

**REGISTRATION INFORMATION**

FLC 58th Annual Legislative Conference  
 301 S. Bronough Street, Suite 300  
 Tallahassee, Florida 32301  
 (850) 222-9684

**TRAVEL EXPENSE STATEMENT**

**HOTEL INFORMATION**

Embassy Suites Orlando-Lake Buena Vista South  
 4955 Kyngs Heath Road  
 Kissimmee, FL 34746  
 (407) 597-4000

Received  
 NOV 08 2018  
 City of Fort Pierce  
 City Manager's Office

DATE: **11/8/2018**

1. TRAVELER'S NAME: Reginald Sessions  
 2. DEPARTURE DATE: 11/14/2018  
 3. RETURN DATE: 11/16/2018  
 4. DESTINATION: Kissimmee, FL  
 5. CODE CHARGE: 001-1000-511-40.30  
 6. AMT BUDGETED: 7,500.00

DEPARTMENT: City Commission  
 DEPARTURE TIME: 6 a.m.  
 RETURN TIME: 5:30 p.m.  
 PURPOSE: Florida League of Cities  
58th Annual Legislative Conference

7. BALANCE AVAILABLE: \$7,500.00

Expenses must comply with City Code of Ord 1-158.  
 Per Diem Allowance \$50.00 or \$12.50 per quarter day.  
 Class A Travel 24-hour day.

- \* REGISTRATION FEE:
- \* HOTEL BILL: Confirmation # 84087721
- BAGGAGE ALLOWANCE (\$5 PER PERSON)
- \* COMMUNICATION:
  
- \* FARES: AIR FARE
- \* TAXI, BUS
- \* CAR RENTAL
- \* MILEAGE @ 0.545 218
- \* GASOLINE EXPENSE
- \* TOLL ROAD FEES OR PARKING FEES
- \* MISC. EXPENSES

**MEALS**

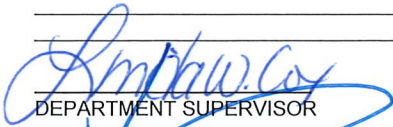
- 2 BREAKFAST @ \$8.00
- 2 LUNCH @ \$8.00
- 3 DINNER @ \$20.00
- SPECIAL LUNCHEON/BANQUET
- 6.5% STATE TAX
- 15% GRATUITIES

PREPAID EXPENSES	CREDIT CARD	ESTIMATED CASH EXPENSES	ACTUAL CASH EXPENSES
	250.00		
	298.00		
		5.00	
		118.81	
		16.00	
		16.00	
		60.00	
		5.98	
		13.80	

BREAKFAST = When travel begins before 6:00 a.m. and extends beyond 8:00 a.m.  
 LUNCH = When travel begins before 12:00 noon and extends beyond 2:00 p.m.  
 DINNER = When travel begins before 6:00 p.m. and extends beyond 8:00 p.m.

<b>TOTALS</b>	0.00	548.00	235.59	
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ADVANCE CASH RECEIVED: \_\_\_\_\_  
 REFUND DUE CITY: \_\_\_\_\_  
 REFUND DUE EMPLOYEE: \_\_\_\_\_

TRAVEL APPROVED BY:   
 DEPARTMENT SUPERVISOR  
 \_\_\_\_\_  
 CITY MANAGER  
 (220 WITH CITY MANAGER  
 SIGNATURE ACCEPTED)

EXPENSES ARE ALSO INCLUDED FOR THE FOLLOWING PERSONS:

\* RECEIPT REQUIRED  
 REV 1/17 DLN

CONDITIONED upon city Commission approval



FW: FLC 2018 Legislative Conference Registration Confirmation for Reginald Sessions (15509)

Melanie Howe

to:

Noemi Rios

11/06/2018 12:44 PM

Hide Details

From: Melanie Howe <MHowe@flcities.com>

To: Noemi Rios <nrios@city-ftpierce.com>

History: This message has been replied to and forwarded.

**From:** EVENT PLANNING (TAL)

**Sent:** Tuesday, November 6, 2018 12:38 PM

**To:** rsessions@city-ftpierce.com

**Cc:** Melanie Howe <MHowe@flcities.com>

**Subject:** FLC 2018 Legislative Conference Registration Confirmation for Reginald Sessions (15509)

### FLC 2018 Legislative Conference

Embassy Suites Orlando - Lake Buena Vista South  
4955 Kyngs Heath Rd.  
Kissimmee, FL 34746

Dear Reginald Sessions,

Thank you for registering for the FLC 2018 Legislative Conference. We look forward to your attendance. Please do not hesitate to contact us if you have any questions prior to the event. **This message is confirmation of your registration. If you paid by credit card, payment information will be detailed below.**

#### Contact Information:

Melanie G. Howe, CAE, CMP  
Meetings Manager  
(850) 222-9684  
mhowe@flcities.com

#### Notes:

The Florida League of Cities 2018 Legislative Conference will be held November 15-16, 2018, at the Embassy Suites Orlando - Lake Buena Vista South, located at 4955 Kyngs Heath Road in Kissimmee.

**HOUSING INFORMATION:** To make your hotel reservations at the **Embassy Suites Orlando - Lake Buena Vista South**, please [click here](#). You may also contact the Embassy Suites directly at (407) 597-4000 and use the group code **FLC**. The group rate is **\$145/night** and all reservations include a complimentary cooked-to-order breakfast and complimentary reception. Self-parking is available at the rate of \$10/night. Please note that the reservation cut-off date is **October 23, 2018**, but the hotel could sell out before that time. **If the hotel is sold out, please contact [Melanie Howe](#) for a list of alternative suggestions.**

#### Registrant Information:

Registration Date	11/06/2018
Name	Reginald Sessions
Nickname	Reggie
Title	Commissioner
Affiliation	Fort Pierce

E-mail rsessions@city-ftpierce.com

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Please list any special dietary requirements (i.e. - vegetarian, Kosher, etc.)

n/a

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**Your Itinerary:**

Registration Fee (1) \$250.00

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**Total** \$250.00

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Payments \$250.00

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**Balance** \$0.00

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**Payment Receipt:**

Credit Card Reference Code 41039679606

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Credit Card Authorization Code 054040

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Date Processed 11/06/2018

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Total Paid \$250.00

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Payment Type VISA \*\*\*\*\*1435

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

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Your Nov-14-2018 Confirmation #84087721

Hampton Confirmed

to:

NRIOS@CITY-FTPIERCE.COM

11/06/2018 12:38 PM

Hide Details

From: "Hampton Confirmed" <noreply@h4.hilton.com>

To: "NRIOS@CITY-FTPIERCE.COM" <NRIOS@CITY-FTPIERCE.COM>

History: This message has been forwarded.



**REGINALD SESSIONS,  
see you on Nov-14-2018**



## Your Upcoming Stay

Hampton Inn & Suites Orlando-South Lake Buena Vista

4971 Calypso Cay Way

Kissimmee FL 34746, US

T: +1 4073968700

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**Confirmation #84087721**

Wed

14

2 nights

Fri

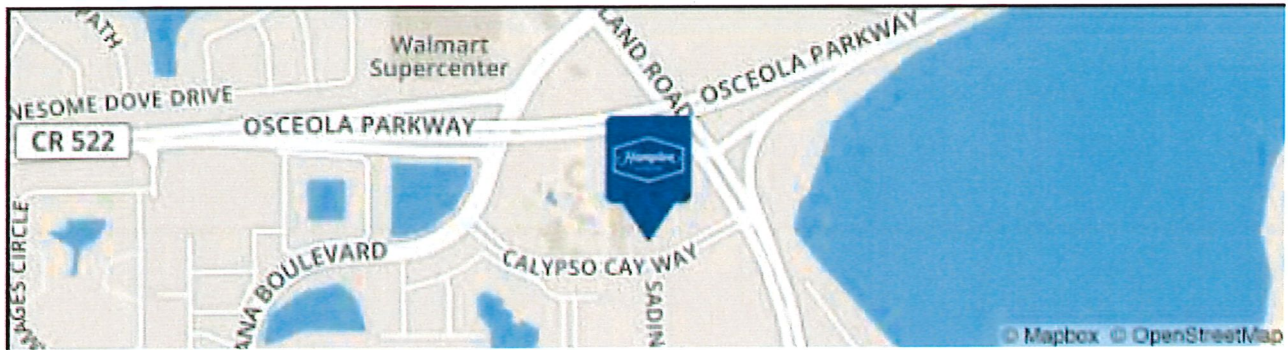
16

November

Check In: 3:00PM

November

Check Out: 12:00PM



### Your Room Information

2 QUEEN BEDS NONSMOKING

Rooms: 1  
Guests: 1 Adult

*Hotel Charges  
No parking  
fees*



### Your Rate Information

BEST AVAILABLE RATE

Rate Per Night:

Nov-14-2018 - Nov-16-2018

149.00 USD

Total for Stay per Room Rate:

298.00 USD

*Tax exempt.*



100 U.S. 1, Fort Pierce, FL to 100 U.S. 1, Fort Pierce, FL Drive 218 miles, 3 h 48 min

FLC Legislative Conference at 4955 Kyngs Heath Rd., 34746 / Staying at Hampton Inn Hotel at 4971 Calypson Cay Way, 34746

### 100 US-1

Fort Pierce, FL 34950

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

10 min (4.5 mi)

- ↑ 1. Head northwest on N 4th St toward Avenue A  
272 ft
- ↶ 2. Turn left at the 1st cross street onto Avenue A  
0.2 mi
- ↶ 3. Turn left onto N 7th St  
72 ft
- ↷ 4. Turn right onto FL-68 W/Orange Ave  
3.7 mi
- ⤴ 5. Use the right lane to merge onto I-95 N via the ramp to Daytona Beach  
0.5 mi

#### Follow I-95 N to FL-60 W/20th St in West Vero Corridor.

#### Take exit 147 from I-95 N


13 min (15.4 mi)

- ⤴ 6. Merge onto I-95 N  
15.0 mi
- ↷ 7. Use the right 2 lanes to take exit 147 for FL-60 W toward Lake Wales  
0.3 mi

#### Get on Florida's Turnpike in Osceola County

24 min (25.3 mi)

- ↶ 8. Use any lane to turn left onto FL-60 W/20th St  
Continue to follow FL-60 W  
24.6 mi
- ⤴ 9. Use the right lane to take the Florida's Turnpike ramp  
Toll road  
0.2 mi

-  10. Keep left at the fork, follow signs for Orlando N and merge onto Florida's Turnpike

 Toll road

0.5 mi


**Follow Florida's Turnpike to E Osceola Pkwy in Buena Ventura Lakes. Take exit 249 from Florida's Turnpike**

46 min (55.4 mi)

-  11. Merge onto Florida's Turnpike

 Toll road

55.1 mi


-  12. Take exit 249 for Osceola Pkwy

 Toll road

0.3 mi

**Continue on E Osceola Pkwy to your destination**

16 min (7.0 mi)

-  13. Use any lane to turn left onto E Osceola Pkwy


 Partial toll road

6.2 mi

-  14. Take the exit toward US-192/Resort Area/FL-535


 Toll road

0.4 mi


-  15. Turn left onto N Poinciana Blvd (signs for US-192 W/Marker)

 Toll road

0.1 mi

-  16. Use the 2nd from the left lane to turn left at the 1st cross street onto FL-535 S

0.2 mi

-  17. Turn right


 Destination will be on the right

482 ft

1 h 49 min (108 mi)

**4971 Calypso Cay Way**

Kissimmee, FL 34746

-  18. Head east toward FL-535 S

482 ft

- 19. Turn right onto FL-535 S  
0.3 mi
- 20. Turn right onto Kyngs Heath Rd  
289 ft
- 21. Turn right  
98 ft
- ⬅ 22. Turn left  
207 ft
- 23. Turn right  
92 ft
- 24. Turn right  
85 ft  
*i* Destination will be on the left

3 min (0.5 mi)

### 4955 Kyngs Heath Rd

Kissimmee, FL 34746

- ↑ 25. Head east  
203 ft
- ↑ 26. Continue straight  
98 ft
- 27. Turn right onto Kyngs Heath Rd  
0.6 mi
- 28. Turn right onto N Poinciana Blvd  
0.7 mi
- 29. Turn right onto FL-535 S  
0.2 mi
- 30. Turn right  
482 ft  
*i* Destination will be on the right

6 min (1.6 mi)

### 4971 Calypso Cay Way

Kissimmee, FL 34746

- ↑ 31. Head east toward FL-535 S  
482 ft





### Follow Florida's Turnpike to FL-60 E. Take exit 193 from Florida's Turnpike

46 min (55.2 mi)

-  45. Merge onto Florida's Turnpike  
 Toll road

54.8 mi

-  46. Take exit 193 for FL-60 toward US-441/Yeehaw jnc  
 Toll road


0.4 mi

### Get on I-95 S in Indian River County

23 min (24.9 mi)

-  47. Turn left onto FL-60 E (signs for Vero Beach)  
 Partial toll road

24.5 mi

-  48. Use the right lane to merge onto I-95 S via the ramp to W Palm Beach


0.5 mi

### Follow I-95 S to St. Lucie County. Take the FL-68 W exit from I-95 S


13 min (15.7 mi)

-  49. Merge onto I-95 S

14.9 mi

-  50. Take the FL-68 W exit toward Orange Ave

0.2 mi

-  51. Keep left at the fork, follow signs for I-95 and merge onto FL-68 E/Orange Ave

0.6 mi

### Follow FL-68 E/Orange Ave to N 4th St in Fort Pierce

10 min (4.2 mi)

-  52. Merge onto FL-68 E/Orange Ave  
 Pass by Wells Fargo Bank (on the right in 4.1 mi)

4.2 mi

-  53. Turn left onto N 4th St  
 Destination will be on the right

233 ft

1 h 49 min (107 mi)

## 100 US-1

Fort Pierce, FL 34950

These directions are for planning purposes only. You may find that construction projects, traffic, weather, or other events may cause conditions to differ from the map results, and you should plan your route accordingly. You must obey all signs or notices regarding your route.



*Join us in Orlando for the...*



**58<sup>th</sup> ANNUAL**

**LEGISLATIVE CONFERENCE**

Embassy Suites Orlando - Lake Buena Vista South  
November 15-16, 2018

# TENTATIVE PROGRAM\*

We are planning a variety of informative workshops to help you prepare for the 2019 legislative session. The workshop schedule will be posted to our website and social media as soon as it is available, so check for updates!

## Wednesday, November 14

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

### **Research Symposium**

*Hosted by the League's Center for Municipal Research & Innovation*

*Additional registration required. Contact Liane Giroux at [lgiroux@flcities.com](mailto:lgiroux@flcities.com).*

1:30 p.m. - 3:30 p.m.

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

*Mayors Only. Separate registration information will be available soon.*

3:30 p.m. - 4:45 p.m.

### **Regional Advocacy Teams Strategic Planning Meeting**

4:00 p.m. - 5:00 p.m.

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

5:15 p.m. - 6:15 p.m.

### **Local/Regional League Officers Meeting**

*For local/regional league presidents, vice presidents and executive directors*

## Thursday, November 15

7:30 a.m.

### **Coffee Service**

7:30 a.m. - 5:00 p.m.

### **Registration Desk Open**

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

### **Federal Action Strike Team (FAST) Meeting**

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

### **First-Time Attendees' Orientation**

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

### **Advocacy Committee Meeting**

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

### **Workshop**

10:00 a.m. - 12:00 p.m.

### **Legislative Policy Committee Meetings**

- Finance, Taxation and Personnel
- Land Use and Economic Development
- Municipal Administration
- Transportation and Intergovernmental Relations
- Utilities, Natural Resources and Public Works

12:00 p.m. - 1:30 p.m.

**Opening Luncheon:  
Deconstructing Florida's 2018 Elections**  
Keynote Speaker: *Dr. Susan MacManus*,  
University of South Florida Distinguished  
University Professor Emerita and Political  
Analyst

1:45 p.m. - 3:00 p.m.

**Workshops**

3:15 p.m. - 4:30 p.m.

**Workshops**

4:45 p.m. - 6:00 p.m.

**Florida League of Cities Board of  
Directors Meeting**

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

**Networking Event**

**Friday, November 16**

7:30 a.m. - 9:00 a.m.

**Continental Breakfast**

7:30 a.m. - 11:00 a.m.

**Registration Desk Open**

8:45 a.m. - 9:45 a.m.

**Legislative Committee Meeting**

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

**Workshop**

11:00 a.m. - 11:45 a.m.

**Business Session**

- Report of Legislative Committee
- Adoption of the 2019 Legislative  
Action Agenda

1:00 p.m. - 4:45 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 40 people. See the registration form for details.*

*\*Program Subject to Change*

## BE PART OF THE LEAGUE'S LEGISLATIVE PROCESS!

The 58<sup>th</sup> Annual Legislative Conference will be held **November 15-16, 2018**, at the **Embassy Suites Orlando - Lake Buena Vista South**. The second of the League's annual meetings, this important conference sets our legislative policies and priorities for the upcoming session of the Legislature. Over the course of the two-day meeting, attendees will attend workshops and legislative policy committee meetings. You won't want to miss Dr. Susan MacManus, one of Florida's most respected political analysts, as she deconstructs Florida's monumental elections at the Opening Luncheon on Thursday.

Florida League of Cities President Leo E. Longworth, mayor of the City of Bartow, will preside over the conference where he will officially kick-off and lay the foundation for cities' involvement in the legislative process. Join your municipal colleagues as the state's top issues are discussed and priorities established for the 2019 session. We look forward to seeing you there.

### REGISTRATION FEES

The registration fee for this conference is **\$250** per person. This fee covers admission to all conference sessions, continental breakfasts, refreshment breaks and Thursday's luncheon and networking event. No official activities are scheduled for guests or spouses.

### MAIL REGISTRATION

To register in advance, fill out the enclosed registration form, attach a check for \$250, and mail it to the League office by **Friday, November 2, 2018**. Your name badge and other information can be picked up at the conference registration desk.

### ONLINE REGISTRATION

Visit the League website, **[www.flcities.com](http://www.flcities.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 only be made online.**

**Questions?** Contact Meetings Manager Melanie G. Howe, CAE, CMP, with any questions at **[mhowe@flcities.com](mailto:mhowe@flcities.com)** or via phone at (850) 222-9684.

## HOTEL ACCOMMODATIONS

The **Embassy Suites Orlando - Lake Buena Vista South** (located at 4955 Kyngs Heath Road in Kissimmee) is the location for the 2018 Legislative Conference. The reservation cut-off date is **October 23, 2018** and the rate is **\$145/night**, plus \$10 self-parking. Each reservation includes a complimentary cooked-to-order breakfast and an evening reception.

In order to protect our room block for conference registrants, it is our policy that no one will receive housing in-

structions **until we have received your PAID registration**. Once your registration is paid, you will be sent housing instructions via email. **Note:** If you register online but choose to mail in your check, you will not receive your housing information until your registration is **paid**. Remember that we are unable to guarantee reservations for anyone, nor the exact date on which the hotel will sell out, **so please register early!**

## DIRECTIONS

### **1-4 Westbound**

#### **(From Daytona Beach, Downtown Orlando, Colonial Drive)**

Take exit #68 and turn left onto S.R. 535 (S. Apopka/Vineland Road). Travel approximately 3.5 miles then turn right onto Kyngs Heath Road. The hotel is on the right and visible from S.R. 535.

### **I-4 Eastbound**

#### **(Coming from Tampa, Clearwater)**

Take exit #68 and travel south on S.R. 535 (S. Apopka/Vineland Road). Travel approximately 3.5 miles then turn right onto Kyngs Heath Road. The hotel is on the right and visible from S.R. 535.



## 2018 LEGISLATIVE CONFERENCE REGISTRATION FORM

Return completed form via mail to Florida League of Cities, P.O. Box 1757, Tallahassee, FL 32302-1757; or visit the League website, [www.flcities.com](http://www.flcities.com), to access online registration.

Please type or print information requested.

**Fill out a separate form for each registrant.**

Name: \_\_\_\_\_  
*first middle last*

First Name or Nickname: \_\_\_\_\_  
*(as you wish it to appear on badge)*

Title: \_\_\_\_\_ Affiliation: \_\_\_\_\_  
*(city, county or company)*

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

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

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

Email: \_\_\_\_\_

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

### ADDITIONAL ACTIVITIES

Please indicate if you will be attending the ethics workshop. NOTE: Do not check the box unless you are sure you will be attending the event.

- Friday, November 16** -  
Continuing Education in Ethics

### REMINDERS

**Registration fee: \$250.** Covers admission to all conference sessions, continental breakfasts, refreshment breaks and Thursday's luncheon and networking event.

Make checks payable to the  
**Florida League of Cities.**

**The advance registration deadline is November 2.** After that date, please register on-site.

Complete a separate Conference Registration Form for each delegate. Duplicate this form as needed. Full payment must accompany each registration.

Cancellations must be received and confirmed in writing by **5:00 p.m., Friday, November 2** to receive a refund of registration fees. Refunds will not be issued until after the conference. No refunds will be issued for early departure. **Note: An administrative fee of \$25.00 will be deducted from all refunds.**

**Special Needs:** If you are physically challenged and require special services, or if you have special dietary needs, please attach a written description of those needs to your registration form.