

**CITY OF NORTH MIAMI, FLORIDA  
TRAVEL EXPENSE REPORT**

*OK  
JTB*

Name MARY ESTIME - IRVIN Date 8/19/19  
 Department MAYOR & COUNCIL Title \_\_\_\_\_  
 Destination \_\_\_\_\_ Mode of Transportation Used \_\_\_\_\_  
 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 \$0.00

**PRIVATE AUTO RECORD**

DATE	FROM	TO	ODOMETER		MILES	*PARKING & TOLLS
			START	FINISH		
TOTAL					0	\$0.00
Allowable Mileage 316 @ \$0.580 per mile						\$183.28
Total Transportation/Reimbursement						<b>\$183.28</b>

**ACTUAL SUBSISTENCE EXPENSES**

DATE								TOTAL
	SUN	MON	<u>8/14</u> TUES	<u>8/15</u> WED	<u>8/16</u> THURS	<u>8/17</u> FRI	<u>8/18</u> SAT	
<b>ITEMS</b>								
*Lodging				219.28	219.28	219.28		\$657.84
Breakfast			7.42	9.90		9.90	7.42	\$34.64
Lunch			14.85	19.80	19.80	19.80		\$74.25
Dinner			27.23	36.30	36.30			\$99.83
*Local Transportation								\$0.00
**T-shirts								\$0.00
Registration			570.00					\$570.00
Gas								\$0.00
Baggage								\$0.00
<b>TOTAL</b>	0.00	0.00	619.50	285.28	275.38	248.98	7.42	<b>\$1,436.56</b>

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 \$1,619.84**

   
 (Employee)

APPROVED:    
 (Department Head)

Total Amount Advanced/Prepaid/City Card: \$1,436.56  
 Total Expenses: \$1,619.84  
 Due City: OK \$86.00 *JTB*  
 Due Traveler: \$183.28  
 Total Due Traveler: OK \$97.28 *JTB*

Account No. \_\_\_\_\_  
 Expenses Approved by   Date 8/19/19  
 Budget \_\_\_\_\_  
 Approved for Payment \_\_\_\_\_ Date \_\_\_\_\_  
 Finance \_\_\_\_\_  
 Voucher No. \_\_\_\_\_ Date \_\_\_\_\_

\*To be substantiated by paid bill or receipt.

\*\*Telephone calls itemized are related to City business.

Accounting - Original	Initials
Traveler - Copy	

# CITY OF NORTH MIAMI, FLORIDA TRAVEL EXPENSE REPORT

Name Mary Estime-Irvin Date 8/19/2019  
 Department Mayor & Council Title Councilwoman  
 Destination Orlando - FL League of Cities Conference 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 \$0.00

### PRIVATE AUTO RECORD

DATE	FROM	TO	ODOMETER		MILES	*PARKING & TOLLS
			START	FINISH		
8/19/2019	8/14/2019	8/15/2019	7883	8347	464	
<b>TOTAL</b>					464	\$0.00

Allowable Mileage 316 @ \$0.580 per mile \$183.28  
 Total Transportation/Reimbursement \$183.28

### ACTUAL SUBSISTENCE EXPENSES

DATE								TOTAL
	MON	TUES	WED	THUR	FRI	SAT	SUN	
<b>ITEMS</b>			8/14/2019	8/15/2019	8/16/2019	8/17/2019	8/18/2019	
*Lodging				219.28	219.28	219.28		\$657.84
Breakfast			7.42	9.90		9.90	7.42	\$27.22
Lunch			14.85	19.80	19.80	19.80		\$59.40
Dinner			21.23	36.30	36.30			\$72.60
Local Transportation								\$0.00
Communication								\$0.00
Registration			570.00					\$570.00
Gas								\$0.00
Other (LUGGAGE)								\$0.00
								\$0.00
<b>TOTAL</b>	0.00	0.00	4261.00	4977.28	4968.38	4942.98	43702.42	<b>\$1,387.06</b>

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** \$1,570.28

  
 \_\_\_\_\_  
 (Employee)

APPROVED: \_\_\_\_\_  
 (Department Head)

Total Amount Advanced/Prepaid/City Card: \$1,570.28  
 Total Expenses: \$1,753.50  
 Due City: \$49.50  
 Due Traveler: \$183.22

Account No. XXXXXXXXXX000

Expenses Approved by \_\_\_\_\_ Date \_\_\_\_\_  
 Budget Manager

Approved for Payment \_\_\_\_\_ Date \_\_\_\_\_  
 Finance

\*To be substantiated by paid bill or receipt.  
 \*\*Telephone calls itemized are related to City business.

Accounting - Original	Initials
Traveler - Copy	

Voucher No. \_\_\_\_\_ Date \_\_\_\_\_

Doc# 405896

Invoice# CTRAVLO81519

EJK  
JAB

City of North Miami, Florida  
TRAVEL REQUEST

Act# Travel

Vendor# 0007778

Date: 07/01/2019

Name of Traveler: Councilwoman Mary Estimé-Irvin

Department: Mayor and Council Office

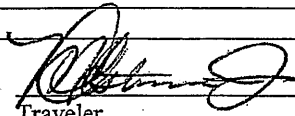
Destination: Orlando, FL

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

Dates of City Travel: From: August 14, 2019

To: August 18<sup>th</sup>, 2019

Purpose of Trip: Attending the 2019 Florida League of Cities 93<sup>rd</sup> Annual Conference

ESTIMATED COST		Will vacation be combined with trip? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Registration	\$550.00	Attach written documentation supporting this travel
Transportation	\$City Car	
Meals	<del>\$245.02</del> 208.72	Information on trip attached? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Lodging -	\$704.00	Travel was included in budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No *(Explain answer no)
Other - Local Transportation	\$0	
Other - Valet	\$ 60.00	
Total Costs	\$1,559.02	
Less Prepaid Expenses	1350.30	
Advance to Traveler	<del>\$305.02</del> 208.72	
		Signature 
		Traveler

Meal Detail

Date	8/14/19	8/15/19	8/16/19	8/17/19	8/18/19	Total
Breakfast - 15%	\$7.42	\$9.90		\$9.90	\$7.42	\$34.64
Lunch - 30%	\$14.85	\$19.80	\$19.80	\$19.80		\$74.25
Dinner - 55%	\$27.23	\$36.30	\$36.30	<del>\$36.30</del>		<del>\$136.13</del> 99.83
Total	\$49.50	\$66.00	\$56.10	<del>\$66.00</del> 29.70	\$7.42	<del>\$245.02</del> 208.72

COMMENTS

Account No. [REDACTED] 000

Voucher No: \_\_\_\_\_ Date: \_\_\_\_\_

APPROVED

DEPARTMENT HEAD

DATE

RISK MANAGEMENT ADMINISTRATOR

DATE 7/15/19

BUDGET DIRECTOR

DATE 8/1/19

CITY MANAGER

DATE 7/8/19



MARRIOTTS ORLANDO WORLD CENTER

GUEST FOLIO

40520	ESTIMEIRVIN/MARY	162.00	08/18/19	11:00	17890
ROOM	NAME	RATE	DEPART	TIME	ACCT#
QNQN			08/15/19	00:27	
TYPE			ARRIVE	TIME	
342					
			PASSPORT:		
			VSXXXXXXXXXXXX8715		MBV#: .XXXXX9296
ROOM	ADDRESS		PAYMENT		
CLERK					

DATE	REFERENCES	CHARGES	CREDITS	BALANCES DUE
08/15	ROOM	40520, 1	162.00	
08/15	TAX	40520, 1	10.53	
08/15	RMOCTAX	40520, 1	9.72	
08/16	VALETPRK	#3357	37.28	
08/16	ROOM	40520, 1	162.00	
08/16	TAX	40520, 1	10.53	
08/16	RMOCTAX	40520, 1	9.72	
08/16	RESRTFEE	CHARGE	30.00	
08/16	SALESTAX	CHARGE	1.95	
08/16	OCC TAX	CHARGE	1.80	
08/17	VALETPRK	#3689	37.28	
08/17	ROOM	40520, 1	162.00	
08/17	TAX	40520, 1	10.53	
08/17	RMOCTAX	40520, 1	9.72	
08/17	RESRTFEE	CHARGE	30.00	
08/17	SALESTAX	CHARGE	1.95	
08/17	OCC TAX	CHARGE	1.80	
08/17	VALETPRK	#4049	37.28	
08/18	RTXXMPT	ADJ		31.59 AD
08/18	OTXXMPT	ADJ		29.16 AD
08/18	RTXXMPT	ADJ		3.90 AD
08/18	OTXXMPT	ADJ		3.60 AD
08/18	CCARD-VS		657.84	
	PAYMENT RECEIVED BY VISA	XXXXXXXXXXXX8715		
				.00

See our "Privacy & Cookie Statement" on [Marriott.com](http://Marriott.com)



MARRIOTTS ORLANDO WORLD CENTER  
 WORLD CENTER DRIVE  
 ORLANDO FL 32821

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This statement is your only receipt. You have agreed to pay in cash or by approved personal check or to authorize us to charge your credit card for all amounts charged to you. The amounts shown in the credit column opposite any credit card entry in the reference column above will be charged to the credit card number set forth above. (The credit card company will bill in the usual manner.) If for any reason the credit card company does not make payment on this account, you will owe us such amount. If you are direct billed, in the event payment is not made within 25 days after check-out, you will owe us interest from the check-out date on any unpaid amount at the rate of 1.5% per month (ANNUAL RATE 18%), or the maximum allowed by law, plus the reasonable cost of collection, including attorney fees.

Signature X



# FLORIDA LEAGUE OF CITIES, INC.

[Events](#) [My Account](#)

[Home](#) » [Cart](#)

Thank you for your payment. This web page is your receipt - please print a copy for your records.

Need help printing? Try the control-P key command: press and hold the control key (usually located on the bottom left of the keyboard), and then press the letter P.

Paying by check? [Click here for more information.](#)

## Order Confirmation

### Florida League of Cities

Order Number        76791  
 Order Date          8/1/2019  
 Bill To                Marsha Trujillo  
 Payment Method    Visa \*\*\*\*\*8715  
 Name on Card        Marie Estime-Irvin  
 Ship To                Marsha Trujillo  
                             776 NE 125th St  
                             North Miami, FL 33161-5654

Item	Quantity	Price	Total
FLC 2019 Annual Conference - Mary Estime-Irvin When: 8/15/2019 8:00 AM - 8/17/2019 9:30 PM Where: Orlando World Center Marriott 8701 World Center Dr. Orlando, FL 32821	1	570.00	570.00
Registration Option: Registration - City, County or Agency Program Items:			
• Teen Guest 13-18 Years		8/15/2019 12:30 PM	
		8/15/2019 12:30 PM	

*6550*

*20*

Item	570.00
Total	570.00
Transaction	570.00
Grand Total	570.00
Payment Amount	570.00

A confirmation is being sent to: [raugustine@northmiamifl.gov](mailto:raugustine@northmiamifl.gov)

Send another copy to:

# Travel Resources

Per Diem	Meals & IE	Airfares	Hotels	POV Mileage
<b>Privately Owned Vehicle Mileage Reimbursement Rates</b>				
Modes of Transportation	Effective/Applicability Date	Rate per mile		
Privately Owned Automobile*	January 1, 2019	\$0.58		
Government-furnished automobile	January 1, 2019	\$0.20		
Motorcycle	January 1, 2019	\$0.55		
Airplane	January 1, 2019	\$1.26		

\* Use must be authorized or no Government-furnished automobile available

Visit Privately Owned Vehicle (POV) Mileage reimbursement rates for official government travel requirements and details on calculating reimbursement.



## Plan and Book

Research and prepare for government travel.

- Per Diem, Meals & Incidental Expenses (M&IE)
- Passenger Transportation (Airfare rates, POV rates, etc.)
- Lodging
- Conferences/Meetings
- Travel Charge Card
- State Tax Exemption



## Training

Onsite and online travel and relocation classes.

- Online Training
- Instructor-Led Training (ILT)
- Frequently Asked Questions



## Services for Government Agencies

Programs providing commercial travel services.

- Travel Services Solutions (TSS Schedule 599)
- E-Gov Travel Service (ETS)



## YOUR TRIP TO:

8701 World Center Dr



**3 HR 20 MIN | 218 MI**

**Est. fuel cost: \$14.50**



Print a full health report of your car with HUM vehicle diagnostics **(800) 906-2501**



1. Start out going **west** on NE 125th St/FL-922 toward NE 7th Ct.

Then 1.61 miles ..... 1.61 total miles



2. Turn **right** onto NW 6th Ave.

*NW 6th Ave is 0.1 miles past NW 5th Ave.*

Then 0.02 miles ..... 1.63 total miles



3. Merge onto I-95 N via the ramp on the **left**.

Then 1.99 miles ..... 3.62 total miles

4. Take the **FL-826 W** exit, EXIT 12A, on the **left**.

Then 0.75 miles ..... 4.37 total miles



5. Merge onto FL-91 N via the ramp on the **left** (Portions toll).

Then 20.22 miles ..... 24.59 total miles



6. Take Florida's Turnpike (Portions toll).

Then 177.82 miles ..... 202.41 total miles



7. Stay **straight** to go onto FL-91 N (Portions toll).

Then 6.33 miles ..... 208.74 total miles



8. Take the **Osceola Parkway** exit, EXIT 249.

Then 0.28 miles ..... 209.02 total miles



9. Turn **left** onto E Osceola Pkwy (Portions toll).

Then 6.20 miles ..... 215.22 total miles



10. Turn **slight right** onto ramp.

Then 0.41 miles ..... 215.63 total miles



11. Turn **left** onto N Poinciana Blvd (Portions toll).

Then 0.10 miles ..... 215.73 total miles



12. Turn **right** onto Vineland Rd/FL-535. Continue to follow FL-535.

Then 1.35 miles ..... 217.08 total miles



13. Turn **slight left** onto World Center Dr/FL-536.

*If you reach Lake Bryan Beach Blvd you've gone about 0.3 miles too far.*

Then 0.47 miles

217:55 total miles



14. Turn **right** onto World Center Dr.

*World Center Dr is 0.4 miles past State Road 535.*

*If you reach Continental Gtwy you've gone about 0.2 miles too far.*

Then 0.38 miles

217:94 total miles



15. Turn **left** to stay on World Center Dr.

*World Center Dr is 0.2 miles past Vacation Way.*

*If you are on World Center Dr and reach Vacation Way you've gone about 0.3 miles too far.*

Then 0.01 miles

217:95 total miles



16. 8701 World Center Dr, Orlando, FL 32821-6358, 8701 WORLD CENTER DR is on the **right**.

Use of directions and maps is subject to our [Terms of Use](#). We don't guarantee accuracy, route conditions or usability. You assume all risk of use.



# CONFERENCE AT A GLANCE

## THURSDAY, AUGUST 15, 2019

7:00 a.m. - 7:00 p.m.  
**Registration Desk Open**  
Palms Registration Desk

7:30 a.m.  
**Coffee Service**  
Crystal Ballroom Foyer

8:00 a.m. - 12:00 p.m.  
**Continuing Education in Ethics:  
Have You Completed Your Hours?**  
Crystal Ballroom G1

9:00 a.m. - 10:00 a.m.  
**Florida League of Mayors Nominating  
Committee Meeting**  
Crystal Ballroom A-B

10:00 a.m. - 11:00 a.m.  
**Florida Association of Intergovernmental  
Relations Meeting**  
Crystal Ballroom P-Q

10:00 a.m. - 11:00 a.m.  
**Florida League of Mayors Business Meeting**  
Crystal Ballroom D-F

11:00 a.m. - 12:00 p.m.  
**Florida League of Mayors  
Board of Directors Meeting**  
Crystal Ballroom A-B

12:30 p.m. - 2:00 p.m.  
**Sidewalk Café**  
Royal/Sabal/Sago

12:30 p.m. - 7:30 p.m.  
**Exhibit Hall Open**  
Royal/Sabal/Sago

1:00 p.m. - 3:00 p.m.  
**"Cities 101" Workshop**  
Crystal Ballroom D-F

1:00 p.m. - 3:00 p.m.  
**Legislative Policy Committee Meetings**

**Finance, Taxation and Personnel**  
New York/New Orleans

**Land Use and Economic Development**  
Canary Ballroom 1-2

**Municipal Administration**  
Canary Ballroom 3-4

**Transportation and Intergovernmental  
Relations**  
Crystal Ballroom K-N

**Utilities, Natural Resources and Public  
Works**  
Crystal Ballroom C

2:45 p.m. - 3:15 p.m.  
**Refreshment Break**  
Royal/Sabal/Sago

3:00 p.m. - 5:00 p.m.  
**REAL Action: Getting Started with  
Building Racial Equity in Your City**  
Crystal Ballroom G1

3:30 p.m. - 4:45 p.m.  
**Local Government Websites and  
ADA Compliance**  
Crystal Ballroom D-F

5:00 p.m. - 6:00 p.m.  
**Federal Action Strike Team Meeting**  
Crystal Ballroom P-Q

5:15 p.m. - 6:00 p.m.  
**First Time Attendees' Orientation**  
Crystal Ballroom D-F

6:00 p.m. - 7:30 p.m.  
**President's Welcome Reception**  
Royal/Sabal/Sago

## FRIDAY, AUGUST 16, 2019

6:30 a.m. - 8:00 a.m.  
**5K Fun Run**  
Golf Course

7:00 a.m.  
**Coffee Service**  
Royal/Sabal/Sago

7:00 a.m. - 8:00 a.m.  
**Florida Black Caucus of Local Elected  
Officials Breakfast Meeting**  
New York/New Orleans

7:00 a.m. - 1:15 p.m.  
**Exhibit Hall Open**  
Royal/Sabal/Sago

7:00 a.m. - 5:00 p.m.  
**Registration Desk Open**  
Palms Registration Desk

8:00 a.m. - 9:00 a.m.  
**Amending the Community Redevelopment  
Act: What the 2019 Legislative Changes  
Mean to Your City CRA**  
Canary Ballroom 1

8:00 a.m. - 9:00 a.m.  
**Water Reimagined: Unleashing Your  
Government Workforce to Innovate**  
Canary Ballroom 2

9:15 a.m.  
**Resolutions and Legislative Committee  
Meetings**  
Crystal Ballroom G

9:15 a.m. - 10:30 a.m.  
**2020 Census: What Your City Needs to  
Know to Get an Accurate Count**  
Canary Ballroom 1

9:15 a.m. - 10:30 a.m.  
**Smart Cities: What's Your Strategy?**  
Canary Ballroom 2

10:30 a.m. - 10:45 a.m.  
**Refreshment Break**  
Royal/Sabal/Sago

10:45 a.m. - 12:15 p.m.  
**Opening General Session**  
Crystal Ballroom H-J

11:00 a.m. - 12:00 p.m.  
**A Special Session for Exhibitors and  
Sponsors**  
Canary Ballroom 1

11:00 a.m. - 3:00 p.m.  
**Grants and Technical Assistance Expo**  
Crystal Ballroom Foyer

12:15 p.m. - 1:15 p.m.  
**Sidewalk Café**  
Royal/Sabal/Sago

12:15 p.m. - 1:15 p.m.  
**Advocacy Committee Meeting**  
Crystal Ballroom D-F

1:15 p.m.  
**Exhibit Hall Closes**

1:15 p.m. - 2:45 p.m.  
**Nominating Committee Meeting**  
Crystal Ballroom N-Q

1:30 p.m. - 2:30 p.m.  
**Getting the Most from Your City's Contract Lobbyist**  
Canary Ballroom 1

1:30 p.m. - 2:30 p.m.  
**Update on Telecommunications Legislation and Litigation**  
Canary Ballroom 2

1:30 p.m. - 2:30 p.m.  
**Social Media: Leveraging Your Social Status in the Sunshine**  
Canary Ballroom 4

2:30 p.m. - 2:45 p.m.  
**Refreshment Break**  
Crystal Ballroom Foyer

2:45 p.m. - 4:00 p.m.  
**Ransomware: Protect Your Cities With These Best Practices!**  
Canary Ballroom 1

2:45 p.m. - 4:00 p.m.  
**You Can Weather the Storm: How a Successful Disaster Recovery Plan and Partner Can Get You Through It**  
Canary Ballroom 2

2:45 p.m. - 4:00 p.m.  
**Building Upon We Live Local: Stronger Connections in Florida's Hometowns**  
Canary Ballroom 4

4:00 p.m. - 4:15 p.m.  
**Refreshment Break**  
Crystal Ballroom Foyer

4:15 p.m. - 5:30 p.m.  
**Emerging Transportation Trends in Florida**  
Canary Ballroom 1

4:15 p.m. - 5:30 p.m.  
**Improving Your Local Economy: Opportunity Zones and DBE Programs**  
Canary Ballroom 2

4:15 p.m. - 5:30 p.m.  
**City Commitments to Clean Energy**  
Canary Ballroom 4

4:15 p.m. - 6:00 p.m.  
**Florida League of Cities Board of Directors Meeting**  
Crystal Ballroom D-F

6:00 p.m. - 7:00 p.m.  
**Membership Networking Event**  
Crystal Ballroom G

## **SATURDAY, AUGUST 17, 2019**

7:30 a.m. - 8:30 a.m.  
**Local and Regional League Breakfast Meetings**  
Various Locations - See Program for Details

7:30 a.m. - 4:00 p.m.  
**Registration Desk Open**  
Palms Registration Desk

8:00 a.m.  
**Coffee Service**  
Crystal Ballroom Foyer

8:30 a.m. - 9:00 a.m.  
**Voting Delegate Registration**  
Palms Ballroom Foyer

8:30 a.m. - 4:30 p.m.  
**Youth Council Program**  
Canary Ballroom 1-2

9:00 a.m. - 10:00 a.m.  
**Business Session**  
Sago

10:00 a.m. - 10:15 a.m.  
**Refreshment Break**  
Crystal Ballroom Foyer

10:00 a.m. - 3:00 p.m.  
**Florida Redevelopment Association Board of Directors Meeting**  
New York/New Orleans

10:15 a.m. - 12:15 p.m.  
**Second General Session**  
Crystal Ballroom H-J

12:30 p.m. - 2:15 p.m.  
**Past Presidents' Luncheon**  
Royal/Sabal

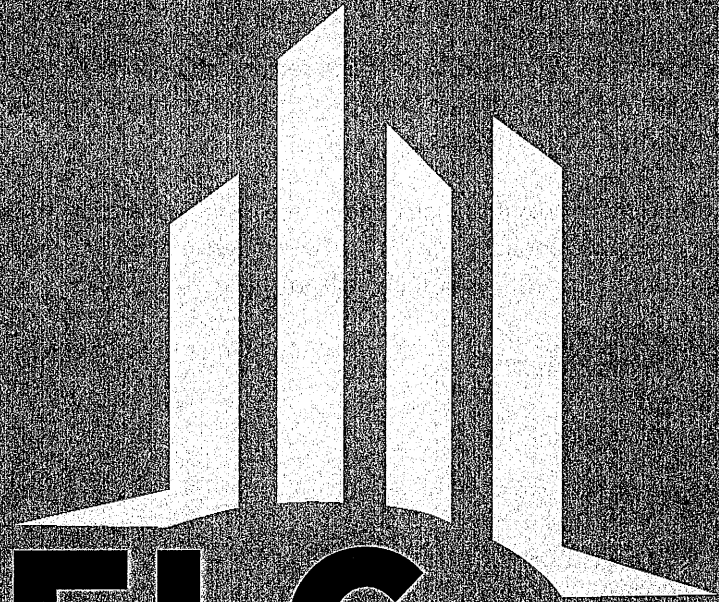
Immediately Following Luncheon  
**Florida League of Cities Board of Directors Meeting**  
Crystal Ballroom N-Q

2:30 p.m. - 3:30 p.m.  
**Firefighter Cancer Benefits and Solutions for Implementation**  
Crystal Ballroom G1

3:45 p.m. - 4:45 p.m.  
**Stump the Staff**  
Crystal Ballroom G1

6:00 p.m. - 10:00 p.m.  
**Childcare Service Provided**  
Crystal Ballroom A-F

6:30 p.m. - 9:30 p.m.  
**Inaugural Celebration**  
Sabal/Sago

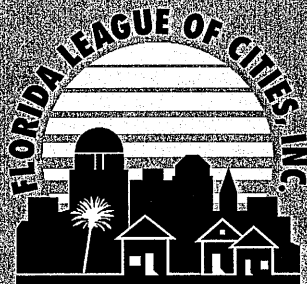


# FLCities

93RD ANNUAL CONFERENCE

August 15-17, 2019 ■ Orlando World Center Marriott

## Registration Information



**Paid registration is required to receive housing information, so sign up early! See page 10 for details.**

**Hotel Registration Deadline: July 24, 2019**

**Conference Registration Deadline: August 2, 2019**

**#FLCities2019**

## Registration Procedures

### Mail Registration

To register in advance, fill out the registration form on page 11, attach a check for the appropriate fee and mail it to the League office by **Friday, August 2, 2019**. Your name badge and other information can be picked up at the conference registration desk.

### Online Registration

Visit the League website, [flcitiesconference.com](http://flcitiesconference.com), to access online registration.

If you register online, there are two payment options. You can send your registration fees by check to the Florida League of Cities. **(Note: You are not registered until we receive your payment, and you will not receive your housing information until your registration is paid.)** Or, you can simply pay online with your Visa, Mastercard or American Express. Registrations submitted and paid online via credit card will automatically be marked as paid, and you will receive your conference confirmation immediately via email! Conference confirmations include your registration information, totals and registration number for your reference. Please check your confirmation carefully to verify that all information is correct. Please inform the League immediately of any errors. **Please note that payments via credit card may be made online only.**

## Deadlines

**Registration** – Conference registration forms must be received no later than **Friday, August 2, 2019**. If you are unable to meet this deadline please register on-site. **NOTE: Registration fees will increase to \$580 for government and \$680 for corporate registrants for all registrations done on-site**, so we encourage you to register in advance.

**Hotel Reservations** – The cut-off date for reservations at the Marriott is **July 24, 2019**. Reservations must be made via an FLC-provided security code only; no one will receive housing information until **after their paid** registration is received. Please see page 10 for more details.

## Cancellation Policy

Conference registration cancellations must be done in writing via email or fax to [mhowe@flcities.com](mailto:mhowe@flcities.com) or (850) **222-3806**. All cancellations received in the FLC office by 5:00 p.m., **Friday, August 2, 2019**, will receive refunds, minus a **\$50.00** cancellation fee. Refunds will be issued after the conference. **No refunds can be made after August 2 or for early departure from the conference.**

Hotel deposits will be refunded only if the hotel is given notification no later than **72 hours** prior to the scheduled arrival date.

## Special Needs

If you are physically challenged and require special services, or if you have special dietary needs (i.e. allergies or Kosher or vegetarian meals), please attach a written description to your registration form. Contact the hotel directly if you will need any special accommodations in your room.

# Tentative Program

Following is a tentative schedule of conference events. Be sure to check our website for updates!

## Wednesday, August 14, 2019

8:30 a.m. - 1:00 p.m.

### **Research Symposium**

*Additional registration required through the League's Center for Municipal Research and Innovation; contact Liane Giroux at [lgiroux@flicities.com](mailto:lgiroux@flicities.com).*

2:00 p.m. - 5:00 p.m.

### **Florida League of Mayors Roundtable**

*Additional registration required through the Florida League of Mayors; contact Rachel Embleton at [rembleton@flicities.com](mailto:rembleton@flicities.com).*

## Thursday, August 15, 2019

7:30 a.m. - 7:00 p.m.

### **Registration Desk Open**

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

### **Continuing Education in Ethics: Have You Completed Your Hours?**

Florida's municipal elected officers are required to take four specific hours of continuing education in ethics per year. If you haven't completed your hours yet, this is your opportunity! The four hours include two hours on the Florida Ethics Law (Chapter 112, Florida Statutes), one hour of public meetings (Chapter 286, Florida Statutes) and one hour of public records (Chapter 119, Florida Statutes). If your hours are completed, this is a good refresher class.

**NOTE:** *You must be registered for the full conference to attend this session, and pre-registration is required. Registration is limited to the first 150 people. See the registration form for details.*

9:00 a.m. - 10:00 a.m.

### **Florida League of Mayors Nominating Committee Meeting**

10:00 a.m. - 11:00 a.m.

### **Florida League of Mayors Business Meeting**

*For more information, contact Rachel Embleton at [rembleton@flicities.com](mailto:rembleton@flicities.com).*

11:00 a.m. - 12:00 p.m.

### **Florida League of Mayors Board of Directors Meeting**

12:30 p.m. - 7:30 p.m.

### **Exhibit Hall Open**

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

### **"Cities 101" Workshop**

If you are newly elected or newly appointed, this "crash course" is designed for you. Details about Florida municipalities, services and governing challenges will be discussed. This is a prequel to the popular Institute for Elected Municipal Officials but is not a substitute for the three-day IEMO class.

8:00 a.m. - 9:00 a.m.

**Workshops**

9:15 a.m. - 10:30 a.m.

**Resolutions and Legislative Committee Meetings**

9:15 a.m. - 10:30 a.m.

**Workshops**

10:45 a.m. - 12:15 p.m.

**Opening General Session**

Featuring the presentation of the E. Harris Drew Award and a keynote presentation by **Mark McQueen**.

11:00 a.m. - 3:00 p.m.

**Grants Expo**

Need Information on available grants and technical assistance? Don't miss this opportunity to talk with representatives from various federal, state and nonprofit organizations about their grant programs, ranging from housing and historic preservation to emergency management and economic development.

12:15 p.m. - 1:15 p.m.

**Sidewalk Café in Exhibit Hall (Cash Sales)**

1:30 p.m. - 2:30 p.m.

**Workshops**

2:45 p.m. - 4:00 p.m.

**Workshops**

4:15 p.m. - 5:30 p.m.

**Workshops**

6:00 p.m. - 7:00 p.m.

**Membership Networking Event**

**Evening Open**

**Saturday, August 17, 2019**

7:30 a.m. - 8:30 a.m.

**Various Local/Regional League Breakfast Meetings**

*Contact your local league for more information.*

7:30 a.m. - 4:00 p.m.

**Registration Desk Open**



**MAJOR GENERAL (RETIRED)  
MARK T. MCQUEEN  
CITY MANAGER, CITY OF PANAMA CITY**

When **Mark McQueen** started his job as city manager of Panama City, little did he know that two weeks later a massive Category 5 hurricane would directly hit, resulting in catastrophic damage to most of the city. The recently retired two-star general has served multiple deployments in Bosnia, Afghanistan and Baghdad. He used his 30 years of experience and knowledge to respond to the disaster zone left from Hurricane Michael. You won't want to miss McQueen share his ongoing story of recovery and resilience.

McQueen was an ROTC Distinguished Military Graduate at Auburn University, where he received a Bachelor of Science in finance. He was commissioned in the Army as an Adjutant General's Corps officer and later transferred into the Civil Affairs Corps, which was then a part of the Army's Special Operations Command.

McQueen has served in every level of command and staff, from company command to general officer. He has served in multiple deployments, including Operation Joint Endeavor in Bosnia, Operation Enduring Freedom in Afghanistan and Operation Iraqi Freedom in Baghdad, Iraq.

His awards and decorations include the Legion of Merit (with two oak leaf clusters), Bronze Star, Defense Meritorious Service Medal, Meritorious Service Medal with 3 oak leaf clusters, Army Commendation Medal with oak leaf cluster, Army Achievement Medal with oak leaf cluster and Combat Action Badge.

# Additional Activities

## Off-Site and Children's Activities

The Marriott provides a professional concierge desk to answer all questions regarding what to do, where to dine and how to get there, as well as brochures on area attractions, shopping and restaurants. The Marriott also offers a wide range of children's activities that changes daily. For complete information, please contact the Marriott at (407) 239-4200 or visit their Web site at [marriottworldcenter.com](http://marriottworldcenter.com).

## FLC 5K Fun Run

We will be holding our fourth biennial **Florida League of Cities 5K Fun Run/Walk** on **Friday, August 16 at 6:30 a.m.** (Please plan to meet by 6:15 a.m.) The run will take place on the grounds of the Marriott World Center's golf course and is open to everyone participating in the conference. This will be a "fun run" and will not be a timed event. There is no charge for the event, **but pre-registration is required.** (See main registration form.) All participants will receive a T-shirt and gym towel. Light refreshments will be provided after the race. So come on out and start your morning off right with a FUN RUN and great company!

## Saturday Night Childcare

Childcare services will be available on **Saturday, August 17, from 6:00 p.m. until 10:00 p.m.** during the Inaugural Event. This service, provided by the League through Sitter Solutions, will be offered at no charge, but pre-registration is required.

The League will provide pizza, popcorn and drinks. Sitter Solutions will provide quality childcare with loads of activities and games. Toys will be provided for children 1-3 years old, as well as videos for quiet time. Pillows and blankets will also be available. This service is licensed, bonded, insured and CPR-trained, and there is no cost to you.

## Agenda

6:00 p.m. – 6:30 p.m.	Registration
6:30 p.m. – 7:30 p.m.	Dinner
7:30 p.m. – 10:00 p.m.	Activities
10:00 p.m.	Closes

Please be sure to pick up your child by 10:00 p.m.

In order for us to provide this service, you will need to fill out the Childcare Registration Form on page 13 so we can determine how many sitters will be needed. Please return childcare forms to Melanie Howe, [mhowe@flcities.com](mailto:mhowe@flcities.com), fax (850) 222-3806 or mail to P.O. Box 1757, Tallahassee, FL 32302-1757.

# 2019 FLC Annual Conference Registration

## August 15-17, 2019 | Orlando World Center Marriott

Florida League of Cities | P.O. Box 1757 | Tallahassee, FL 32302 | (850) 222-9684 | Fax (850) 222-3806 | [mhowe@flcities.com](mailto:mhowe@flcities.com)

Return completed form with check payment to Florida League of Cities, P.O. Box 1757, Tallahassee, FL 32302-1757; or visit the League website, [flcitiesconference.com](http://flcitiesconference.com), to access online registration. **NOTE: Credit card payments may only be made online.**

### DELEGATE INFORMATION

Name: \_\_\_\_\_  
First M.I. Last

First Name or Nickname: \_\_\_\_\_  
As You Wish to Appear on Badge

Title: \_\_\_\_\_ Affiliation: \_\_\_\_\_  
City, County, Government or Company

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Address (for confirmations): \_\_\_\_\_  
Please provide the address of the person who should receive the confirmation.

First-Time Attendee?  Yes  No Contact Person: \_\_\_\_\_

### GUEST INFORMATION (Please complete only if registering a guest for the conference.)

Guest's Name: \_\_\_\_\_ First Name: \_\_\_\_\_  
As You Wish to Appear on Badge

Child's Name: \_\_\_\_\_ Age: \_\_\_\_\_ First Name: \_\_\_\_\_  
As You Wish to Appear on Badge

Child's Name: \_\_\_\_\_ Age: \_\_\_\_\_ First Name: \_\_\_\_\_  
As You Wish to Appear on Badge

REGISTRATION FEES	NO.	FEE	TOTAL FEE
City/County/Government	___ @	\$550.00*	\$ _____
Corporate	___ @	\$650.00*	\$ _____
Guest	___ @	\$150.00	\$ _____
Guest (13-18 years)	___ @	\$20.00	\$ _____
Guest (3-12 years)	___ @	\$15.00	\$ _____
Exhibit Hall Pass	___ @	\$50.00	\$ _____

OPTIONAL ACTIVITIES	NO.	FEE	TOTAL FEE
<b>Thursday, August 15</b>			
Ethics Session	___ @	\$0.00	\$ _____
<b>Friday, August 16</b>			
5K Fun Run	___ @	\$0.00	\$ _____
T-shirt size? _____			
<b>Saturday, August 17</b>			
Extra Luncheon Ticket	___ @	\$50.00	\$ _____
Extra Inaugural Celebration Ticket	___ @	\$60.00	\$ _____
		<b>Total</b>	\$ _____

**\*NOTE: Registration fees will increase to \$580 for government and \$680 for corporate for all registrations done onsite.**

### SPECIAL NEEDS

If you require special services, or have special dietary needs, please attach a written description to your registration form.

### REGISTRATION

Registration form must be accompanied by payment made payable to **Florida League of Cities**. Mail this form to: Florida League of Cities, P.O. Box 1757, Tallahassee, FL 32302-1757.

Registration forms must be postmarked by **August 2, 2019**. **Remember:** You will not receive housing information until we have received your **PAID** registration.

### CANCELLATION POLICY

All cancellations received in writing via email or fax to [mhowe@flcities.com](mailto:mhowe@flcities.com) or (850) 222-3806 and received by 5:00 p.m., **August 2, 2019**, will receive refunds, minus a **\$50.00** cancellation fee. Refunds will be issued after the conference. **No refunds can be made after August 2 or for early departure from the conference.**



# Saturday Night Childcare Form

August 15-17, 2019 | Orlando World Center Marriott



**Sitter Solutions, Inc.**

Pre-Registration Form

Parent Name: \_\_\_\_\_ Phone (    ) \_\_\_\_\_  
 Address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_

Please list each child's name, age and any allergies or special needs as indicated below.

Child Name	Age	Allergies/ Special Needs

Who is authorized to pick up your child?

Name: _____	Relationship: _____
Name: _____	Relationship: _____

1. The undersigned parent/guardian, for himself or herself, and his or her heirs, successors and/or assigned, hereby releases, acquits and fully discharges, Sitter Solutions and their respective shareholders, officers, directors, agents, employees, representatives, predecessors, successors and assigns from any and all claims, suits, sums of money, judgments, executions, damages, losses, expenses of any kind including without limitation, court demands, causes of actions and rights whatsoever, known or unknown contingent or otherwise, that parent, guardian or child might have, in whole or in connection with directly or indirectly, in the provision of child care services and or any use by parent/guardian or their children at such facility.
  2. Parent/guardian may not bring toys, jewelry, valuables or medications into child care facility. Sitter Solutions, Inc. will not be responsible for such items and will not administer medication of any kind.
  3. Parent/guardian warrants that the child has no allergies or disabilities, which have not been noted above.
  4. This agreement shall be interpreted and construed under and in accordance with the laws of the State of Florida.
  5. I hereby grant permission for Sitter Solutions, Inc. to take whatever steps necessary to obtain emergency medical care if warranted. If the parent cannot be reached emergency personnel will be called.
  6. I hereby give permission for photographs/video to be taken of my child (ren) while attending a Sitter Solutions, Inc. children's convention. These photographs/video may be used for Sitter Solutions, Inc.
- This will serve as my authorization to Sitter Solutions, Inc.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Relationship

For more information, call Sitter Solutions, Inc. at  
**813-900-0927**