

One Registrant Per Form • Please use additional registration forms as needed.

Last Name GENOSIER First Name Guerty Nickname _____
(As you wish it to appear on your badge)

Title Constituent Coordinator Affiliation City of North Miami
(City/County/Government/Company)

Mailing Address 776 NE 125th St.

City North Miami State FL Zip 33068 FACC District South

Work Phone 305-895-9817 Fax _____

Email Address (for confirmations) agenosier@northmiami.fl.gov

Current Certification: ☐ MMC ☐ CMC ☒ None (see next question)

If you do not have a current CMC designation,

please note which year of the basic program you will be attending: ☒ 1st Year ☐ 2nd Year ☐ 3rd Year

Please choose the appropriate education track and membership status.

	On/Prior 09/15/16	Fee Paid	After 09/15/16	Fee Paid
First Year Basic – FACC Member	\$350.00	_____	\$400.00	_____
First Year Basic – FACC Associate Member	\$375.00	_____	\$425.00	_____
First Year Basic – Non-Member	\$425.00	_____	\$475.00	_____
Second Year Basic – FACC Member	\$350.00	_____	\$400.00	_____
Second Year Basic – FACC Associate Member	\$375.00	_____	\$425.00	_____
Second Year Basic – Non-Member	\$425.00	_____	\$475.00	_____
Third Year Basic – FACC Member	\$350.00	_____	\$400.00	_____
Third Year Basic – FACC Associate Member	\$375.00	_____	\$425.00	_____
Third Year Basic – Non-Member	\$425.00	_____	\$475.00	_____
Advanced – FACC Member	\$325.00	_____	\$375.00	_____
Advanced – FACC Associate Member	\$350.00	_____	\$400.00	_____
Advanced – Non-Member	\$400.00	_____	\$450.00	_____

Payment Information

Method of Payment: ☐ Check (payable to FACC) ☐ Visa ☐ MasterCard Total Enclosed: \$ _____

Credit Card Number _____ Expiration _____ Date _____

Card Holder's Name _____ Card Holder's Phone _____

Card Holder's Signature _____

3-star Hotel in Walt Disney World - Bonnet Creek area

Sun, Oct 09 - Fri, Oct 14

\$233.47

3-star Hotel in Walt Disney World - Bonnet Creek area

|  70%

1 Room, 2 Adults, 0 Children

Sun, Oct 09 - Fri, Oct 14

Free parking, Free breakfast, Smoke-free rooms, Fitness center, Pool(s), Restaurant(s), see more

This hotel's location earned it a 4/5 guest rating.

\$32.00 per night x 5 nights x 1 room

\$160.00

Tax recovery charges + fees

\$33.92

Promo Code

Hotwire total due today (USD)

\$193.92

Resort fee due at hotel

\$39.55

Trip total (USD)

\$233.47

35 people booked this hotel today!

This one is hot!

Need Help?

1-855-847-0036 (tel:1-855-847-0036)

Ref: 6452664677

Sign in for faster booking

Traveler info

First name

Last name

Sun, Oct 09 - Fri, Oct 14

\$233.47

Email

Confirm email

+1

Phone number

Trip insurance (Hotel Cancellation Protection - recommended)

\$8.00

Yes

No

I understand that if I cancel my reservation and decline trip insurance, I'm responsible for all non-refundable expenses associated with this booking.

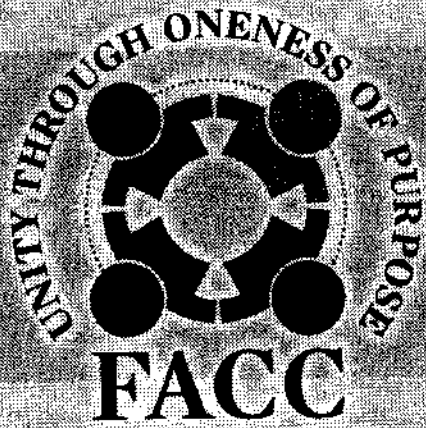
Add Hotel Cancellation Protection.

Create memories. Not worries. Benefits include:

- Protection for trip cancellation / interruption
- 24/7 award-winning live support

"Buy travel insurance. It can protect you against trip cancellation costs." - *USA Today*, May 2016

Plan underwritten by Jefferson Insurance Company or BCS Insurance Company. AGA Service Company is the licensed producer and administrator of this plan. Terms, conditions and exclusions apply (https://gateway.americas.allianz-assistance.com/TC/HW/Hotel_Product.html).



2016 FALL ACADEMY

FLORIDA ASSOCIATION OF CITY CLERKS

October 10-13, 2016 - Embassy Suites Orlando - Lake Buena Vista South

GENERAL INFORMATION

Join us October 10-13 at the 2016 Fall Academy at the Embassy Suites Orlando - Lake Buena Vista South. The early registration deadline is **Thursday, September 15, 2016**. Your registration form must be postmarked on or before September 15 to be eligible for the early registration fee. **And, Thursday, September 15 is the deadline to make your hotel reservation at the Embassy Suites Orlando - Lake Buena Vista South.**

CMC CERTIFICATION PURPOSE

The CMC Academy is an intensive program of continuing professional education for municipal clerks and deputy clerks. The purpose is to enhance leadership and administrative skills, update practical knowledge of clerks in a time of constant change, and provide a bridge between the latest academic theories and realities of current policies and practices. With increased municipal responsibilities, there is a great need for professional education to assist the municipal clerk in acquiring new skills and knowledge, while strengthening those already in use.

WHAT IS THE CMC CERTIFICATION?

A CMC (Certified Municipal Clerk) certification is a special designation granted by the International Institute of Municipal Clerks (IIMC) to clerks who have completed three years of full attendance, or 120 hours of attendance, at a recognized academy and/or fulfilled other educational or non-educational requirements. Additionally, city clerks must be an active member of IIMC for two years prior to earning the CMC designation.

The curriculum for the 1st, 2nd, and 3rd year tracks has been carefully selected to provide the necessary foundation to prepare municipal clerks to successfully fulfill the critical core duties and complex challenges of their profession, as well as complete the educational requirements as mandated by IIMC. As such, no course (or track) substitutions will be allowed without a formal request submitted in advance and reviewed by the Full FACC Executive Board.

WHAT IS THE MMC CERTIFICATION?

The MMC (Master Municipal Clerk) certification is an educational program designed to encourage municipal clerks to continue their professional growth and development beyond attainment of the prestigious CMC designation. The MMC honors and salutes continued high-level achievement.

ADVANCE REGISTRATION

All participants are encouraged to register in advance to avoid delays at the registration desk. Please complete and return the registration form, along with payment, to **FACC, P.O. Box 1757, Tallahassee, FL 32302**. Make your check payable to FACC. We cannot accept purchase orders. MasterCard and Visa are accepted. Registration forms will not be processed without payment in full. When your registration is received, a confirmation of registration will be emailed to you, so please provide your email address.

ONLINE REGISTRATION

Registration is available online by accessing the FACC's website at www.floridaclerks.org. Simply fill out the online registration, click on the "submit transaction" button and your registration will automatically be sent to the FACC. If you register online, there are two payment options. You can pay online with your Visa or MasterCard. Registrations submitted and paid online via credit card will automatically be marked paid and you will receive your registration confirmation immediately via email. Or, you can send your registration fees by check to FACC, P.O. Box 1757, Tallahassee, FL 32302. **You are not considered registered until your payment is received.**

REFUNDS

Cancellations must be in writing and either faxed to (850) 222-3806, emailed to facc@flcities.com, or mailed to FACC, P.O. Box 1757, Tallahassee, FL 32302. All cancellations received by 5:00 p.m., **Friday, September 30, 2016**, will be entitled to a refund less a **\$25 administration fee**. Prepaid registrants not canceled by this date will be included in the advance registration guarantee required by the hotel and are not eligible for a refund. Substitutions may be made at any time with advance notification.

HOTEL INFORMATION

This year's academy will be held at the Embassy Suites Orlando - Lake Buena Vista South. For reservations, please visit https://resweb.passkey.com/Resweb.do?mode=welcome_ei_new&eventID=14319245

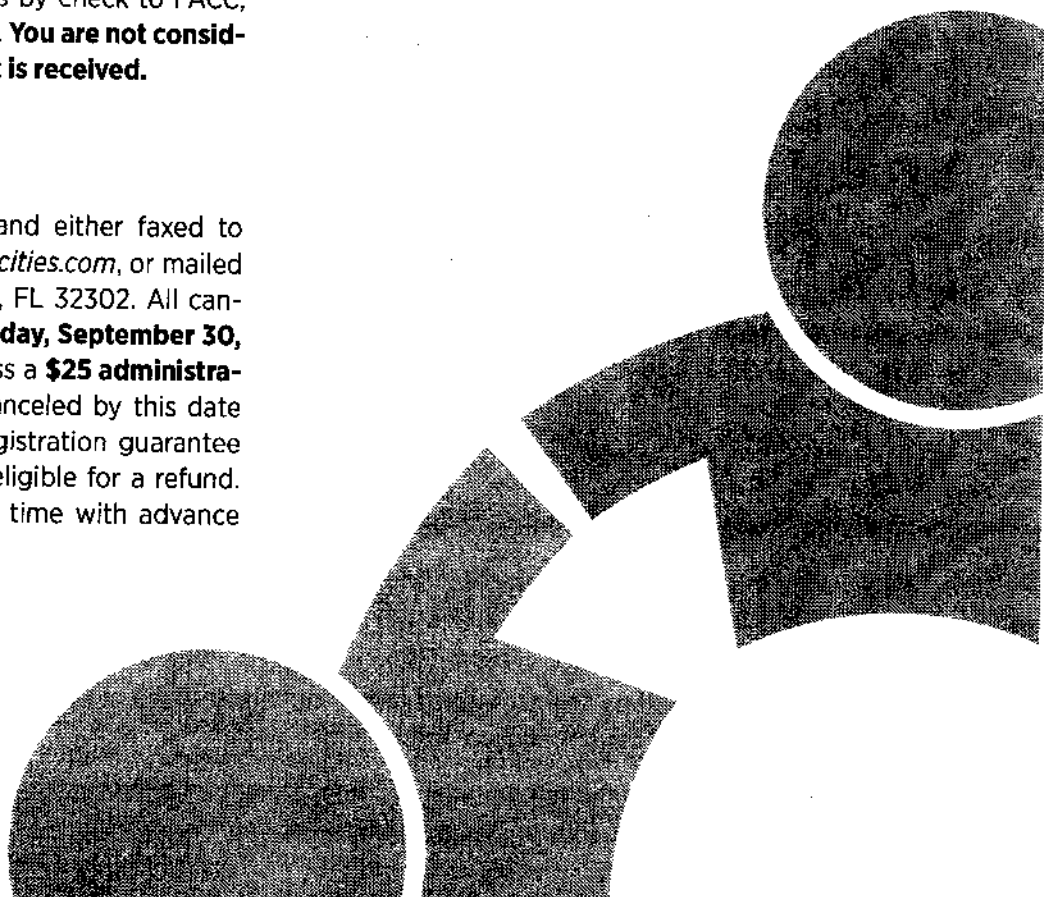
The group rate for the Florida Association of City Clerks meeting is \$139/night plus tax, single or double. The Embassy Suites Orlando - Lake Buena Vista South offers self-parking at a cost of \$10.00; valet for \$15.00. **The deadline to make your hotel reservation is Thursday, September 15, 2016!**

REGISTRATION DESK SCHEDULE

Sunday, October 9.....	3:00 p.m. - 5:00 p.m.
Monday, October 10.....	7:00 a.m. - 5:00 p.m.
Tuesday, October 11.....	7:00 a.m. - 5:00 p.m.
Wednesday, October 12.....	7:00 a.m. - 5:00 p.m.
Thursday, October 13.....	7:00 a.m. - 5:00 p.m.

EVENT ATTIRE

Attire for this event is business casual.



FIRST YEAR PROGRAM

MONDAY - THURSDAY | OCTOBER 10-13, 2016

MONDAY, OCTOBER 10

8:00 a.m. - 12:00 p.m.

Structure and Function of Local Government in Florida

A historical overview of the evolution of municipal government, counties and special districts in Florida, and an analysis of the different organizational structures included within these jurisdictions.

Presenter: Lynn Tipton, Director, FLC University, Florida League of Cities

1:00 p.m. - 5:00 p.m.

True Colors™: A Unique Approach to Team Building

This session will introduce participants to the nationally recognized True Colors program. We will focus on personality styles, communication preferences, individual motivations and enhancing our interpersonal relationships with each other and our customers. Using the principles in this program will enable us to get along with people who are very different from ourselves and work more effectively with our daily work teams.

Presenter: Dr. Sarah "Tippy" Amick, Training Consultant, Florida Institute of Government, Florida State University

TUESDAY, OCTOBER 11

8:00 a.m. - 12:00 p.m.

The Municipal Clerk 101: A Professional Toolbox

This session will introduce you to the day-to-day duties you will need to understand and be able to successfully implement your first year as a municipal clerk. We will discuss the basics of Florida notary law; basic ordinances and resolutions including the difference and when to use them; legal advertising and public notices; the statutory requirements for minutes; and, of course, a basic introduction to the do's and don'ts of public records requests, including contractor responsibilities. This will be a dynamic session with plenty of time for questions and answers and an open discussion of topics with which you need help.

Presenters: Pat Burke, MPA, MMC, Town Clerk, Town of Palm Shores and Julie Hennessy, MMC, City Clerk, City

1:30 p.m. - 5:30 p.m.

Understanding the Basics of Governmental Budgeting and Accounting

Fund accounting and performance budgeting can be as foreign to clerks as ordinances, resolutions and proclamations are to finance officers. This session is an introduction to the budgeting and accounting process used by local governments and will include a discussion as to why cities have fund accounting and how to distinguish between the different funds.

Presenter: Robert E. Lee, DPA, ICMA-CM, Assistant Professor, Florida Gulf Coast University and Executive Director, Center for Florida Local Government Excellence, the John Scott Dailey Florida Institute of Government

WEDNESDAY, OCTOBER 12

8:00 a.m. - 12:00 p.m.

Joint Session - Active Shooter Preparedness Training

Last year, Brevard County Sheriff Wayne Ivey released a video titled "Enough is Enough" that asked citizens to be prepared in the event of a violent attack or active shooter scenario. In light of recent events, the time has come to take preparedness to the next level. Although the best law enforcement agencies in the country have response times in minutes, violent criminals can take lives in seconds. As such, citizens are the true first line of defense for themselves, family, friends and co-workers in the event of a violent situation. That is why it is extremely important to understand if you find yourself in the middle of an active shooter scenario, your actions and the actions of those around you during the first 30 seconds of the attack may very well determine your chances of survival. This four-hour workshop will focus on what we need to be prepared to do during these first 30 seconds, including the 4 "A's" of survival. And, while there is no doubt some things are out of our control, we can control how we prepare ourselves, how we inform our community, and how we work together to protect our nation.

Presenters: Sheriff Wayne Ivey and Commander James "JJ" Woolsey, Brevard County Sheriff's Office

1:00 p.m. - 5:00 p.m.

Ethics in the Workplace

Every day, you and your staff, as public employees, face situations in which your personal and professional ethics are tested. The ethical dilemmas facing you or your department vary in degrees of intensity. No matter the dilemma, every time you and your staff make a decision in these situations an ethical or unethical pattern of decision making is established. This workshop will provide "ethical muscle," enabling you to consistently choose the ethical solution to the situations you face.

*Presenter: **Mari Rains**, Talent Development Consultant, Florida Institute of Government, University of Central Florida*

THURSDAY, OCTOBER 13

8:00 a.m. - 12:00 p.m.

Election Basics

Does the thought of your first (or even second) election send chills down your spine? Concerned about messing something up? Don't worry; we've got your back. This election basics session is intended to introduce clerks to the fundamentals of running a successful election. The first part of the session covers the roles and responsibilities of the clerk; types of elections; absentee and early voting; managing poll workers and polling locations; what goes into a candidate package; advertising; qualifying; an introduction to campaign financing; the role of the canvassing board; determining election results; and, where to direct various complaints (oh, you will get them.). The panel will also be providing a generic checklist of election activities each clerk can take back and tailor to his or her respective municipalities. The second part of this session will be highly interactive, and will include individual questions submitted to the panel prior to and during the session. So that everyone's comfortable, questions may be submitted anonymously. So, feel free to ask away or share your own experiences.

*Presenters: **Susan A. Owens**, MPA, MMC, Town Clerk, Town of Palm Beach and **Pamela Smith**, MMC, City Clerk, City of Sanibel*

1:00 p.m. - 5:00 p.m.

Records Management

This four-hour session will provide city clerks with an overview of the laws and regulations regarding the iden-

public records law requirements; records retention and disposition requirements; public records access requirements; electronic records; and vital records and disaster preparedness.

*Presenter: **Tim Few**, Government Operations Consultant, Division of Library and Information Services, Florida Department of State*

SECOND/THIRD YEAR PROGRAM

MONDAY - THURSDAY | OCTOBER 10-13, 2016

MONDAY, OCTOBER 10

8:00 a.m. - 12:00 p.m.

Knock Their Socks Off! Presentation Skills

This session will provide city clerks with the necessary skills to make outstanding presentations. We will explore the design, development and delivery of polished presentations; techniques to add interest; use of audio/visual support; and, of course, handling the "pre-presentation jitters."

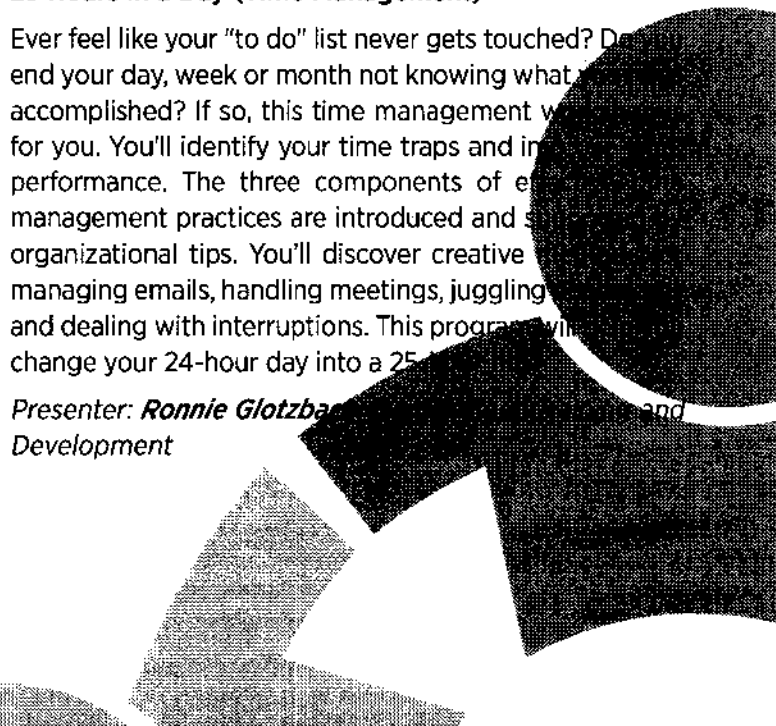
*Presenter: **Dr. Sarah "Tippy" Amick**, Training Consultant, Florida Institute of Government, Florida State University*

1:00 p.m. - 5:00 p.m.

25 Hours in a Day (Time Management)

Ever feel like your "to do" list never gets touched? Do you end your day, week or month not knowing what you accomplished? If so, this time management workshop is for you. You'll identify your time traps and improve your performance. The three components of effective time management practices are introduced and supported with organizational tips. You'll discover creative ways to managing emails, handling meetings, juggling multiple tasks and dealing with interruptions. This program will help you change your 24-hour day into a 25-hour day.

*Presenter: **Ronnie Glotzbach**, Training Consultant, Talent Development*



TUESDAY, OCTOBER 11

8:00 a.m. - 12:00 p.m.

Strategic Planning

What is strategic planning and why is it necessary? This interactive session will answer these questions and provide greater insight into the strategic planning process. Today, most organizations find it necessary to conduct strategic planning, but how many of us are involved in the process? To truly have an effective strategic plan, **everyone** must be involved to ensure they have a "stake" in the process, which in turn ensures the overall success of the plan. During this session, participants will be shown a strategic planning process that is inclusive and creates a foundation for success. Participants will then put this process into action by creating "mock" strategic plans. By the end of this session, participants will fully understand the strategic planning process and the elements that are necessary for acceptance, implementation and success of a strategic plan.

Presenter: Jane Anne Long, Ed.D., Director of Professional Development, International Institute of Municipal Clerks

1:30 p.m. - 5:30 p.m.

Minute Taking in the Sunshine

Taking minutes is a difficult task. This workshop will include many tips, hints and shortcuts to make a hard job easier and help recorders find the answers to questions about the taking of council, board and workshop minutes, such as:

- What details of the Sunshine Laws apply to my job?
- What parts of the eight pages of notes do I really need in these minutes?
- Should minutes include the committee's discussions or just the actions?
- What does the law require that I include in minutes?

Please bring samples of the minute and agenda formats you currently use to share and self-edit.

Presenter: LaRita Jacob, Talent Development Consultant, Florida Institute of Government, University of Central Florida

WEDNESDAY, OCTOBER 12

8:00 a.m. - 12:00 p.m.

Joint Session - Active Shooter Preparedness Training

Last year, Brevard County Sheriff Wayne Ivey released a video titled "Enough is Enough" that asked citizens to be prepared in the event of a violent attack or active shooter scenario. In light of recent events, the time has come to take preparedness to the next level. Although the best law enforcement agencies in the country have response times in minutes, violent criminals can take lives in seconds. As such, citizens are the true first line of defense for themselves, family, friends and co-workers in the event of a violent situation. That is why it is extremely important to understand if you find yourself in the middle of an active shooter scenario, your actions and the actions of those around you during the first 30 seconds of the attack may very well determine your chances of survival. This four-hour workshop will focus on what we need to be prepared to do during these first 30 seconds, including the 4 "A's" of survival. And, while there is no doubt some things are out of our control, we can control how we prepare ourselves, how we inform our community, and how we work together to protect our nation.

Presenters: Sheriff Wayne Ivey and Commander James "JJ" Woolsey, Brevard County Sheriff's Office

1:00 p.m. - 3:00 p.m.

Creating and Maintaining a Culture of Ethics

Effectively building and supporting a municipal workforce with the highest ethical standards requires a broad-based approach. There is more to it than having clear policies, more even than hiring good people. Together, we'll examine the critical elements of a culture of ethics in a municipal organization and some best practices for cultivating and sustaining them.

Presenter: Scott C. Paine, Ph.D., Director, Leadership Development and Education, FLC University, Florida League of Cities

3:00 p.m. - 5:00 p.m.

Public Trust and Mistrust

Public opinion pollsters have been documenting a fairly dramatic decline in public trust for more than a decade. What does that trend look like, who is affected, and what can city clerks do to build public trust and address mistrust? We'll explore some answers.

Presenter: Scott C. Paine, Ph.D., Director, Leadership Development and Education, FLC University, Florida

THURSDAY, OCTOBER 13

8:00 a.m. - 12:00 p.m.

Government in the Sunshine and Open Government Resources for Clerks

For both new and experienced clerks, this four-hour session is to ensure public commitment to progress in the area of open government does not become diluted during Florida's changing times. The facilitator will provide attendees with a clear understanding of the Public Records Law, the Sunshine Law, open government mediation and an opportunity for participants to get their questions answered – by the attorney who helped draft these laws!

Speaker: Pat Gleason, Special Counsel for Open Government, Office of the Attorney General

1:00 p.m. - 5:00 p.m.

Managing Your DiSC Style

This session is intended for individuals in an informal or formal leadership role who are seeking to increase their emotional intelligence through greater self-awareness using the DiSC model of human nature and clearly outlines some of the important ways in which people are unique. DiSC is designed to provide a frame work that participants can use as a behavioral mirror. You will explore the different filters people use to interpret others' behaviors and will build a concrete action plan for stronger relationships.

Presenter: Mari Rains, Talent Development Consultant, Florida Institute of Government, University of Central Florida

MMC ACADEMY

MONDAY - WEDNESDAY | OCTOBER 10-12, 2016

MONDAY, OCTOBER 10

8:00 a.m. - 12:00 p.m.

Emotional Intelligence (EQ): Using EQ to Expand Positive Influence

Being successful in the workplace is an intricate combination of knowledge, technical competence and interpersonal skills. Emotional intelligence talent is the necessary ingredient for reducing personality conflicts, complaining and misunderstandings in the workplace. You will understand how you affect others and their productivity.

Based on Dr. Daniel Goleman's *New York Times* best-selling books, *Emotional Intelligence* and *Working with Emotional Intelligence*, this workshop will give you the insight you need to apply the five competencies in the workplace (self-awareness, self-regulation, self-motivation, social awareness and social skills).

During this interactive workshop, you will:

- Assess your level of Emotional Intelligence
- Recognize key elements of self-awareness, and why it is important to success
- Develop and practice essential social skills for workplace application
- Learn 10 specific ways to improve your level of Emotional Intelligence
- Apply the science behind an optimistic mental attitude
- Harness critical strategies for emotional control in sensitive situations
- Discover your ability to create options to problem solving departmental issues

Presenter: Mari Rains, Talent Development Consultant, Florida Institute of Government, University of Central Florida

1:00 p.m. - 5:00 p.m.

Leadership from the Inside Out

Based on the book *Leadership from the Inside Out* by Kevin Cashman, this interactive session will help create an awakening in participants through self-discovery of their core personal values and leadership attributes that affect the mastery of the many aspects of leadership in their lives. Participants will be led through Cashman's seven areas of leadership mastery and will gain insights into their own strengths and challenges in each area. These areas of leadership mastery include personal mastery, purpose mastery, interpersonal mastery, change mastery, resilience mastery, being mastery and action mastery. By the end of the session, participants will better understand themselves as a leader, and they will have several areas for continued improvement in leadership and life.

Presenter: Jane Anne Long, Ed.D., Director of Professional Development, International Institute of Municipal Clerks

TUESDAY, OCTOBER 11

8:00 a.m. - 12:00 p.m.

But It Has Always Been Done This Way (Creative Problem Solving)

As you are asked to do more with less every day, there is no more "business as usual" in any governmental agency. This course will challenge your way of thinking and help you discover new techniques for solving problems facing today's government professional. During this session, you will learn why it is important to question the boundaries you once took for granted and apply creative problem solving steps to daily activities. In addition, you will learn methods that will help mistake proof your job and get out of "the way it has always been done," so you can turn your innovative ideas into practical applications.

*Presenter: **Ronnie Glotzbach**, Owner, Bach Training and Development Corporation*

1:30 p.m. - 5:30 p.m.

Bullying Awareness and Civility in the Workplace

There has been an ever-increasing amount of national attention focusing on the issue of bullying and incivility in the workplace. While bullying may not always be detected easily, it leads to employee dissatisfaction, reduced productivity and frequent absences. Organizations must learn how to quickly deal with issues associated with bullying so that escalation into employee illnesses, depression and possibly violence are less likely to happen.

Learner Objectives:

- Identify types and examples of bullying, incivility and harassment
- Recognize steps for effectively handling a "bully"
- Evaluate public-sector-specific case studies
- Participate in skill practices using targeted communication skills
- Discuss necessary organizational policies and procedures

*Presenter: **Anne Schroeder**, Talent Development Consultant, Florida Institute of Government, University of Central Florida*

WEDNESDAY, OCTOBER 12

8:00 am - 12:00 p.m.

Joint Session - Active Shooter Preparedness Training

Last year, Brevard County Sheriff Wayne Ivey released a video titled "Enough is Enough" that asked citizens to be prepared in the event of a violent attack or active shooter scenario. In light of recent events, the time has come to take preparedness to the next level. Although the best law enforcement agencies in the country have response times in minutes, violent criminals can take lives in seconds. As such, citizens are the true first line of defense for themselves, family, friends and co-workers in the event of a violent situation. That is why it is extremely important to understand if you find yourself in the middle of an active shooter scenario, your actions and the actions of those around you during the first 30 seconds of the attack may very well determine your chances of survival. This four-hour workshop will focus on what we need to be prepared to do during these first 30 seconds, including the 4 "A's" of survival. And, while there is no doubt some things are out of our control, we can control how we prepare ourselves, how we inform our community, and how we work together to protect our nation.

*Presenters: **Sheriff Wayne Ivey** and **Commander James "JJ" Woolsey**, Brevard County Sheriff's Office*

**Please note: Sessions at the FACC Fall Academy are subject to change.*



The Board of the Florida Association of City Clerks - along with its partners, the membership, the Florida Institute of Government and the Florida League of Cities - is committed to meeting the ever-changing educational needs of city clerks. FACC is dedicated to providing enhanced and catered educational opportunities. This 2016 Fall Academy Program is designed to be academically advanced, with the ability to offer the maximum points for the CMC and



FACC 2016 Fall Academy Registration Form

October 10-13, 2016 | Embassy Suites Orlando Lake-
Buena Vista South

Complete registration form and email to facc@flcities.com, fax to (850) 222-3806 or mail to FACC, P.O. Box 1757, Tallahassee, FL 32302-1757. Or, you may register online at www.floridaclerks.org. We accept Visa, MasterCard or checks as payment for registration fees. Make checks payable to FACC. Registration includes continental breakfast and refreshment breaks Monday through Thursday and Tuesday's Recognition Luncheon. If you are physically challenged and require special services, or if you have special dietary needs, please attach a written description to your advance registration form. For more information, contact Jill Walker at (850) 222-9684.

One Registrant Per Form • Please use additional registration forms as needed.

Last Name _____ First Name _____ Nickname _____
(As you wish it to appear on your badge)

Title _____ Affiliation _____
(City/County/Government/Company)

Mailing Address _____

City _____ State _____ Zip _____ FACC District _____

Work Phone _____ Fax _____

Email Address (for confirmations) _____

Current Certification: ☐ MMC ☐ CMC ☐ None (see next question)

If you do not have a current CMC designation,

please note which year of the basic program you will be attending: ☐ 1st Year ☐ 2nd Year ☐ 3rd Year

Please choose the appropriate education track and membership status.

	On/Prior 09/15/16	Fee Paid	After 09/15/16	Fee Paid
First Year Basic – FACC Member	\$350.00	_____	\$400.00	_____
First Year Basic – FACC Associate Member	\$375.00	_____	\$425.00	_____
First Year Basic – Non-Member	\$425.00	_____	\$475.00	_____
Second Year Basic – FACC Member	\$350.00	_____	\$400.00	_____
Second Year Basic – FACC Associate Member	\$375.00	_____	\$425.00	_____
Second Year Basic – Non-Member	\$425.00	_____	\$475.00	_____
Third Year Basic – FACC Member	\$350.00	_____	\$400.00	_____
Third Year Basic – FACC Associate Member	\$375.00	_____	\$425.00	_____
Third Year Basic – Non-Member	\$425.00	_____	\$475.00	_____
Advanced – FACC Member	\$325.00	_____	\$375.00	_____
Advanced – FACC Associate Member	\$350.00	_____	\$400.00	_____
Advanced – Non-Member	\$400.00	_____	\$450.00	_____

Payment Information

Method of Payment: ☐ Check (payable to FACC) ☐ Visa ☐ MasterCard Total Enclosed: \$ _____

Credit Card Number _____ Expiration _____ Date _____

Card Holder's Name _____ Card Holder's Phone _____

Card Holder's Signature _____

Billing Address (if different than above) _____

City of North Miami, Florida
TRAVEL REQUEST

Doc 307982

Date: **October 3, 2016**

Name of Traveler: **Guerty Genosier**

Department: **Office of the City Clerk**


Destination: **Orlando, FL**

Mode of Transportation: **City Vehicle**
(If least expensive mode not chosen, provide justification below)

Dates of City Travel: From: **October 10, 2016**

To: **October 13, 2016**

Purpose of Trip: **FACC 2015 Fall Academy from October 9-14, 2016 in Orlando Lake Buena Vista S, FL -Academy**

ESTIMATED COST		
Registration –	475.00	Will vacation be combined with trip? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Transportation	.00	Attach written documentation supporting this travel
Meals	295.00	Information on trip attached? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Lodging \$32 p/n	160.00	Travel was included in budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Other – Local Transportation		*(Explain answer no)
Other		
Total Costs	\$ 930.00	
Less Prepaid Expenses		
Advance to Traveler	\$ 295.00 per RB	
		Signature 
		Traveler

Meal Detail

Date	10/09/2016	10/10/2016	10/11/2016	10/12/2016	10/13/2016	10/14/2016		
Breakfast – 15%		8.85	8.85	8.85	8.85	8.85		\$44.25
Lunch – 30%		17.70	17.70	17.70	17.70	17.70		\$88.50
Dinner – 55%	32.45	32.45	32.45	32.45	32.45			\$162.25
Total	\$32.45	\$59.00	\$59.00	\$59.00	\$59.00	\$26.55		\$295.00

COMMENTS

\$59 per day

Account No. **001-03-407001-512-305-000**

Voucher No: _____ Date: _____

 **APPROVED**

DEPARTMENT HEAD

9/3/16
DATE

RISK MANAGEMENT ADMINISTRATOR

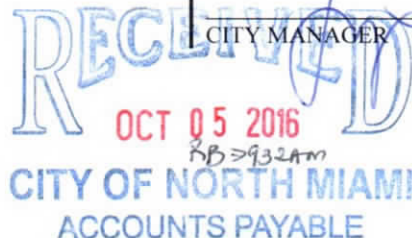
DATE


BUDGET DIRECTOR

DATE

CITY MANAGER

10/13/16
DATE



Photos and map

How do you feel about your deal?

Your reservation is confirmed!

Awesome! You're staying at the Holiday Inn Express East Midlands Airport

Hunter Road, Pegasus Business Park, Derby, GB

(https://www.google.com/maps/place/Hunter+Road,+Pegasus+Business+Park+Derby+GB+++++)

011-44-1509-678000 (tel:011-44-1509-678000)

Gallery	Map
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Add a car to your trip (https://www.hotwire.com/car/search-options.jsp?inputId=US-

landing&startLocation=Derby%2C%20GB&startDate=11/23/16&endDate=11/24/16&startTime=1200&endTime=1200)

Rent a car for as low as \$33.96 per day

Create an account

All your itineraries in one place

Reservation information**Hotwire confirmation**

132580649582, 132580649582-1, 132580649582-2

Hotwire itinerary

6561832096

Check-in

Wed, Nov 23 - 02:00pm

Check-out

Thu, Nov 24 - 12:00pm

Room

3 rooms (2 beds) | 3 adults

+ Add room
Photos and map

Nights

1 night

+ Add night(s)

Primary guest

Guerty Genosier (Must be present upon check-in)

Email

ggenosier@northmiamifl.gov

+ Create a HotWire account

Amenities

Free Internet, Pet friendly, Fitness center, Restaurant(s), Business center, Internet access

Price summary

Payment

Charged to Visa (7356) on Sep 16, 2016

Room

\$180.00 (\$60.00 per night x 1 night x 3 rooms)

Taxes & fees

\$53.26

Total (USD)

\$233.26

Trip total (USD)

\$233.26

Add a car to your trip

Select

Need to get around?

Policies and restrictions

- Primary guest must be 21 and bring ID.
- Hotels will require a credit card when you check in; debit cards may not be accepted.
- You'll pay the hotel directly for additional charges, like room service or resort fees.
- Your selected bed type is guaranteed.
- Sometimes amenities may be closed for the season or for renovation, though we try to show what's currently available.
- All bookings are final. No refunds or changes.

[Photos and map](#)

How do you feel about your deal?

Your reservation is confirmed!

Awesome! You're staying at the Holiday Inn Express East Midlands Airport

Hunter Road, Pegasus Business Park, Derby, GB

(https://www.google.com/maps/place/Hunter+Road,+Pegasus+Business+Park+Derby+GB+++++)

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Map

Get ready for your trip**Download our app**

Faster, easier booking and special deals

Add a car to your trip (https://www.hotwire.com/car/search-options.jsp?inputId=US-**landing&startLocation=Derby%2C%20GB&startDate=11/24/16&endDate=11/26/16&startTime=1200&endTime=1200)**

Rent a car for as low as \$21.23 per day

Create an account

All your itineraries in one place

Reservation information**Hotwire confirmation**

132535234411, 132535234411-1, 132535234411-2, 132535234411-3

Hotwire itinerary

6932347200

Check-in

Thu, Nov 24 - 02:00pm

Check-out

Sat, Nov 26 - 12:00pm

Room

4 rooms (2 beds) | 4 adults

Nights
Photos and map
2 nights

Primary guest

Stephanie Thomas (Must be present upon check-in)

Email

stthomas@northmiamifl.gov

+ Create a Hotwire account

Amenities

Free Internet, Pet friendly, Fitness center, Restaurant(s), Business center, Internet access

Price summary**Payment**

Charged to Visa (7356) on Sep 14, 2016

Room

\$360.00 (\$45.00 per night x 2 nights x 4 rooms)

Taxes & fees

\$98.17

Total (USD)

\$458.17

Trip total (USD)

\$458.17

Add a car to your trip

Need to get around?

Select

Policies and restrictions

- Primary guest must be 21 and bring ID.
- Hotels will require a credit card when you check in; debit cards may not be accepted.
- You'll pay the hotel directly for additional charges, like room service or resort fees.
- Your selected bed type is guaranteed.
- Sometimes amenities may be closed for the season or for renovation, though we try to show what's currently available.
- All bookings are final. No refunds or changes.
- Terms of Use (<http://www.hotwire.com/en/content/terms-use?cc=us>)
- Privacy Policy (<http://www.hotwire.com/en/content/privacy-policy?cc=us>)

City of North Miami, Florida
TRAVEL REQUEST

Doc 308585

Date: September 16, 2016

Name of Traveler: Guerty Genosier

Department: Office of the City Clerk

Destination: Nottingham, UK

Mode of Transportation: Air
(If least expensive mode not chosen, provide justification below)

Dates of City Travel: From: November 22, 2016

To: November 27, 2016

Purpose of Trip: IIMC Conference – Association of Democratic Service Officers Annual Conference November 24 – 25

ESTIMATED COST	
Registration –	<u>Doc 306843</u> 423.55
Transportation	911.12
Meals	\$515.00
Lodging	192.29
Other – Local Transportation	\$.00
Rental Car	.00
Total Costs	\$2,041.96
Less Prepaid Expenses	
Advance to Traveler	\$

Will vacation be combined with trip? ☐ Yes ☒ No
Attach written documentation supporting this travel
Information on trip attached? ☒ Yes ☐ No
Travel was included in budget? ☒ Yes ☐ No
*(Explain answer no)

Signature [Signature]
Traveler

Meal Detail

Date	11/22/2016	11/23/2016	11/24/2016	11/25/2016	11/26/2016	11/27/2016		
Breakfast 15%		\$15.45	\$15.45	\$15.45	\$15.45	\$15.45		\$77.25
Lunch – 30%		\$30.90	\$30.90	\$30.90	\$30.90	\$30.90		\$154.45
Dinner – 55%	\$56.65	\$56.65		\$56.65	\$56.65	\$56.65		\$283.25
Total	\$56.65	\$103.00	\$46.35	\$103.00	\$103.00	\$103.00		\$515.00

COMMENTS

Per diem \$103 per day

RECEIVED
NOV 02 2016
CITY OF NORTH MIAMI
ACCOUNTS PAYABLE

APPROVED

Account No. 001-03-407001-512-305-000

DEPARTMENT HEAD

DATE

9/16/16

Voucher No: _____ Date: _____

RISK MANAGEMENT ADMINISTRATOR

DATE

BUDGET DIRECTOR

DATE

CITY MANAGER

DATE

11/2/16

9-19-16

RECEIVED
SEP 19 2016
Budget Office

Thomas, Stephanie

From: ConfirmationTapPortugal@etkt.flytap.com
Sent: Wednesday, September 14, 2016 8:17 PM
To: Thomas, Stephanie
Subject: GENOSIER/GUERTYMRS 22NOV MIA LIS



TAP PORTUGAL

This document is automatically generated.

ELECTRONIC TICKET PASSENGER ITINERARY RECEIPT

TAP CALL CENTER U.S.A
ED 27 S. 7 LISBON

DATE: 14 SEP 2016
AGENT: 3043
NAME: GENOSIER/GUERTYMRS

NEWARK
IATA : 319 91072
TELEPHONE: 1800 221 73 70

ISSUING AIRLINE : TAP PORTUGAL
TICKET NUMBER : ETKT 047 2163506062

BOOKING REF : AMADEUS: 4BK97Q, AIRLINE: 1A/4BK97Q
BOOKING REF : AMADEUS: 4BK97Q, AIRLINE: TP/4BK97Q

FROM /TO	FLIGHT	CL	DATE	DEP	FARE BASIS	NVB	NVA	BAG	ST
MIAMI MIAMI INT	TP 228	E	22NOV	1710	ELXPROM			1PC	OK
LISBON AIRPORT				ARRIVAL TIME: 0615				ARRIVAL DATE: 23NOV	
TERMINAL:1				LATEST CHECK-IN:1540					
LISBON AIRPORT	TP 352	E	23NOV	0950	ELXPROM			1PC	OK
TERMINAL:1				ARRIVAL TIME: 1240				ARRIVAL DATE: 23NOV	
LONDON HEATHROW				LATEST CHECK-IN:0735					
TERMINAL:2									
LONDON HEATHROW	TP 369	U	26NOV	1955	ULWPROM			1PC	OK
TERMINAL:2				ARRIVAL TIME: 2235				ARRIVAL DATE: 26NOV	
LISBON AIRPORT				LATEST CHECK-IN:1825					
TERMINAL:1									
LISBON AIRPORT	TP 229	U	27NOV	1100	ULWPROM			1PC	OK
TERMINAL:1				ARRIVAL TIME: 1530				ARRIVAL DATE: 27NOV	
MIAMI MIAMI INT				LATEST CHECK-IN:1000					

AT CHECK-IN, PLEASE SHOW A PICTURE IDENTIFICATION AND THE DOCUMENT YOU GAVE FOR REFERENCE AT RESERVATION TIME

BAGGAGE POLICY

MIALHR

1ST CHECKED BAG: FREE OF CHARGE UPTO50LB 23KG AND62LI 158LCM

2ND CHECKED BAG: 90.00USD UPTO50LB 23KG AND62LI 158LCM

LHRMIA

1ST CHECKED BAG: FREE OF CHARGE UPTO50LB 23KG AND62LI 158LCM

2ND CHECKED BAG: 90.00USD UPTO50LB 23KG AND62LI 158LCM

CARRY-ON BAG:

MIALIS: MAX 1PC FREE OF CHARGE STROLLER OR PUSHCHAIR

LISLHR: MAX 1PC FREE OF CHARGE STROLLER OR PUSHCHAIR

LHRLIS: MAX 1PC FREE OF CHARGE STROLLER OR PUSHCHAIR

LISMIA: MAX 1PC FREE OF CHARGE STROLLER OR PUSHCHAIR

LB = WEIGHT IN POUNDS, KG = WEIGHT IN KILOS,

LI = LINEAR INCHES, LCM = LINEAR CENTIMETERS,

MAX = MAXIMUM ALLOWED, PC = NUMBER OF PIECES

BAGGAGE ALLOWANCE AND CHARGES ARE PROVIDED FOR INFORMATION ONLY.
ADDITIONAL DISCOUNTS MAY APPLY DEPENDING ON ADVANCE PURCHASE OR
FLYER-SPECIFIC FACTORS (E.G. FREQUENT FLYER STATUS, MILITARY,
CREDIT CARD USED FOR PURCHASE, EARLY PURCHASE OVER THE INTERNET, ETC.)

MOST CARRIERS' E-TICKETS HAVE EXPIRATION DATES AND CONDITIONS OF USE.
CHECK THE CARRIER'S FARE RULES FOR MORE INFORMATION.

ENDORSEMENTS : CHNG PENFARE RESTR APPLY -BG TP

PAYMENT : WB

FARE CALCULATION : MIA TP X/LIS TP LON50.00TP X/LIS
TPMIA100.00NUC150.00END ROE1.000000 XF EWR4.50

AIR FARE	:	USD	150.00				
TAXES AND AIRLINE	:	USD	516.00YQ	USD	5.50YC	USD	35.60US
IMPOSED FEES		USD	3.96XA	USD	7.00XY	USD	5.60AY
		USD	16.20PT	USD	30.15YP	USD	97.00GB
		USD	39.61UB	USD	4.50XF		
TOTAL	:	USD	911.12				

THE CARRIAGE OF CERTAIN HAZARDOUS MATERIALS, LIKE AEROSOLS, FIREWORKS, AND
FLAMMABLE LIQUIDS, ABOARD THE AIRCRAFT IS FORBIDDEN. IF YOU DO NOT UNDERSTAND
THESE RESTRICTIONS, FURTHER INFORMATION MAY BE OBTAINED FROM YOUR AIRLINE.

NOTICE

CARRIAGE AND OTHER SERVICES PROVIDED BY THE CARRIER ARE SUBJECT TO CONDITIONS
OF CARRIAGE, WHICH ARE HEREBY INCORPORATED BY REFERENCE. THESE CONDITIONS MAY
BE OBTAINED FROM THE ISSUING CARRIER.

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ARTICLE 3 OF THE WARSAW CONVENTION, EXCEPT WHERE THE CARRIER DELIVERS TO THE
PASSENGER ANOTHER DOCUMENT COMPLYING WITH THE REQUIREMENTS OF ARTICLE 3.

PASSENGERS ON A JOURNEY INVOLVING AN ULTIMATE DESTINATION OR A STOP IN A
COUNTRY OTHER THAN THE COUNTRY OF DEPARTURE ARE ADVISED THAT INTERNATIONAL
TREATIES KNOWN AS THE MONTREAL CONVENTION, OR ITS PREDECESSOR, THE WARSAW
CONVENTION, INCLUDING ITS AMENDMENTS (THE WARSAW CONVENTION SYSTEM), MAY APPLY
TO THE ENTIRE JOURNEY, INCLUDING ANY PORTION THEREOF WITHIN A COUNTRY. FOR

SUCH PASSENGERS, THE APPLICABLE TREATY, INCLUDING SPECIAL CONTRACTS OF CARRIAGE EMBODIED IN ANY APPLICABLE TARIFFS, GOVERNS AND MAY LIMIT THE LIABILITY OF THE CARRIER. THESE CONVENTIONS GOVERN AND MAY LIMIT THE LIABILITY OF AIR CARRIERS FOR DEATH OR BODILY INJURY OR LOSS OF OR DAMAGE TO BAGGAGE, AND FOR DELAY.

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Photos and map

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Hunter Road, Pegasus Business Park, Derby, GB

(https://www.google.com/maps/place/Hunter+Road,+Pegasus+Business+Park+Derby+GB+++++)

011-44-1509-678000 (tel:011-44-1509-678000)

Gallery	Map
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landing&startLocation=Derby%2C%20GB&startDate=11/23/16&endDate=11/24/16&startTime=1200&endTime=1200)

Rent a car for as low as \$33.96 per day

Create an account

All your itineraries in one place

Reservation information**Hotwire confirmation**

132580649582, 132580649582-1, 132580649582-2

Hotwire itinerary

6561832096

Check-in

Wed, Nov 23 - 02:00pm

Check-out

Thu, Nov 24 - 12:00pm

Room

3 rooms (2 beds) | 3 adults

- **Terms of Use** (<http://www.hotwire.com/en/content/terms-use?cc=us>)

- **Photos and map**

- **Privacy Policy** (<http://www.hotwire.com/en/content/privacy-policy?cc=us>)

- **Hotwire's Travel Products Rules and Restrictions** (<http://www.hotwire.com/en/content/hotwire-travel-products-rules-and-restrictions?cc=us>)

Questions?

Hotwire itinerary

6561832096 (You will need this number when you call)

U.S./Canada

1-800-845-4026 (tel:1-800-845-4026) (24/7, toll-free)

International

1-800-845-4026 (tel:1-800-845-4026) (fees may apply)

Email

Send us an email (<https://www.hotwire.com/helpcenter/contact.jsp>)

Website

Visit our help center (<http://helpcenter.hotwire.com>)

*Car rental rate is based on actual Hotwire Hot Rate bookings made in the past 30 days, and excludes taxes and fees. Prices are dynamic and vary based on date of booking, length of itinerary, and type of product booked. There is no guarantee that these savings or rates will be in effect at the time of your search. Availability is limited.

Photos and map

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(https://www.google.com/maps/place/Hunter+Road,+Pegasus+Business+Park+Derby+GB+++++)

011-44-1509-678000 (tel:011-44-1509-678000)

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landing&startLocation=Derby%2C%20GB&startDate=11/24/16&endDate=11/26/16&startTime=1200&endTime=1200)

Rent a car for as low as \$21.23 per day

Create an account

All your itineraries in one place

Reservation information**Hotwire confirmation**

132535234411, 132535234411-1, 132535234411-2, 132535234411-3

Hotwire itinerary

6932347200

Check-in

Thu, Nov 24, 10:00pm

Check-out

Sat, Nov 26, 12:00pm

Room

4 rooms (2 beds) | 4 adults

Hotwire's Travel Products Rules and Restrictions (<http://www.hotwire.com/en/content/hotwire-travel-products-rules-photos-and-map-and-restrictions?cc=us>)

Questions?

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6932347200 (You will need this number when you call)

U.S./Canada

1-800-845-4026 (tel:1-800-845-4026) (24/7, toll-free)

International

1-800-845-4026 (tel:1-800-845-4026) (fees may apply)

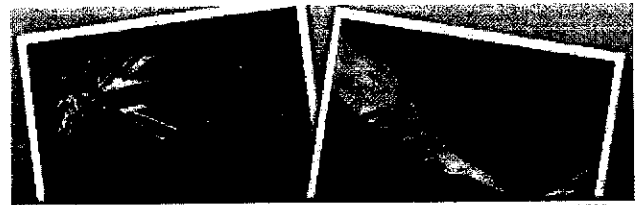
Email

Send us an email (<https://www.hotwire.com/helpcenter/contact.jsp>)

Website

Visit our help center (<http://helpcenter.hotwire.com>)

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Event Details

Association of Democratic Service Officers (ADSO) Annual Conference

Thursday, November 24

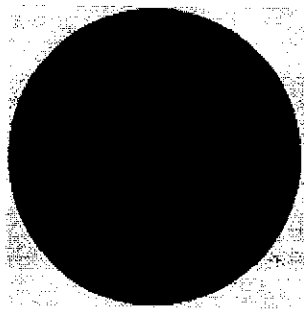
Association of Democratic Service Officers (ADSO) Annual Conference will be held at the Doubletree Hilton Hotel, Nottingham on Thursday 24 and Friday 25 November 2016.

Date: November 24, 2016 - November 25, 2016**Time:** All Day**Time Details:** The theme is 'Spotlight on Governance – your role, your future'**Location:** Doubletree Hilton Hotel Nuthall Rd, Nottingham NG8 6AZ, United Kingdom**Cost:** £220 + VAT – for ADSO Members booking before 1st September 2016. Bookings will open on Monday 4th Ju**Link:** More Information and Registration (http://www.adso.co.uk/?page_id=2723)

8331 Utica Ave., Suite 200 | Rancho Cucamonga, CA 91730 | Ph: (909) 944-4162 | Toll Free: (800) 251-1639 | Fax: (909) 944-8545

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Association of Democratic Services Officers

Helping to develop and strengthen governance in local public bodies


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Election of board members
 September 7, 2016


ADSO Job Alert – Democratic Services Officer, London Borough of Merton
 September 5, 2016


ADSO Job Alert – Democratic Services Manager, Test Valley Borough Council (Temporary, 12 months)
 August 25, 2016

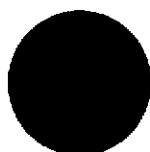

ADSO Job Alert – Electoral Registration and Services Manager, LB Brent
 August 25, 2016

Conference 2016

This year's annual conference will be held at the Doubletree Hilton Hotel, Nottingham on Thursday 24 and Friday 25 November. The theme is **Spotlight on Governance – your role, your future** and will include speakers and discussions on public sector reforms including devolution and the impact on Democratic Services. We are delighted that political satirist Matt Forde will be the speaker at the conference dinner.

We are also pleased to announce our sponsors for the Conference, ModernGov our main sponsor and Nuway Audio and Link Services Support.

Bookings are now open and, as usual, the Early Bird offer will run until 31st August. The costs include attendance on both days and the conference dinner and awards evening and are as follows:



Association of
Democratic Services
Officers

ANNUAL CONFERENCE

Doubletree Hilton, Nottingham: 24th & 25th November 2016

PROGRAMME

SPOTLIGHT ON GOVERNANCE: your role, your future

	Content – Day 1
11.00	Arrival and registration
11.30	Welcome and introductions
11.40	Key note speaker: Diana Melville, CIPFA – invited
12.30	LUNCH
1.30	Sponsors introduction
1.40	Workshops <ul style="list-style-type: none">• Outcomes of Kirklees Governance review - Carl Whistlecraft - invited• Future role of the Councillor, Professor Colin Copus from the Councillors Commission• Leadership through change – Kathy Denton, Executive Coaching• How good governance impacts on frontline services – James McLaughlin, Rotherham
2.50	TEA
3.10	Facilitated discussions <i>Suggestions so far:</i> <ul style="list-style-type: none">• What are the core skills of a governance officer in the emerging Public Sector• Using technology to improve democratic processes• Implications of homeworking for DS and officer member relationships• Outsourcing, management buy-outs or other models of delivering democratic services (or elements of the service)• The 21st century Members Desk (covering support for members in its broadest sense)• Undertaking effective scrutiny with no dedicated officer support• Building resilience for Democratic Services• Running an effective Youth Council (LB Barnet)• Personal safety training for Councillors
4.20	AGM
5.00	Conference close
7.00pm	Drinks reception
8.00pm	Conference dinner and Awards ceremony Jackie Morris, Sheriff of Nottingham Matt Forde, political satirist

	Content – Day 2
9.15	Arrival and coffee
9.45	Welcome and overview of day <i>Selected themes and challenges to run through the day</i>
10.00	Keynote speaker – Professor Tony Bovaird Public Sector reforms and engagements with our citizens
10.45	Panel discussion – chaired by Dave Burn, Vice Chair ADSO Professor Tony Bovaird John Austin, Chair of ADSO Cllr Graham Chapman, Deputy Leader of Nottingham City Council Anthony Zacherzewski - DemSoc
11.45	COFFEE
12.00	Facilitated discussion sessions (<i>picking up themes from keynote and Panel</i>)
1.00	LUNCH
2.00	Workshop sessions (<i>linked to themes of the day</i>) <ul style="list-style-type: none"> • Skills for public sector reform – Rachel North, West Sussex CC • Ideas for Income generation – Daniel Peters, Hemming Group • Devolution – Cambridge CC & Suffolk CC invited • TBC
3.00	Feedback from facilitated discussion sessions
3.30	Conference close