
EVENT DETAILS

Florida League of Cities



Institute for Elected Municipal Officials I (St. Augustine)

- **Dates:** 20 – 21 Jan, 2023
- **Time:** 8:00 AM to 8:30 AM

Location: Renaissance World Golf Village Resort St. Augustine

Member Rate: \$300.00

Registration: http://members.flcities.com/FLC/Events/Event_Display.aspx?EventKey=IEM

Contact:

Angela Delune

adelune@flcities.com

Add event to: [iCal](#) [Outlook](#) [Google Calendar](#)

About

[About the League](#)
[About Florida Cities](#)
[Board of Directors](#)
[Awards](#)
[Contact Us](#)

Services

[Insurance](#)
[Investments](#)
[Retirement](#)
[Loans](#)
[Disaster Recovery](#)

Other Resources

[Dr. Scott Paine](#)
[Grants Program](#)
[YEMO](#)
[Media Center](#)
[Jobs](#)

Social Media

 [Instagram](#)
 [Facebook](#)
 [LinkedIn](#)
 [YouTube](#)
 [Twitter](#)

Sign Up for Publications

Subscribe for the news, events and updates from the League.

[Subscribe](#)

January 2023 Institute for Elected Municipal Officials

I

The Florida League of Cities and the John Scott Dailey Florida Institute of Government are proud to bring you the ***Institute for Elected Municipal Officials I (IEMO I)***. This educational program is specially designed for *newly elected officials and those with less than one term in office*.

The Institute for Elected Municipal Officials I (IEMO I) program will take place on January 20-21, 2023 at the World Golf Village Renaissance St. Augustine Resort, 500 South Legacy Trail, St. Augustine, Florida 32092.

Who should attend IEMO?

Created in 1992, the *Institute for Elected Municipal Officials* was designed to help elected officials in Florida's municipalities to effectively meet the requirements of their elected role. Its intensive academic program offers a comprehensive overview of Florida municipal government, presented by a faculty of top professionals in the field. IEMO is a two-day program structured in a Friday through Saturday format and is offered four times per year at several different locations throughout the state.

Curriculum

Curriculum is divided into six instructional modules, taught in the following sequence:

- The Municipal Landscape in Florida
- Public Official's Liability
- Effective Council Techniques
- Budgeting and Accounting
- Taxes and Other Sources of Revenue
- Parliamentary Procedures Your City's Attorney: Roles and Responsibilities

These topics were selected to provide a comprehensive overview of the critical issues that are addressed by municipal government officials. It is suggested that participants review their municipal charter, policies and budget to prepare for the classes, and may want to bring these materials along. Speakers will provide hand-outs and resource material.

A certificate of attendance is provided upon successful completion of the program.

All classes must be attended

Hotel Reservations

Reservations are made online, through the designated reservation link, and must be completed by **Tuesday, January 10, 2023**. To take advantage of the special reduced room rate, mention the **Florida League of Cities / Institute for Elected Municipal Officials**. Room rate starting at \$149.00++ per night. Complimentary self-parking. A credit card is required to guarantee reservations.

Cancelations

Cancelation/transfer requests must be received and confirmed in writing by Monday, January 17, 2022 to be eligible for a refund. A \$25.00 processing fee will be applied to all cancelations and/or transfers. Transfers must take place within the fiscal year. Substitutions are accepted and encouraged. Refunds will be processed after the program. We reserve the right to cancel the IEMO training. If the training is canceled, registration fees will be refunded in full.

Schedule

Friday, January 20, 2023

7:30 a.m. - 8:00 a.m.	Registration/Light Continental Breakfast
8:00 a.m. - 8:30 a.m.	Introduction and Overview
9:30 a.m. - 12:15 p.m.	The Municipal Landscape in Florida
10:15 a.m.	Refreshment Break
12:30 p.m. - 1:45 p.m.	Public Officials' Liability and Lunch Discussions
2:00 p.m. - 5:30 p.m.	Effective Council Techniques
3:00 p.m.	Refreshment Break
5:30 p.m.	Adjourn for the day
5:30 p.m. - 6:30 p.m.	Networking Reception

Saturday, January 21, 2023

7:30 a.m. - 8:00 a.m.	Light Continental Breakfast
8:00 a.m. - 11:30 a.m.	Budgeting and Accounting
10:15 a.m.	Refreshment Break
11:30 a.m. - 12:30 p.m.	Group Lunch
12:30 p.m. - 3:00 p.m.	Taxes and Other Sources of Revenue
3:00 p.m.	Refreshment Break
3:15 p.m. - 5:00 p.m.	Parliamentary Procedures Your City's Attorney's ; Roles and Responsibilities
5:00 p.m.	Program concludes

REGISTRATION INFORMATION

Institute for Elected Municipal Officials

TRAVEL EXPENSE STATEMENT

HOTEL INFORMATION

World Golf Village Renaissance
500 South Legacy Trail
St. Augustine, FL 32092
904-940-8000

DATE: **12/05/22**

1. TRAVELER'S NAME: Michael Broderick
2. DEPARTURE DATE: 1/19/2023
3. RETURN DATE: 1/21/2023
4. DESTINATION: St. Augustine
5. CODE CHARGE: 001-1000-512-40-20
6. AMT BUDGETED: 15,000.00

DEPARTMENT: City Commission
DEPARTURE TIME: 05:00 p.m.
RETURN TIME: 05:00 p.m.
PURPOSE: Institute for Elected Municipal Officials

7. BALANCE AVAILABLE: **\$15,000.00**

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.

	PREPAID EXPENSES	CREDIT CARD	ESTIMATED CASH EXPENSES	ACTUAL CASH EXPENSES
* REGISTRATION FEE:	300.00			
* HOTEL BILL: Confirmation # 81551803, 81555718		477.23		
BAGGAGE ALLOWANCE (\$5 PER PERSON)			5.00	
* COMMUNICATION:				
* FARES: AIR FARE				
* TAXI, BUS				
* CAR RENTAL				
* MILEAGE @ 0.58 398			230.84	
* GASOLINE EXPENSE				
* TOLL ROAD FEES OR PARKING FEES				
* MISC. EXPENSES				
MEALS				
0 BREAKFAST @ \$8.00			0.00	
1 LUNCH @ \$8.00			8.00	
3 DINNER @ \$20.00			60.00	
SPECIAL LUNCHEON/BANQUET			0.00	
7% STATE TAX			4.76	
15% GRATUITIES			10.20	

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.

TOTALS	300.00	477.23	318.80	
--------	--------	--------	--------	--

ADVANCE CASH RECEIVED: _____
REFUND DUE CITY: _____
REFUND DUE EMPLOYEE: _____

TRAVEL APPROVED BY: *Andrew Coy*
DEPARTMENT SUPERVISOR

EXPENSES ARE ALSO INCLUDED FOR THE FOLLOWING PERSONS:

CITY MANAGER
(220 WITH CITY MANAGER SIGNATURE ACCEPTED)


* RECEIPT REQUIRED
REV 1/19 DLN

A 100 US-1 N, Fort Pierce, FL 34950
B 500 S Legacy Trail, St Augustine, FL 32092

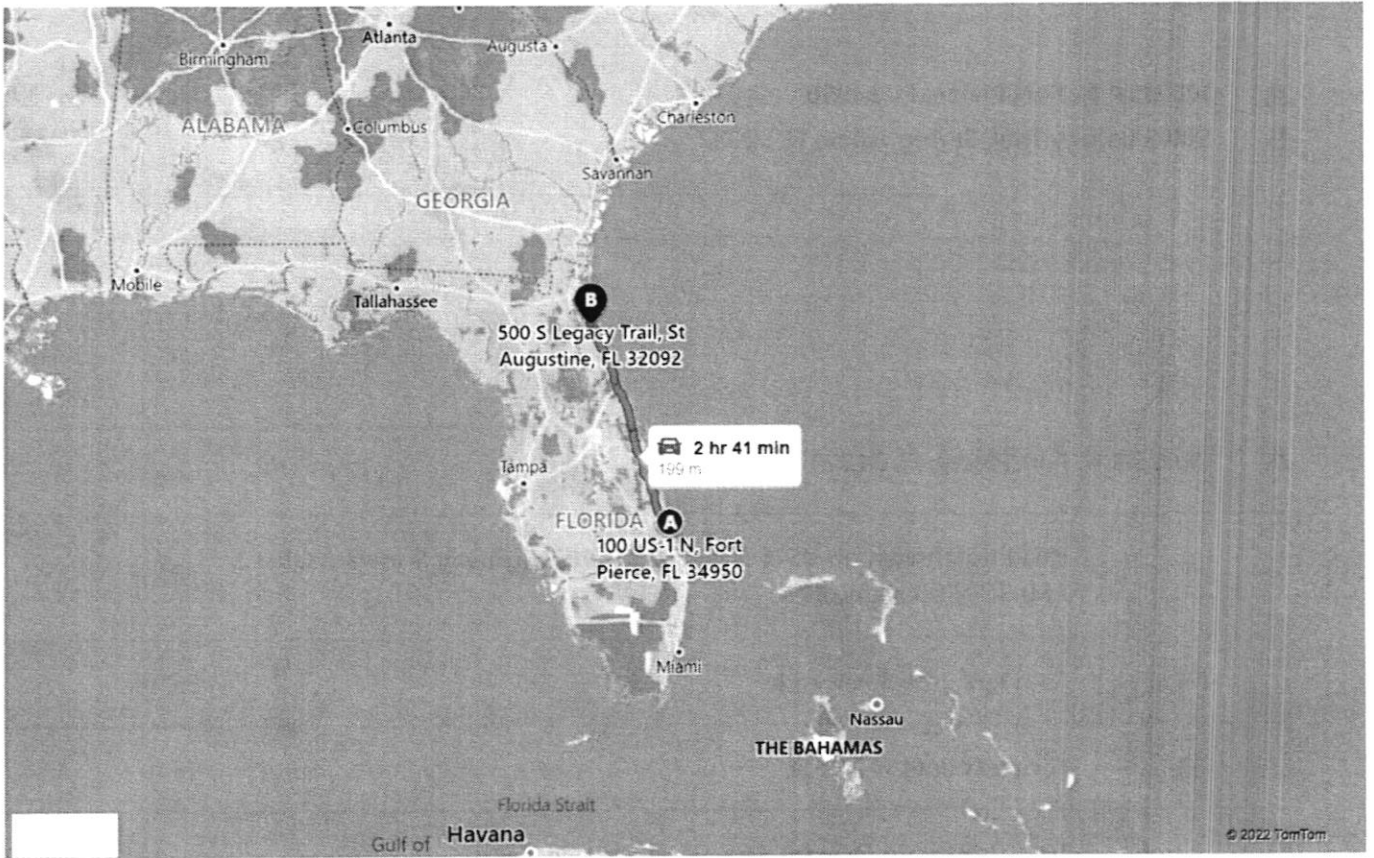
2 hr 41 min, 199 miles
 Light traffic (Leave at 3:27 PM)
 Via I-95 N



A 100 US-1 N, Fort Pierce, FL 34950

↑	1.	Head northwest on US-1 N / FL-5 / N US Highway 1 toward US-1 S / FL-5 / N US Highway 1	272 ft
↶	2.	Turn left onto Avenue A	0.2 mi
↶	3.	Turn left onto N 7th St	75 ft
↷	4.	Turn right onto Orange Ave / County Hwy-68 Pass Sunoco Gas Station in 1.3 mi	3.7 mi
	5.	Take the ramp on the right for I-95 North and head toward Daytona Bch ▲ <i>Serious Congestion</i>	192.4 mi, 2 hr 22 min
↷	6.	At Exit 323 , head on the ramp right and follow signs for International Golf Parkway	0.4 mi
↶	7.	Turn left onto International Golf Pkwy	0.5 mi
↷	8.	Turn right onto WGV Blvd	1.3 mi
↷	9.	Turn right onto S Legacy Trail	0.7 mi
↷	10.	Turn right World Golf Village Renaissance St. Augustine Resort on the corner	171 ft
	11.	Arrive at destination The last intersection before your destination is S Legacy Trail	

B 500 S Legacy Trail, St Augustine, FL 32092



A 100 US-1 N, Fort Pierce, FL 34950



B 500 S Legacy Trail, St Augustine, FL 32092



These directions are subject to the Microsoft® Service Agreement and are for informational purposes only. No guarantee is made regarding their completeness or accuracy. Construction projects, traffic, or other events may cause actual conditions to differ from these results. Map and traffic data © 2022 TomTom.

Latoya Ransom

From: Renaissance Hotels Reservations <reservations@res-marriott.com>
Sent: Monday, December 5, 2022 10:11 AM
To: Latoya Ransom
Subject: Reservation Confirmation #81551803 for World Golf Village Renaissance St. Augustine Resort

SECURITY WARNING: This email originated outside of the City of Fort Pierce systems. Please use caution when clicking links or opening attachments. For questions or concerns please contact IT immediately. .

[ENHANCE YOUR STAY](#) | [SUMMARY OF CHARGES](#) | [CONTACT US](#)

Our Top Priority — Our Guests: [COVID-19 update and cancellation policy](#).



**World Golf Village Renaissance St.
Augustine Resort**

📍 500 South Legacy Trail St. Augustine Florida 32092 USA 📞 +1-904-940-8000

Thank you for booking with us, Michael Broderick.

Discover This Way

Thu, Jan 19, 2023 – Fri, Jan 20, 2023
Confirmation Number: 81551803





Check-In: Thursday, January 19, 2023 04:00 PM

Check-Out: Friday, January 20, 2023 11:00 AM

Number of rooms 1 Room

Guests per room 1 Adult

Guarantee Method Credit Card Guarantee, Visa

Total for Stay (all rooms) 166.14 USD

Room 1

Room Type > Guest Room

Guaranteed Requests:

None

ALL REQUESTS >

ELECTED MUN OFFICIAL

Taxes & Fees (per night per room)	
Estimated Government Taxes & Fees	17.14 USD
Totals	
Total for Stay (all rooms)	166.14 USD

Other Charges

On-site parking, fee: 10 USD daily

Valet parking, fee: 20 USD daily

Rate Details & Cancellation Policy

- A cancellation policy does apply. For more information, view the 'Cancellation Policy' link in your reservation on the Marriott website, contact the hotel or call Marriott Reservations.

Rate Guarantee Limitation(s)

- Changes in taxes or fees implemented after booking will affect the total room price.

Additional Information

Latoya Ransom

From: Renaissance Hotels Reservations <reservations@res-marriott.com>
Sent: Monday, December 5, 2022 10:14 AM
To: Latoya Ransom
Subject: Reservation Confirmation #81555718 for World Golf Village Renaissance St. Augustine Resort

SECURITY WARNING: This email originated outside of the City of Fort Pierce systems. Please use caution when clicking links or opening attachments. For questions or concerns please contact IT immediately. .



[ENHANCE YOUR STAY](#) | [SUMMARY OF CHARGES](#) | [CONTACT US](#)

Our Top Priority — Our Guests: [COVID-19 update and cancellation policy](#).



World Golf Village Renaissance St. Augustine Resort

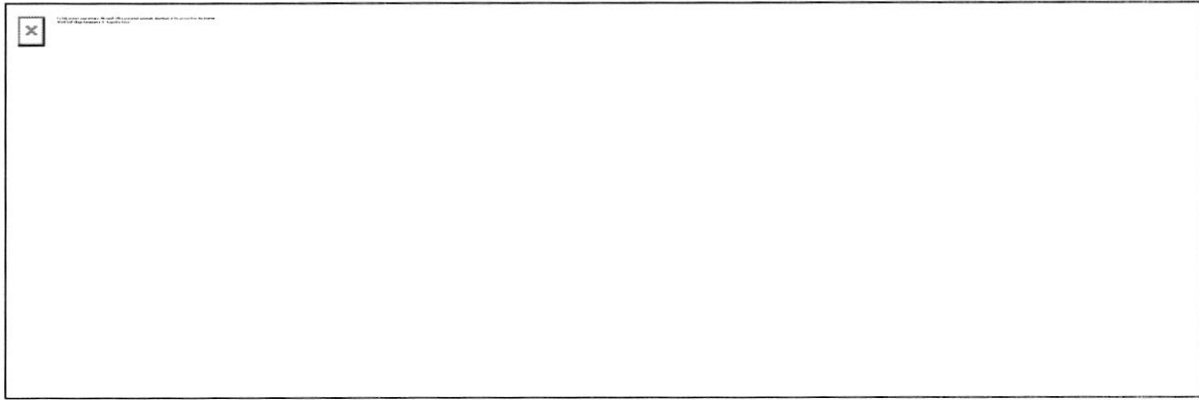
 500 South Legacy Trail St. Augustine Florida 32092 USA  +1-904-940-8000

Thank you for booking with us, Michael Broderick.

Discover This Way

Fri, Jan 20, 2023 – Sat, Jan 21, 2023
Confirmation Number: 81555718





Check-In: Friday, January 20, 2023 04:00 PM

Check-Out: Saturday, January 21, 2023 11:00 AM

Number of rooms 1 Room

Guests per room 1 Adult

Guarantee Method Credit Card Guarantee, Visa

Total for Stay (all rooms) 311.09 USD

Room 1

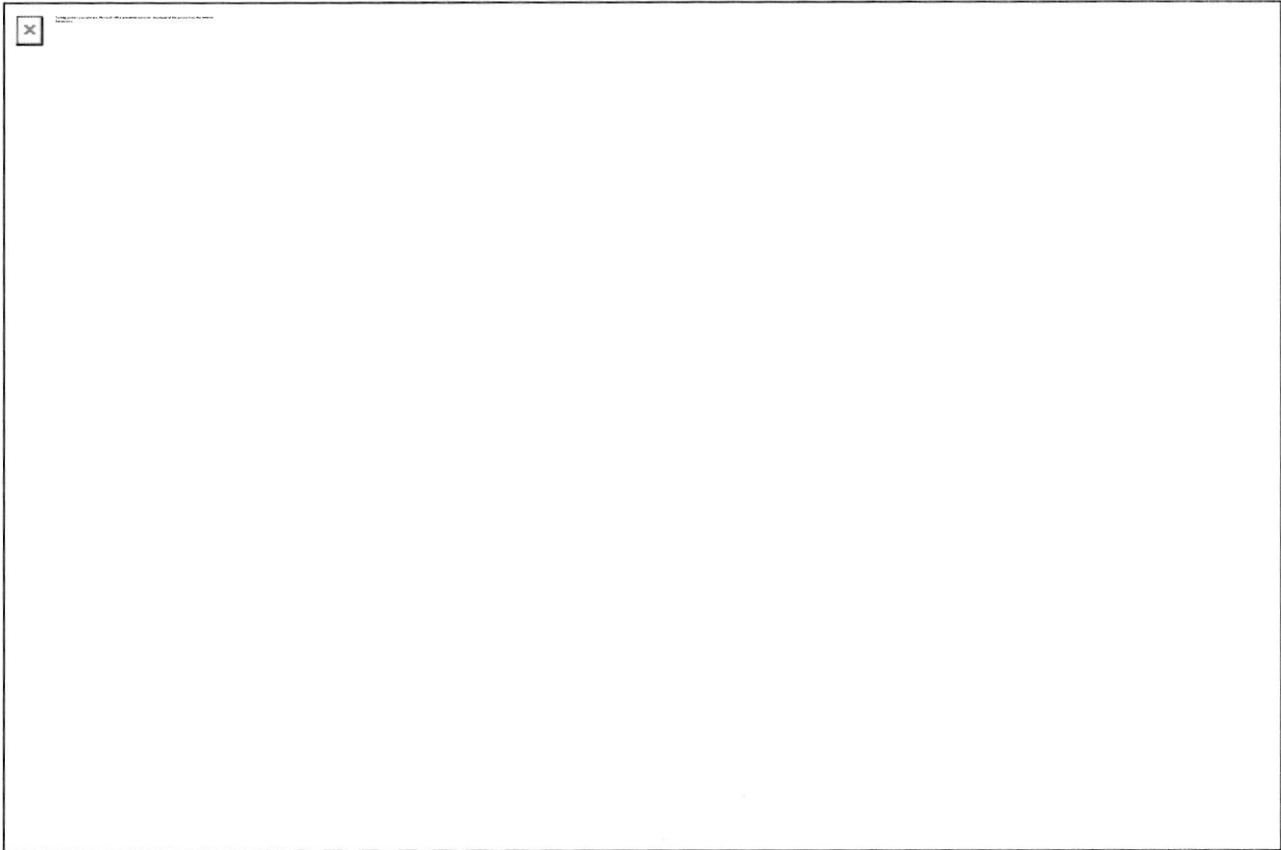
Room Type 1 King Bed, Guest Room

UPGRADE ROOM

Guaranteed Requests:

1 King Bed

ALL REQUESTS



Uncover the Unexpected

At Renaissance, we believe every trip can be a tale, every turn contains a twist. And we are here to show you how to make the most of every step along the way.

Summary Of Charges

Friday, January 20, 2023 – Saturday, January 21, 2023

1 Night at 279.00 USD per night per room

Flexible Rate

Taxes & Fees (per night per room)

Estimated Government Taxes & Fees	32.09 USD
-----------------------------------	-----------

Totals

Total for Stay (all rooms)	311.09 USD
----------------------------	------------

Other Charges

On-site parking, fee: 10 USD daily

Valet parking, fee: 20 USD daily

Rate Details & Cancellation Policy

- You may cancel your reservation for no charge before 11:59 PM local hotel time on Wednesday, January 18, 2023 (2 day[s] before arrival).
- Please note that we will assess a fee of 311.09 USD if you must cancel after this deadline.
- Please note that a change in the length or dates of your reservation may result in a rate change.

Latoya Ransom

From: memberservices@flcities.com
Sent: Monday, December 5, 2022 10:27 AM
To: Latoya Ransom
Subject: Order Confirmation

SECURITY WARNING: This email originated outside of the City of Fort Pierce systems. Please use caution when clicking links or opening attachments. For questions or concerns please contact IT immediately. .

Order Confirmation

Here are the details of your order. Please retain this email for your records.

Order Number: 112054
Order Date: Dec 5, 2022 10:23 AM
Bill To: Michael Broderick
Order Total: 300.00
Payment Method: Visa *****0350
Name on Card: Latoya Ransom

Item	Price	Qty	Total
January 2023 Institute for Elected Municipal Officials I - Michael Briderick <i>When:</i> Jan 20, 2023 8:00 AM - Jan 21, 2023 5:00 PM <i>Where:</i> World Golf Village Renaissance St. Augustine 500 South Legacy Trail St. Augustine, FL 32092 United States	300.00	1	300.00

Registration option: Nov 21, 2022 - Registration

Item Total	300.00
Shipping	0.00
Handling	0.00
Item Grand Total	300.00
Transaction Grand Total	300.00

You are receiving this communication from the Florida League of Cities or on behalf of one of its affiliated organizations, including: Florida Association of City Clerks, Florida Black Caucus of Local Elected Officials, Florida City and County Management Association, Florida Government Finance Officers Association, Florida Local Government Information Systems Association, Florida League of Mayors, Florida Municipal Attorneys Association, Florida Municipal Communicators Association, Florida Municipal Insurance Trust, and Florida Redevelopment Association.