

2014 INSTITUTE FOR ELECTED MUNICIPAL OFFICIALS

June 13-15, 2014
Delray Beach Marriott
Agenda

Friday, June 13, 2014

- 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**
- 12:30 p.m. - 1:30 p.m. **Group Lunch**
- 1:30 p.m. - 4:30 p.m. **Effective Council Techniques**
Scott C. Paine, Ph.D., Associate Professor, Communication/
Government and World Affairs, University of Tampa
- 3:00 p.m. **Refreshment Break**
- 4:30 p.m. **Class Adjourns**

Saturday, June 14, 2014

- 7:30 a.m. **Continental Breakfast**
- 8:00 a.m. - 11:30 a.m. **Taxes and Other Sources of Revenue**
Instructor TBD
- 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, ICMA-CM
Financial Services Director, City of Oakland Park
- 2:30 p.m. **Refreshment Break**
- 4:00 p.m. **Class Adjourns**

Sunday, June 15, 2014

- 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, Retired City Attorney, City of Dunedin
- 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, Retired City Attorney, City of Dunedin
- 3:00 p.m. **Class Adjourns**

2014 Institute for Elected Municipal Officials
Registration Form
June 13-15, 2014
Delray Beach Marriott

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

Name: Linda Hudson Nickname: _____
(Please print as it should appear on your certificate.) (For name badge)

Elected Position: Mayor Municipality: City of Fort Pierce

Municipal Address: P.O. Box 1480, Fort Pierce, FL Zip Code: 34954-1480

Phone: (772) 467-3025 FAX (772) 467-3841

E-Mail: awilkinson@city-ftpierce.com Municipal Clerk: Linda W. Cox

Registration Fee: **\$300.00** (includes lunch on Friday & Sunday)

Registration Deadline: **Friday, May 30, 2014.** (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, or complete the info below and fax to (850) 222-3806, Attn: Melanie Howe.

Card Number: _____ Exp. Date _____

Cardholder's Name: _____ Cardholder's Phone: _____

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, May 30, 2014** 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.

HOTEL INFORMATION

To make your hotel reservations, please call:

Delray Beach Marriott
10 N. Ocean Boulevard, Delray Beach, FL 33483
(561) 274-3200

Contact the hotel at (561) 274-3200 or 1-(877) 433-5729 to make your reservations and ask for the Florida League of Cities block to receive the special rate of **\$139/night**. Self-parking is available at the reduced rate of **\$7.00** per night. A credit card or first night's deposit is required to guarantee reservations. Cancellations must be received 72 hours prior to arrival to avoid penalties. IEMO training begins Friday at 8:00 a.m. and ends Sunday at 3:00 p.m.

HOTEL CUT-OFF DATE: Friday, May 23, 2014; please make reservations ASAP

Directions from 100 U.S. 1 to Delray Beach Marriott

○ 100 U.S. 1

Fort Pierce, FL 34950

Get on I-95 S from FL-68 W/Orange Ave

4.8 mi / 9 min

- 1. Head northwest on U.S. 1 N toward Ave A 269 ft
- 2. Turn left onto Ave A 0.2 mi
- 3. Turn left onto N 7th St 72 ft
- 4. Take the 1st right onto FL-68 W/Orange Ave 4.1 mi
- 5. Turn left to merge onto I-95 S toward W Palm Beach 0.5 mi

Follow I-95 S to W Atlantic Ave in Delray Beach. Take exit 52 from I-95 S

78.4 mi / 1 h 6 min

- 6. Merge onto I-95 S 78.0 mi
- 7. Take exit 52 for FL-806/Atlantic Ave 0.4 mi
- 8. Keep left at the fork, follow signs for Florida 806 E 269 ft

Follow W Atlantic Ave to N Ocean Blvd

2.0 mi / 6 min

- 9. Turn left onto W Atlantic Ave 2.0 mi
- 10. Turn left onto N Ocean Blvd 75 ft
 - Destination will be on the left

◎ Delray Beach Marriott

10 N Ocean Blvd, Delray Beach, FL 33483



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Delray Beach Marriott

10 North Ocean Boulevard Delray Beach Florida 33483 USA
 1-561-274-3200 | [Photos](#) | [Hotel Details](#) | [Marriott Rewards Points](#)

Check Rates & Availability

- Room
- Room + Flight
- Room + Car

My dates are flexible

Check-in (mm/dd/yy)

Check-out (mm/dd/yy)

Rooms Guests/room

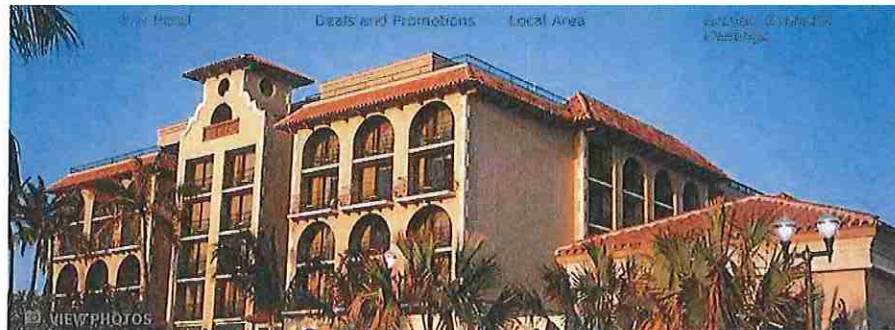
Check nearby locations

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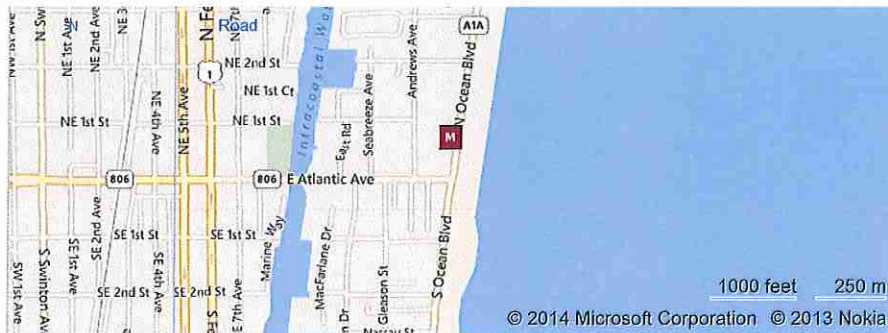


Hotel Details

[Print Hotel Details](#)

Delray Beach Marriott
 10 North Ocean Boulevard
 Delray Beach, Florida 33483 USA

Phone: 1-561-274-3200
 Fax: 1-561-274-3202
 Toll-free: 1-877-389-0169
 Sales: 1-561-274-3200 ext. 7710
 Sales Fax: 1-561-274-3201



Arrival Information

CHECK-IN AND CHECK-OUT

- Check-in: 4:00 PM
- Check-out: 11:00 AM
- Express Checkout
- Video Review Billing , Video Checkout

HIGH-SPEED INTERNET ACCESS

- Guest rooms: Complimentary Wireless
- Lobby and public areas: Complimentary Wireless
- Meeting rooms: Wireless, Wired

PARKING

- On-site parking, fee: 5 USD hourly, 15 USD daily
- Valet parking, fee: 20 USD daily

Driving Directions

PROPERTY DETAILS

- 5 floors , 189 rooms , 88 suites
- 14 meeting rooms, 14,000 sq ft of total meeting space
- 1 concierge level

SMOKE-FREE POLICY

- This hotel has a smoke-free policy

PET POLICY

- Pets allowed, non-refundable sanitation fee: 125 USD; contact hotel for details

[Visit the Explore Our Delray Beach Page for more information](#)

[Services & Amenities](#)

[Guest Room Information](#)

[Dining](#)

[Fitness & Recreation](#)