



**CITY OF DANIA BEACH  
PRE-APPROVED CONFERENCE OR TRAINING AUTHORIZATION/RECONCILIATION**

EMPLOYEE: Vice Mayor Grace DEPARTMENT: City Commission

LOCATION: Tampa, Florida TRIP/TRAINING DATE: October 13-16, 2011

PURPOSE: To attend 2011 Institute firo Elected Municipal Officials

Overnight       Out of State       Air Travel

**TRAVEL EXPENSES ESTIMATED: (Policy #2002-10-1)**

REGISTRATION (attach conference brochure)	\$ 275.00
LODGING (# of nights <u>3</u> )	<u>357.00</u>
MEALS (per diem)	<del>142.80</del> 147.27 <i>g</i>
OTHER INCIDENTAL EXPENSES:	
AIRFARE	<u>240.40</u>
GAS/TOLLS (round trip)	<u>          </u>
OTHER TRANSPORTATION	<u>          </u>
SUPPLIES/MATERIALS	<u>          </u>
<b>TOTAL ESTIMATED EXPENSES:</b>	<b>\$ <del>1,015.20</del> 1,019.67 <i>g</i></b>

This seminar is required for:     Certification       General Training  
     License                       Other \_\_\_\_\_

Note any overnight or out of state travel events attended in the last 12 months:

Employee Signature: *Bobbie H. Grace*

**TRAVEL AUTHORIZATION:**

\_\_\_\_\_  
Department Director

*Mark Pitt*  
Finance Director *9/2*

*[Signature]*  
City Manager

If payment is made through City's credit card, please indicate "credit card" under "Date" Column

	Check Payee:	Amount:	Date:	RECONCILIATION	
				Actual	Differences
Registration:	FLC - Florida League of Cities	\$ 275.00	Credit Card		
Lodging:	InterContinental Tampa	357.00	Credit Card		
Transportation:		-			
Traveler:	Vice Mayor Grace	<del>142.80</del> 147.27 <i>g</i>			
Others:	Southwest Airlines	240.40	Credit Card		
Account #:	001-1101-511.40-10	\$ <del>1,015.20</del>			

*1,019.67 *g**

**Name:** Vice Mayor Grace  
**Location:** Tampa, Florida  
**Purpose:** Elected Official Training per Ordinance 2010-028

IRS Pub 1542                      **M&IE**  
    \$51.00 (obtain from Per diem form on City's Intranet)

	10/13/2011	10/14/2011	10/15/2011	10/16/2011	Total Est Exps
Meal Provided:		lunch		lunch	
Per Diem	\$ 38.25	\$33.15	\$51.00	\$ <del>20.40</del>	\$ <del>142.80</del> 147.27
Lodging	119.00	119.00	119.00	24.87	357.00
Gas / Tolls					-
Conf Fees	275.00				275.00
Airfare	140.70			99.70	240.40
					\$ <del>1,015.20</del> 1,019.67

**\* Travel day**

**per diem reductions**

Breakfast (B) 15%                      \$7.65  
 Lunch (L) 35%                              \$17.85  
 Dinner (D) 50%                            \$25.50

**2011 Institute for Elected Municipal Officials  
Registration Form  
October 14-16, 2011  
InterContinental Tampa**

Please print the information below. Please fill out one form for each attendee.

Name: Bobbie H. Grace (Please print as it should appear on your certificate.) Nickname: Bobbie (For name badge)  
Elected Position: Vice Mayor Municipality: City of Dania Beach  
Municipal Address: 100 West Dania Beach Blvd Dania Beach, Florida Zip Code: 33004  
Phone: 954-924-6800 FAX: 954-921-2604  
E-Mail: clottier@ci.dania-beach.fl.us Municipal Clerk: Louise Stilson  
lstilson@ci.dania-beach.fl.us

Registration Fee: **\$275.00** (includes lunch on Friday & Sunday)  
Registration Deadline: **Friday, September 30, 2011.** (Space is limited to the first 35 students.)

To register via **check**, please mail with completed registration form to:  
Florida League of Cities  
P.O. Box 1757  
Tallahassee, FL 32302

To register via **Visa or MasterCard**, go online to [www.flcities.com](http://www.flcities.com), or complete the info below and fax to (850) 222-3806, Attn: Melanie Howe.

Card Number: 4715 2900 0634 7947 Exp. Date 02/12  
Cardholder's Name: Colin Donnelly Cardholder's Phone: 954-924-6800

Billing Address: \_\_\_\_\_  
(if different from above)

**Special Needs:** Please send a written description of any physical, dietary or special service needs with the registration form.

**Cancellations:** Cancellations must be received and confirmed in writing by **Friday, September 30** in order to be eligible for a refund. No shows are not considered cancellations and a refund will not be issued. Substitutions are accepted and encouraged. We reserve the right to cancel the IEMO training. If the training is cancelled, registration fees will be refunded in full.

Confirmations will be e-mailed once paid registration is received. Please contact Melanie Howe at (850) 222-9684 with any further registration questions.

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## HOTEL INFORMATION

InterContinental Tampa  
4860 W. Kennedy Blvd.  
Tampa, FL 33609

**Two ways to make reservations:**

Online at [https://resweb.passkey.com/Resweb.do?mode=welcome\\_ei\\_new&eventID=3119110](https://resweb.passkey.com/Resweb.do?mode=welcome_ei_new&eventID=3119110)  
Via phone at (800) 235-4670, Monday through Friday, 9:00 a.m. to 8:00 p.m. EST

Ask for the Florida League of Cities block to receive the special rate of **\$119/night**. A credit card is required to guarantee reservations, and cancellations must be made 24 hours prior to arrival to avoid a fee of one night's charge. IEMO training begins Friday at 8:00 a.m. and ends Sunday at 3:00 p.m.

**HOTEL CUT-OFF DATE: Tuesday, September 20, 2011; please make reservations ASAP**

# 2011 INSTITUTE FOR ELECTED MUNICIPAL OFFICIALS

October 14-16, 2011

InterContinental Tampa

## Agenda

### Friday, October 14, 2011

- 8:00 a.m - 8:30 a.m.      **Registration/Continental Breakfast**
- 8:30 a.m - 9:00 a.m.      **Introduction and Overview**
- 9:00 a.m. - 12:00 p.m.      **Structure and Function of Municipal Government in Florida**  
Lynn Tipton, Director of Membership Development,  
Florida League of Cities
- 10:15 a.m.      **Refreshment Break**
- 12:00 p.m. - 12:30 p.m.      **Risk Control Presentation**  
Scott Blaser, Risk Control Director, Florida League of Cities
- 12:30 p.m - 1:30 p.m.      **Group Lunch**
- 1:30 p.m.- 4:30 p.m.      **How to Be an Effective Councilmember**  
Marilyn E. Crotty, Director, John Scott Dailey Florida Institute  
of Government, University of Central Florida
- 3:00 p.m.      **Refreshment Break**
- 4:30 p.m.      **Class Adjurns**

### Saturday, October 15, 2011

- 7:30 a.m.      **Continental Breakfast**
- 8:00 a.m. - 11:30 a.m.      **Taxes and Other Sources of Revenue**  
Lee Feldman, City Manager, City of Fort Lauderdale
- 9:45 a.m.      **Refreshment Break**
- 11:30 a.m. - 1:00 p.m.      Lunch on your own
- 1:00 p.m. - 4:00 p.m.      **Budgeting and Accounting**  
William F. Underwood, II, CGFO, CGFM  
Financial Services Director, City of Oakland Park
- 2:30 p.m.      **Refreshment Break**
- 4:00 p.m.      **Class Adjurns**

### Sunday, October 16, 2011

- 7:30 a.m.      **Continental Breakfast**
- 8:00 a.m. - 10:00 a.m.      **Understanding Intergovernmental Relationships in Florida**  
Lynn Tipton, Director of Membership Development,  
Florida League of Cities
- 9:45 a.m.      **Refreshment Break**
- 10:00 a.m. - 12:00 p.m.      **Florida's Ethics Law**  
John Hubbard, Partner, Frazer, Hubbard, et. al.
- 12:00 p.m. - 1:00 p.m.      **Group Lunch**
- 1:00 p.m. - 3:00 p.m.      **How to Comply with Open Records and Open Meetings Laws**  
John Hubbard, Partner, Frazer, Hubbard, et. al.
- 3:00 p.m.      **Class Adjurns**

**Lottier, Christine**

**From:** "The InterContinental Tampa" [groupcampaigns@pkghlrs.com]  
**Sent:** Wednesday, August 31, 2011 4:08 PM  
**To:** Lottier, Christine  
**Subject:** Your InterContinental Reservation

**Reservation Resources**

**Don't forget your passport!**  
 As of January 2007, anyone traveling by air between the U.S. and Canada, Mexico, Central and South America, the Caribbean and Bermuda, will be required to present a valid passport or equivalent document. [Learn more.](#)

## Thank you for choosing InterContinental. Here reservation information.

Reservation Questions Before **09/20/2011**:

 Reservation Questions After **09/20/2011**:

**Reservation Information**

**Your confirmation number is 324ZSHZL**

Please use your confirmation number to reference your reservation.

**Priority Club Rewards:**

If you provided a Priority Club Rewards number, please see [terms and conditions](#) for

**Guest Name:**

Ms. Bobbie H Grace

**Organization:****Address:**

100 w Dania Beach Blvd

Dania, FL 33004

US

**Telephone:**

9543960941

**Fax:****Email:**

clottier@ci.dania-beach.fl.us

**Additional Guests:**

Check-In: 10/13/2011

Check-Out: 10/16/2011

**Hotel Information**

InterContinental Tampa  
 4860 W. Kennedy Blvd  
 Tampa, FL 33609  
 813-286-4400

Prior to 09/20/2011, please contact 1-800-235-4670 to make reservations, n or cancellations.

After 09/20/2011, please contact 1-888-233-9534.

**Room/Rate Information****Special Requests :**

**Accessible Room Request :** No

**Room Type:** 1 KING BED DELUXE  
**Smoking Preference:** No Preference  
**Number of Rooms:** 1  
**Number of Guests:** 1  
**Room Being Shared With:**

**Estimated Total Price:** 357.00  
 (excluding tax)

**Hotel Tax:** Room rates do not include 12% room tax (subject to change).

**Rate Details**

**Rates:**

Date	Guest(s)	Status	Rate
10/13/2011	1	Confirmed	119.00
10/14/2011	1	Confirmed	119.00
10/15/2011	1	Confirmed	119.00

**Additional Person:**

Additional Guest	Rate
Second Guest	0.00
Third Guest	0.00
Fourth Guest	0.00
Fifth Guest	0.00

**Rules & Restrictions**

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Should you need to make any changes or cancel your reservation, please contact our reservation department prior to 4pm EST, one day prior to arrival, to avoid a penalty equivalent to one night's room and tax.

- Only the reservation as entered into and confirmed by our system will be honored. Any written or printed confirmation that has been altered may be rejected by the hotel.

- As exchange rates may fluctuate from the time a reservation is made until the actual stay, the confirmed rate is guaranteed in the hotel's base currency.

- Please note that taxes and service charges may fluctuate from the time a reservation is made until the actual stay and during the actual stay. Other hotel-specific service charges may also apply and can be confirmed at the time of check-in.

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**Comments:**

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**Have a safe and pleasant trip!**



**Thank you for your purchase!**

Ft. Lauderdale, FL - FLL to Tampa Bay, FL - TPA

<b>Air</b>
Confirmation #WIK3EM
Ft. Lauderdale, FL - FLL to Tampa Bay, FL - TPA Thursday, October 13, 2011 - Sunday, October 16, 2011
✓ EarlyBird Check-In Purchased
<b>Air Total: \$240.40</b>

Amount Paid  
**\$240.40**

Trip Total  
**\$240.40**

OCT **13 10/13/11 - Tampa**

**AIR**

Ft. Lauderdale, FL - FLL to Tampa Bay, FL - TPA  
10/13/2011 - 10/16/2011  
Confirmation # WIK3EM

Adult Passenger(s)  
BOBBIE GRACE

Rapid Rewards #

<b>DEPART</b> OCT <b>13</b>	<b>2:40 PM Ft. Lauderdale, FL (FLL) to</b> <b>3:35 PM Tampa Bay, FL (TPA)</b>	<b>Flight</b> <b>#2336</b>	<b>Thursday, October 13, 2011</b> Travel Time 0 h 55 m (Nonstop)
<b>RETURN</b> OCT <b>16</b>	<b>5:00 PM Tampa Bay, FL (TPA) to</b> <b>5:55 PM Ft. Lauderdale, FL (FLL)</b>	<b>Flight</b> <b>#1584</b>	<b>Sunday, October 16, 2011</b> Travel Time 0 h 55 m (Nonstop)

Passenger Type	Trip	Routing	Fare Type	Base Fare	Govt. Taxes and Fees	Quantity	Total
Adult	Depart	FLL-TPA	Wanna Get Away	\$111.63	\$19.07	1	\$130.70
Adult	Return	TPA-FLL	Wanna Get Away	\$73.49	\$16.21	1	\$89.70
Please read the fare rules associated with this purchase.				<b>\$185.12</b>	<b>\$35.28</b>	<b>1</b>	<b>\$220.40</b>

**EARLYBIRD CHECK-IN PRICING**

Option	Passenger	Price	Quantity	Details	Receipt #	Total
EarlyBird Check-In	BOBBIE GRACE	\$10.00	1	FLL-TPA	5260682223665	\$10.00
EarlyBird Check-In	BOBBIE GRACE	\$10.00	1	TPA-FLL	5260682223665	\$10.00
<b>Subtotal</b>						<b>\$20.00</b>

**Air Total:**  
**\$240.40**

Purchaser Name Colin Donnelly Billing Address 100 West Dania Beach Blvd.  
Dania Beach, FL 33004

Form of Payment Amount Applied  
Visa - XXXXXXXXXXXX-7947 **\$240.40**

**Amount Paid**  
**\$240.40**

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**Trip Total**  
**\$240.40**



**Lottier, Christine**

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**From:** Melanie Howe [MHowe@flicities.com]  
**Sent:** Thursday, September 01, 2011 11:44 AM  
**To:** Lottier, Christine  
**Subject:** RE: 2011 Institute for Elected Municipal Officials - Vice Mayor Grace  
Yep, she's definitely in ;-)

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**From:** Lottier, Christine [mailto:clottier@ci.dania-beach.fl.us]  
**Sent:** Thursday, September 01, 2011 11:39 AM  
**To:** Melanie Howe  
**Subject:** RE: 2011 Institute for Elected Municipal Officials - Vice Mayor Grace

Hi Melanie:

Just want to verify that this will hold her place for the training. The form shows only 35 can attend.

Thank you.

*Christine Lottier*  
*Executive Assistant to the City Manager*  
*City of Dania Beach*  
*100 W Dania Beach Blvd.*  
*Dania Beach, Florida 33004*  
*[clottier@ci.dania-beach.fl.us](mailto:clottier@ci.dania-beach.fl.us)*  
*954-924-6800 ext: 3606*  
*954-921-2604 Fax*

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**From:** Melanie Howe [mailto:MHowe@flicities.com]  
**Sent:** Thursday, September 01, 2011 11:25 AM  
**To:** Lottier, Christine  
**Subject:** RE: 2011 Institute for Elected Municipal Officials - Vice Mayor Grace

Got it - thanks! I will hold the card for processing after October 1. You will receive a copy of her confirmation via e-mail after that time.

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**From:** Lottier, Christine [mailto:clottier@ci.dania-beach.fl.us]  
**Sent:** Thursday, September 01, 2011 11:24 AM  
**To:** Melanie Howe  
**Subject:** 2011 Institute for Elected Municipal Officials - Vice Mayor Grace

Hi Melanie:

Please see the attached registration form for Vice Mayor Grace to attend the October 14-16, 2011 – 2011 Institute for Elected Municipal Officials in Tampa.

As discussed please do not process payment on the credit card until October 1, 2011 due to the new budget year. I have already contacted the hotel and made reservations.

9/1/2011

Thank you for your help and please confirm receipt of this registration form and verify that a space has been held for Vice Mayor Grace to attend.

***Christine Lottier***  
***Executive Assistant to the City Manager***  
***City of Dania Beach***  
***100 W Dania Beach Blvd.***  
***Dania Beach, Florida 33004***  
***clottier@ci.dania-beach.fl.us***  
***954-924-6800 ext: 3606***  
***954-921-2604 Fax***