



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

EMPLOYEE: Yamil Lobo DEPARTMENT: Public Services/Fleet
 LOCATION: Minneapolis, Mn. TRIP/TRAINING DATE: August 28-31, 2016
 PURPOSE: Attend APWA Public Works Expo Fleet Training

Overnight Out of State Air Travel

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

REGISTRATION (attach conference brochure)	\$ 799.00
LODGING (# of nights <u>4</u>)	811.94
MEALS (per diem)	256.00
OTHER INCIDENTAL EXPENSES:	-
AIRFARE	288.20
TOLLS (round trip)	-
OTHER TRANSPORTATION (Shuttle/Taxi/Parking)	100.00
SUPPLIES/MATERIALS	-
TOTAL ESTIMATED EXPENSES:	\$ 2,255.14

This seminar is required for: Certification General Training
 License Other Attend APWA Public Works Expo Fleet Training

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

None

Employee Signature:

 Department Director

TRAVEL AUTHORIZATION:

 Finance Director

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:		\$ 799.00		\$ -	\$ 799.00
Lodging:		811.94		\$ -	\$ 811.94
Transportation:		288.20		\$ -	\$ 288.20
Traveler:		256.00		\$ -	\$ 256.00
Others:		100.00		\$ -	\$ 100.00
Account #:	001-39-03-539-40-10	\$ 2,255.14		\$ -	\$ 2,255.14

Total actual travel expense	\$ -
The City paid up front	0.00
Total reimbursement to Traveler	\$ -



City of Dania Beach
Department of Public Services

100 West Dania Beach Blvd · Dania Beach, FL 33004 · (954) 924-6808 · (954) - 923-1109 (fax)

MEMORANDUM

TO: Mayor Marco A. Salvino, Sr.
Vice Mayor Albert C. Jones
Commissioner Chickie Brandimarte
Commissioner Paul Fetscher, Sr.
Commissioner Bobbie H. Grace

FROM: Robert Baldwin, City Manager

BY: Brad Kaine, Director of Public Services *BK*

DATE: June 16, 2016

RE: Travel to American Public Works Association – Public Works Expo
PWX 2016: Focusing on Fleet

As a member of the South Florida Branch of the American Public Works Association, Yamil Lobo, Fleet Manager would like to attend the American Public Works Public Works Expo PWX 2016: Focusing on Fleet in Minneapolis, Minnesota in August of 2016.

This conference is expected to bring together more than 5,000 public works professionals and will feature more than 125 education sessions and 400 exhibits all related to public works. The Public Services Department is particularly interested in the Fleet Manager attending the following sessions:

- 1) Fleet Services Open Forum
- 2) Effective Asset Management Through Life Cycle Lens
- 3) Fleet Workshop
- 4) Asset Management Solutions
- 5) Developing a Fleet Capital Equipment Program

Total expense for this trip will be approximately \$2,255.14 and will be paid from General Fund, Fleet Management Travel Account No. 001-39-03-539-40-10.



City of Dania Beach

Department of Public Services

100 West Dania Beach Blvd · Dania Beach, FL 33004 · (954) 924-6808 · (954) - 923-1109 (fax)

Recommendation

It is recommended that the City Commission approve a Resolution to authorize travel for Yamil Lobo to attend the American Public Works Public Works Expo PWX 2016: Focusing on Fleet in Minneapolis, Minnesota in August of 2016.



CITY OF DANIA BEACH Per Diem Calculator

Name: Yamil Lobo
Location: Minneapolis, Mn.
Purpose: Attend APWA Public Works Expo Fleet Training

M&IE

Per GSA \$64.00 (obtain from Per diem form on City's Intranet)

Day	*8/27/2016	8/28/2016	8/29/2016	8/30/2016	*8/31/2016	Total Est Exps
Meal Provided:	Travel			D	Travel	
Per Diem	\$ 48.00	64.00	64.00	\$32.00	\$48.00	\$ 256.00
Conf Fees	799.00					\$ 799.00
Lodging	811.94					\$ 811.94
Airfare	288.20					\$ 288.20
Mileage						\$ -
Tolls						\$ -
Taxi / Shuttle	100.00					\$ 100.00
						\$ 2,255.14

* Travel day 75%

per diem reductions

Breakfast (B) 15%	\$9.60
Lunch (L) 35%	\$22.40
Dinner (D) 50%	\$32.00

Hotel:	\$179.00	per night
13.40%	23.99	state & city room tax
	\$202.99	
	4.00	nights
	\$811.94	

Taxi/Shuttle:	\$50.00	one way
	2.00	round trip
	\$100.00	



MINNEAPOLIS, MN | MINNEAPOLIS CONVENTION CENTER | AUGUST 28-31, 2016

With more than 100 years of annual meetings to its credit, the American Public Works Association has hosted its last "Congress & Exposition." Now, the association's annual meeting will be known as PWX, APWA officials announced at Congress in Phoenix last month. Recognizing monumental changes in the makeup of the workforce in the last decade, APWA is launching PWX, the new brand name for the APWA International Public Works Congress and Exposition.

This conference has drawn thousands of public works professionals from all over the world. If you're like many, you have limited resources for professional development, so you've chosen APWA's PWX as your preferred venue for:

- Outstanding education sessions that address current public works issues—as well as ongoing challenges. Choose from more than 125 technical and professional development sessions that will be presented by your colleagues—who will impart their vital knowledge and experience to you. APWA's education sessions are based on the very latest learning models—classroom, interactive and "live" learning labs.*
- The chance to see an extensive gathering of exhibitors and The Expo Experience that will showcase the latest products, services and technologies specific to public works. APWA's exhibit floor encompasses nearly 90,000 square feet! Special "non-compete" hours allow you to visit the floor—uninterrupted.*
- Opportunities to network with your peers, hone your leadership abilities and learn new job skills. APWA offers PWX attendees MANY opportunities to meet and mingle with your peers—the Get Acquainted Party, Awards Ceremony and more! Build lasting professional relationships and make a few lifelong friends at the same time.*

PWX Education Program

PWX features more than 125 technical and professional development sessions presented by your colleagues and industry vendors. There's no better way to learn than from those who are "in the know." You can earn CEUs and PDHs that will add value to the information you learn onsite.

Don't Miss the All-New APWA Connect Live!

All-new this year – APWA is revamping our presence on the PWX Exhibit Floor! Our booth will be changing from the "Expo Experience" to "APWA Connect Live." Similar to our online APWA Connect community, APWA Connect Live's goal is to provide attendees with an environment where each of you can meet public works experts, network with your peers and stay up-to-date with the latest happenings in public works. We've added so much, you might have a hard time leaving! Don't worry, we'll also have knowledgeable APWA Staff available to answer your show questions and provide you with information on APWA products and programs.

PWX Exhibit Floor

The 2016 exhibit floor isn't your ordinary exhibit floor—it's an *EXPERIENCE*. Yes, we'll still have the great lineup of vendors you're used to seeing with outstanding product displays, fabulous prize drawings, lunch on the floor, and exhibitor showcase presentations, plus a whole lot more.

- *An estimated 90,000 square feet of exhibit floor*
- *More than 400 exhibitors*
- *A Technology Pavilion, a Green Pavilion, New Product Showcases, and an Exhibitor Solutions & There's an App for That Theater where you can earn CEUs!*
- *To exhibit, contact Ron Bates at 800-687-7469, or 703-706-8230, or e-mail rbates@ntpshow.com*

Who Should Attend?

- *Public Works Directors*
- *Superintendents and Managers*
- *Directors and Managers of Operations and Operations Personnel*
- *City and County Engineers*
- *Consulting Engineers*
- *Construction Directors and Managers*
- *Solid Waste Managers and Coordinators*
- *Public Fleet Directors and Managers*
- *Public Facilities and Grounds Directors and Managers*
- *Water Services Directors and Managers*
- *Streets/Roads/Bridges Directors and Managers*
- *Transportation Directors and Managers*
- *Stormwater and Flood Control Directors and Managers*
- *Emergency Management Directors and Coordinators*
- *City Planners*
- *Sustainability Specialist*
- *Anyone else whose responsibilities are public works-related*

Areas Covered:

- *Career & Personal Development*
- *Construction Management*
- *Emergency Management*
- *Engineering & Technology*
- *Environment/Sustainability*
- *Facilities*
- *Fleet Services*
- *Management*
- *Parks & Grounds*
- *Snow & Ice*
- *Solid Waste*
- *Stormwater/Flood Control*
- *Streets/Roads/Bridges*
- *Traffic Engineering*
- *Utilities/Right-of-Way*
- *Water & Wastewater*



[PWX 2016: Focus on Fleet](#)

PWX 2016 offers a full lineup of [fleet education and networking](#)! APWA invites all fleet professionals to take advantage of this outstanding opportunity to improve your fleet operations in Minnesota August 28-31. Check out what fleet-related items we have on the PWX calendar below:

[Sunday, August 28](#)

Fleet Services Open Forum – Get your conference off to a great start by joining in with other fleet professionals in this open dialog about trends, challenges and solutions in fleet management. Discover what resources are available for fleet professionals.

[Monday, August 29 \(All-Day Event\)](#)

Fleet Workshop: Challenges and Solutions for Fleet Managers – An all-new, jam-packed day of fleet solutions that includes the Monday General Session featuring Jeff Havens, two hours on the exhibit floor and presentations and discussions on:

- Top Ten Performance Measures for 21st Century Fleet Management
- What to Look for in a Fleet Management System
- Lessons Learned: Toronto Operations and Fleet Facility Fire
- Insourcing, Partnership Opportunities and Service Agreements
- Replacement Funding

[Tuesday, August 30](#)

Effective Fleet Management Strategy for Fleet Operations – Fleet management is often a frustrating source of conflict between fleet managers and the users of fleet vehicles and equipment. Poor communication is identified as the most common cause, but in reality, it's a lack of strategic planning.

Bringing the Sharing Economy to Government Fleet Operations – With the emergence of the sharing economy, companies such as Lyft, Uber and Airbnb are helping taxpayers change the way they think about owned vs. shared assets. See which new tools are helping the government sector share equipment, both internally between departments and externally across jurisdictions.

We Have Always Done It This Way: Moving Away From Emotions in Developing a Fleet Capital Equipment Program – Examine how to justify your equipment replacement recommendations by using professional fleet management principles. Includes case study of Dakota County's experiences and their resulting increase in return on investment.

Happy Hour Jam! New Technologies for Solid Waste Collection, Recycling and Treatment – Let's "jam" about solid waste management systems, equipment and technologies during this new, interactive learning session. What solutions are you looking for? Have something to brag about?

[Wednesday, August 31](#)

Attracting, Compensating and Retaining Vehicle Technicians – Increasing demand and shrinking resources have made recruiting quality vehicle service technicians more difficult than ever. Come prepared to trade ideas on the steps your fleet operation can take to become more competitive.

Where is My Snow Plow? Real World Use of Fleet Telematics – This education session lays out a roadmap showing you how to develop, implement, train staff and continually improve a telematics solution.

[Register Today!](#)

ATTENDEE FAQs

DATES, LOCATION, AND PWX HIGHLIGHTS

When and where will PWX be held?

PWX will be held August 28-31, at the Minneapolis Convention Center in Minneapolis, MN

REGISTRATION, FEES, AND DEADLINES

What does full registration now include?

Back by popular demand! Again this year we simplified the registration options and added value to what you get as a fully-registered delegate. Not only will you continue to have access to all education sessions, the exhibit floor, all special events, and your full registration will also include:

- A downloadable version of the recorded education sessions following the event—full registrants no longer have to pay up to an additional \$229, and you get the value of all recorded sessions all year long.
- Free CEUs from Congress—your registration now covers the \$20 processing fee
- Access to Workshop Wednesday and the Public Works Stormwater Summit—including your choice of tours and demonstrations

Is there an Early Bird Discount?

Yes. The Early Bird Discount has been extended to Friday, July 8, 2016. If you register before then, you can save \$50 on full PWX rates. Click here to see registration fees. Click here to register online. [Click here](#)* to download the registration form.

What is the deadline for pre-registration?

The deadline for pre-registration is July 8, 2016. After that date, registration will be onsite only.

HOTEL RESERVATIONS

Stay at one of the official PWX hotels and save money on your PWX stay. To take advantage of the special APWA rates, you can make your reservations online, fax or mail the housing form or call 1-888-947-2233, Monday-Friday, 9 a.m. – 3 p.m. CST until Friday, July 22, 2016. When calling be sure to tell the agent you are attending the APWA PWX in Minneapolis. After this date, the discounted APWA rates may no longer be available. Beginning Wednesday, July 26, 2016, all reservations must be made directly with the hotels and special APWA rates are on an availability basis only, hotels going rate may apply.

What are the PWX hotels and room rates?*

*All rates are per room and are subject to 13.4% tax (subject to change). Additional guest charges may apply.

Millennium Hotel Minneapolis

Room Rate: \$179.00

TAXI SERVICE

Terminal 1-Lindbergh

Taxi service at Terminal 1-Lindbergh is accessible via the Tram Level (Level T). Signs direct passengers one level up to the taxi starter booth, where airport staff will assist passengers in obtaining a taxi.

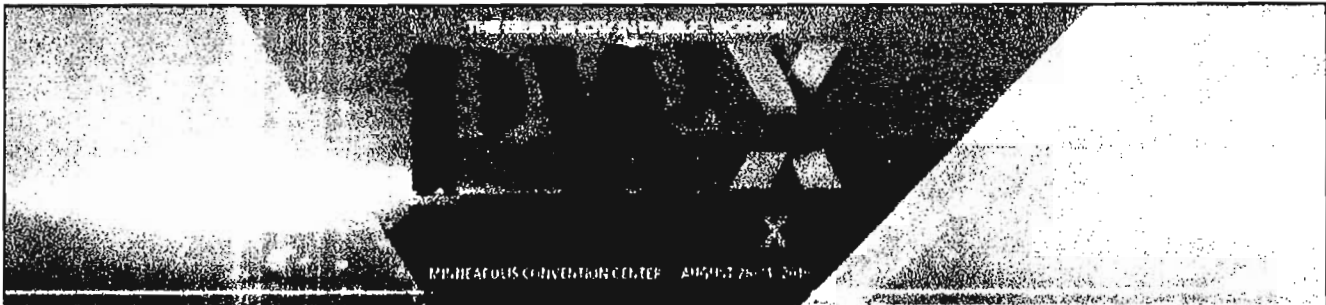
Terminal 2-Humphrey

At Terminal 2-Humphrey, taxi service is available at the Ground Transport Center, located on the ground level of the Purple parking ramp directly across from the terminal building.

Fares

Downtown **Minneapolis** is approximately 12 miles from the airport, with fares averaging \$39-\$49. The distance to downtown **St. Paul** is approximately 8 miles and fares average \$31-\$38.

A \$6.75 fare will be displayed on the Taxicab meter at the onset of your trip. This fee includes a \$2.50 flag drop and a \$4.25 airport access fee.



2016 APWA PWX Invoice/Receipt

6/8/2016

Yamil Lobo
City of Dania Beach
1201 Stirling Road,
Dania Beach, FL 33004

Registration ID **2283**
#:
Total Amt. Owed: \$799.00
Total Amt. Paid: \$0.00
Total Amt. Due:

Thank you for registering for 2016 APWA PWX. This contains importation information about your registration for APWA PWX. Please retain it for your records.

Bring this confirmation with you to the onsite registration desk at the Minneapolis Convention Center to scan the barcode and receive your badge and registration materials.

Your registration selection(s) is as follows:

Your Confirmation Number is: 2283



Registration Options			
Description	Quantity	Cost	Total
Full Registration (Member)	1	\$799.00	\$799.00
Monday Prize Drawing	1	\$0.00	\$0.00
New Product Ballot	1	\$0.00	\$0.00
Sunday Prize Drawing	1	\$0.00	\$0.00
Tuesday Prize Drawing	1	\$0.00	\$0.00
Grand Total:			\$799.00

Payments			
Method	Type	Status	Amount
VISA (XXXXXXXXXXXX7692)	SALE	APPROVED	\$799.00

Total Amount Paid: \$799.00

If you need to edit your personal information or add a workshop (based on availability), please [Click here](#) and login with your username and password below.

Login: YLobo

Password: 8pX70v75i.

If you have registered for the full PWX we invited you to bring along a chief elected official from your city or agency to participate in PWX with you at no additional charge. Please contact pwx@apwa.net for more information.

PAYMENT INFORMATION

Full payment must be received prior to the conference. Balances due will be collected on site.

CANCELLATION AND SUBSTITUTIONS POLICY

If your plans change and you cannot attend the program, a colleague can attend in your place – just send us a fax or email. Cancellations and requests for refunds must be in writing. A full refund, less a \$125 USD administration fee, will be made if written notice is postmarked by July 25, 2016. Sorry, no refunds on registration fees or tickets will be issued after July 25, 2016, or in cases where the registration fees total less than \$125. All payments will be forfeited if registration is canceled after July 25, 2016. No refunds will be granted for "no-shows." Non-attendance does not excuse the participant's financial obligation to pay the registration fees due to APWA. Accounts left unpaid for more than 90 days may be subject to further collection efforts. The participant will be responsible for any costs or expenses associated with collections including collection agency fees. Approved refunds will be processed within 30 days after PWX. Please send your cancellation and/or refund request to cancellations@apwa.net or fax to 816.595.5342

Thank you for registering, see you in Minneapolis!

For questions regarding online registration call 817-277-7187.

Registration ©2000 - 2016 Powered By CustomReg (www.customreg.com)

Dunleavy, Sherie

From: Lobo, Yamil
Sent: Wednesday, June 08, 2016 3:59 PM
To: Dunleavy, Sherie
Subject: FW: CheapOair.com - Lobo / Yamil - Booking receipt - Booking # 35516857

Yamil Lobo
Fleet Manager
City of Dania Beach
1201 Stirling Road
Dania Beach, Fl. 33004
(754)224-6382

From: cheapoair@cheapoair.com [mailto:cheapoair@cheapoair.com]
Sent: Wednesday, June 08, 2016 3:46 PM
To: Lobo, Yamil
Subject: CheapOair.com - Lobo / Yamil - Booking receipt - Booking # 35516857



For changes to this itinerary,
please call us 24/7 at 1- 800-525-0400

[View on website](#)
 [Print Itinerary](#)

Booking Confirmation

[Terms and Conditions](#)

CheapOair Booking: 35516857 | yXXXo@ci.dania-beach.fl.us | Booked on Wed, Jun 8, 2016



Flight Details

Status: [Check now](#)

Departing Flight



United Airlines
Flight 1942
Aircraft: 739
BOEING 737-900 189 STD SEATS

Sat, Aug 27, 2016

Fort Lauderdale–Hollywood International
Airport, FL

FLL - 07:28 am

Travel Time:
5h 34m

[Select Seats](#)

Nonstop | Coach

[Baggage Fees](#) | [Visa & Passport Info](#)

Houston Intercontinental, TX

IAH - 09:07 am

Layover Time (IAH) 1h 26m



United Airlines
Flight 3703

Aircraft: ERJ
Embraer RJ 135/140/145 37-50
STD SEATS
Operated by
**EXPRESSJET AIRLINES DBA
UNITED EXPRESS**
Nonstop | Coach
[Baggage Fees](#) | [Visa & Passport
Info](#)

Houston Intercontinental, TX
IAH - 10:33 am

 **Select Seats**

Minneapolis, MN
MSP - 01:28 pm

Return Flight



United Airlines
Flight 6088
Aircraft: E7W

E7W
Operated by
**MESA AIRLINES DBA UNITED
EXPRESS**
Nonstop | Coach
[Baggage Fees](#) | [Visa & Passport
Info](#)

Wed, Aug 31, 2016

Minneapolis, MN

MSP - 02:00 pm

Houston Intercontinental, TX

IAH - 04:57 pm

Travel Time:
5h 29m

 **Select Seats**

Layover Time (IAH) 2h 43m



United Airlines
Flight 3
Aircraft: 738

BOEING 737-800 116-134 STD
SEATS

Nonstop | Coach
[Baggage Fees](#) | [Visa & Passport
Info](#)

Houston Intercontinental, TX

IAH - 07:40 pm

Fort Lauderdale–Hollywood International
Airport, FL

FLL - 11:12 pm

 **Select Seats**

Check airline [Fare Rules](#) . Most airlines charge baggage fees, check the [Baggage Fees](#) for complete details.

Traveler Information

E-Ticket Number	Traveler Name	Requests	Gender
1 Pending	Yamil Lobo		Male
Special Service			

your requests.

Travel Protection Plan



[Learn More >](#)

Secure your investment

\$20^{.17}

Receive Trip Cancellation & Interruption benefits up to \$100,000 For Covered reasons.

24 Hour emergency assistance service is included with insurance purchase.

[Add Travel Protection Plan](#)

[View Plan Summary for terms and conditions.](#)

Flight Watcher



[Learn More >](#)

Flight Monitoring and Notification Service

Flight Watcher gathers all the information about your flight including delays, cancellations and gate or terminal changes, and sends them directly to you!

Mobile: +1XXXXXXXXXX2
Carrier: TMOBILE
Email: yXXXo@ci.dania-beach.fl.us
Alert Type: SMS AND EMAIL

[Edit Notification Settings](#)

Please add noreply@CheapOair.com in your address book to ensure that you get our emails.

Billing Details (USD)

Charged on Wed, Jun 8, 2016

Method: Credit Card ending in 7692
Phone: 9XX-XXX-XXX0
Email: yXXXo@ci.dania-beach.fl.us

Flight Price Details

1 Adult Ticket	\$242 ^{.99}
Subtotal	\$242 ^{.99}
Taxes and Fees	\$45 ^{.21}
Flight Total	\$288^{.20}

Total Charge: **\$288^{.20}**

Please Note:

All fares are quoted in USD

Your credit card may be billed in multiple charges totaling the above amount.

Some airlines may charge Baggage Fees.



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Powered by  

Dunleavy, Sherie

From: Lobo, Yamil
Sent: Wednesday, June 08, 2016 3:59 PM
To: Dunleavy, Sherie
Subject: FW: Hotel Acknowledgement, Lobo - 32FMNP2F

Yamil Lobo
Fleet Manager
City of Dania Beach
1201 Stirling Road
Dania Beach, Fl. 33004
(754)224-6382

From: APWA's PWX Housing Department - DO NOT REPLY (See below) [mailto:groupcampaigns@pkghlrss.com]
Sent: Wednesday, June 08, 2016 3:34 PM
To: Lobo, Yamil
Subject: Hotel Acknowledgement, Lobo - 32FMNP2F



HOTEL ACKNOWLEDGEMENT



YOUR ACKNOWLEDGEMENT NUMBER IS 32FMNP2F.

Please retain this number for reference in the event you need to modify or cancel your reservation.

This is an automated acknowledgement from the APWA's PWX Housing Department. **Do not reply directly to this email. Your reply will not be received.** Contact information is noted below.

This is a **NEW** hotel reservation, booked on 08-Jun-2016 for the **APWA's PWX** being held at the Minneapolis Convention Center in Minneapolis, MN.

You can [modify](#) or [cancel](#) your reservation online. You may also call 1-888-947-2233 Monday - Friday, 9am - 3pm CST, fax 1-612-767-8201, email housing@minneapolis.org or mail us at (APWA's PWX Housing Department, c/o Meet Minneapolis, 250 Marquette Avenue, Suite 1300, Minneapolis, MN 55401) through 18-Aug-2016.

DEADLINE for rooms at the group rate is 22-Jul-2016. Changes are subject to availability and must be made directly with APWA's PWX Housing Department by 22-Jul-2016 to ensure the discounted rate. Contact the housing department to make changes until 18-Aug-2016. **AFTER 18-Aug-2016, please contact your hotel directly.**

HOTEL RESERVATION INFORMATION

Hotel Name: Millennium Hotel Minneapolis
Address: 1313 Nicollet Mall
 Minneapolis, MN
Telephone: 612-332-6000
 Please do not contact the hotel until after 18-Aug-2016. The hotel may not have your reservation details until after this date. Contact APWA's PWX Housing Department for any changes or cancellations through 18-Aug-2016.
Fax: 612-359-2160
Room Requested: Superior Double/Double
Number of Rooms: 1
Number of Adults: 1
Number of Children: 0
Check-In: 27-Aug-2016
Check-Out: 31-Aug-2016
Primary Guest Name: Yamil Lobo
Room Being Shared With:

HOTEL RATES

SINGLE OCCUPANCY RATE PER ROOM*:

DATE	GUEST(S)	STATUS	RATE
27-AUG-2016	1	CONFIRMED	179.00
28-AUG-2016	1	CONFIRMED	179.00
29-AUG-2016	1	CONFIRMED	179.00
30-AUG-2016	1	CONFIRMED	179.00

\$179
 x 1.1340

 \$202.99

 4

 \$811.94

ADDITIONAL GUEST CHARGES:

ADDITIONAL GUEST	RATE
SECOND GUEST	0.00
THIRD GUEST	20.00
FOURTH GUEST	20.00
FIFTH GUEST	0.00

*A 13.40% STATE AND CITY ROOM TAX WILL BE ADDED TO THE ROOM RATE. TAXES ARE SUBJECT TO CHANGE.

CHILDREN UNDER 18 STAY FREE WITH PAID ADULT.

CANCELLATION POLICY

All reservations are required to be guaranteed for late arrival. **CANCELLATIONS AFTER FRIDAY, JULY 22, 2016 WILL BE CHARGED OR FORFEIT A \$35.00 CANCELLATION FEE. CANCELLATIONS WITHIN 48 HOURS PRIOR TO THE DAY OF ARRIVAL WILL BE CHARGED OR FORFEIT ONE NIGHT'S ROOM AND TAX.**

Credit cards will only be charged if cancelled within the penalty period. A charge of one night's room and tax will be applied to non-used reservations that have not been cancelled and do not arrive (no-show). Early departures are subject to penalty fees set by the hotel.

EARLY DEPARTURE FEE

SOME HOTELS IMPOSE A FEE FOR EARLY CHECK-OUT. THIS POLICY IS ENTIRELY AT THE DISCRETION OF THE HOTEL AND THE AMOUNT OF THE FEE VARIES BY HOTEL. TO AVOID A PENALTY, RECONFIRM YOUR DATE OF DEPARTURE AT TIME OF CHECK-IN.

PRIMARY GUEST INFORMATION

Name: Yamil Lobo
Organization: City of Dania Beach
Address: 1201 Stirling Road
[
Dania Beach, FL 33004
US
Telephone: 754-224-6382
Fax:
E-Mail: ylobo@ci.dania-beach.fl.us

SPECIAL REQUESTS | ROOM INFORMATION

Every effort will be made to accommodate your request by the hotel upon arrival, but there is no guarantee.

Requests:

Accessible Room Request: No

Smoking Preference: All contracted hotels are 100% non-smoking. Please contact housing@minneapolis.org if you have any concerns.

Rewards Program:

NOTE: A credit card is required at the time of check-in for incidentals and payment (minus any pre-payment by check). Should you choose to establish credit using a debit card, please be aware that these cards operate slightly differently than a traditional credit card. Your bank can take up to 15 days to release any unused funds the hotel held against your card for payment.

Please be sure to understand the policies set forth by your bank and the hotel's policy for incidental charges. Should you have any questions regarding these policies, please contact the hotel directly.

For your SuperShuttle airport transportation needs, [click here](#) for a discount.

CALENDAR OF EVENTS

SATURDAY, AUGUST 27	
Registration	7 a.m. – 5 p.m.
Self-Assessment Workshop	8 a.m. – 4:30 p.m.
Golf	9 a.m. – 5:30 p.m.
Fishing	8 a.m. – 10 p.m.
MicroBrew	2 – 6:30 p.m.
SUNDAY, AUGUST 28	
Registration	7 a.m. – 5 p.m.
First-Timers Meeting	7 – 8:20 a.m.
Education Sessions	8:30 – 9:45 a.m.
Opening General Session	10 a.m. – Noon
Exposition Grand Opening	Noon
Non-compete Exhibit Time	Noon – 3 p.m.
Exhibits Open	Noon – 4 p.m.
Exhibitor Solutions & There's an App for That Theaters	1 – 3:50 p.m.
Education Sessions	3 – 4:50 p.m.
Get Acquainted Party	5 – 7 p.m.
MONDAY, AUGUST 29	
Registration	7 a.m. – 5 p.m.
General Session	8:00 – 9:30 a.m.
APWA Blood Drive	9 a.m. – 3 p.m.
Education Sessions	9:45 – 11 a.m.
Fleet Workshop	9:45 a.m. – 4:50 p.m.
Exhibits Open	9 a.m. – 3 p.m.
Exhibitor Solutions & There's an App for That Theaters	10 a.m. – 2:50 p.m.
Non-compete Exhibit Time	11 a.m. – 2 p.m.
CPWA Luncheon	Noon – 1:30 p.m.
Education Sessions	2 – 4:50 p.m.
Public Works Stormwater Summit	2 – 4:50 p.m.
Tennis	3:30 – 8 p.m.
Awards & Recognition Ceremony & Reception	5 – 7 p.m.
Young Professionals Networking Reception	8 – 9:30 p.m.
TUESDAY, AUGUST 30	
Fun Run	7 – 8:30 a.m.
Registration	7 a.m. – 4 p.m.
General Session	8 – 9:30 a.m.
APWA Blood Drive	9 a.m. – 3 p.m.
Education Sessions	9:45 – 11 a.m.
Exhibits Open	10 a.m. – 2 p.m.
Diversity Brunch & SCRC Town Hall Brunch	10 – 11:30 a.m.
Exhibitor Solutions & There's an App for That Theaters	10 a.m. – 1:50 p.m.
Non-compete Exhibit Time	11 a.m. – 2 p.m.
Education Sessions	2 – 4:50 p.m.
Public Works Stormwater Summit	2 – 4:50 p.m.
Chapter Dinners	Evening
WEDNESDAY, AUGUST 31	
Registration	7 a.m. – 12:30 p.m.
Workshop Tours	8 – 10:45 a.m.
Education Sessions & Classroom Workshops	8:30 – 10:45 a.m.
Closing General Session	11 a.m. – 12:15 p.m.

Travel Day

Breakfast - Not Included
Lunch - Not Included
Dinner - Not Included

Breakfast - Not Included
Lunch - Not Included
Dinner - Not Included

Breakfast - Not Included
Lunch - Not Included
Dinner - Included

Travel Day

FY 2016 Per Diem Rates for Minnesota

(October 2015 - September 2016)

Cities not appearing below may be located within a county for which rates are listed.
 To determine what county a city is located in, visit the National Association of Counties (NACO) website (a non-federal website).

You searched for: Minneapolis, Minnesota

Your search inquiry returned more than one possibility. Here are the possible rates.

Primary Destination (1, 2)	County (3, 4)	Max lodging by Month (excluding taxes)												M&IE (5)	
		2015			2016										
		Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep		
Minneapolis / St. Paul	Hennepin / Ramsey	\$140	\$140	\$140	\$140	\$140	\$140	\$140	\$140	\$140	\$140	\$140	\$140	\$140	\$64
Standard Rate	STANDARD RATE	\$89	\$89	\$89	\$89	\$89	\$89	\$89	\$89	\$89	\$89	\$89	\$89	\$89	\$51

Footnotes

1. Traveler reimbursement is based on the location of the work activities and not the accommodations, unless lodging is not available at the work activity, then the agency may authorize the rate where lodging is obtained.
2. Unless otherwise specified, the per diem locality is defined as "all locations within, or entirely surrounded by, the corporate limits of the key city, including independent entities located within those boundaries."
3. Per diem localities with county definitions shall include "all locations within, or entirely surrounded by, the corporate limits of the key city as well as the boundaries of the listed counties, including independent entities located within the boundaries of the key city and the listed counties (unless otherwise listed separately)."
4. When a military installation or Government-related facility (whether or not specifically named) is located partially within more than one city or county boundary, the applicable per diem rate for the entire installation or facility is the higher of the rates which apply to the cities and/or counties, even though part(s) of such activities may be located outside the defined per diem locality.
5. *Meals and Incidental Expenses*, see Breakdown of M&IE Expenses for important information on first and last days of travel.



FY 2016 Meals and Incidental Expenses (M&IE) Breakdown

The separate amounts for breakfast, lunch and dinner listed in the chart are provided should you need to deduct any of those meals from your trip voucher. For example, if your trip includes meals that are already paid for by the government (such as through a registration fee for a conference), you will need to deduct those meals from your voucher. Refer to Section 301-11.18 of the Federal Travel Regulation for specific guidance on deducting these amounts from your per diem reimbursement claims for meals furnished to you by the government. Other organizations may have different rules that apply for their employees; please check with your organization for more assistance.

The table lists the six M&IE tiers in the lower 48 continental United States (currently ranging from \$51 to \$74). If you need to deduct a meal amount, first determine the location where you will be working while on official travel. You can look up the location-specific information at www.gsa.gov/perdiem. The M&IE rate for your location will be one of the six tiers listed on this table. Find the corresponding amount on the first line of the table (M&IE Total) and then look below for each specific meal deduction amount.

The table also lists the portion of the M&IE rate that is provided for incidental expenses (currently \$5 for all tiers).

Total	Continental Breakfast/ Breakfast	Lunch	Dinner	IE
\$51	\$11	\$12	\$23	\$5
\$54	\$12	\$13	\$24	\$5
\$59	\$13	\$15	\$26	\$5
\$64	\$15	\$16	\$28	\$5
\$69	\$16	\$17	\$31	\$5
\$74	\$17	\$18	\$34	\$5

This table lists the amount federal employees receive for the first and last calendar day of travel. The first and last calendar day of travel is calculated at 75 percent.

Total	First & Last Day of Travel
\$51	\$38.25
\$54	\$40.50
\$59	\$44.25

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Total	First & Last Day of Travel
\$64	\$48.00
\$69	\$51.75
\$74	\$55.50

Looking for the foreign and outside the continental United States (OCONUS) breakdown chart? Visit FTR Appendix B. (Note: Appendix B breakdowns do not apply to any locations in the continental United States; use the table listed above.)

The shortcut to this page is www.gsa.gov/mie.

QUESTIONS:

For all travel policy questions, email travelpolicy@gsa.gov.



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