CITY OF MIAMI
OFFICE OF INDEPENDENT AUDITOR GENERAL

AUDIT OF CITYWIDE PURCHASING CARD PROGRAM AND SELECTED I-EXPENSE FINANCIAL TRANSACTIONS

AUDIT REPORT NO. 010-003

Prepared By
Office of Independent Auditor General

Victor I. Igwe, CPA, CIA
Independent Auditor General

MARCUS CABRAL, CPA, CISA, SENIOR STAFF AUDITOR
January 22, 2010

Honorable Members of the
City Commission
City of Miami
3500 Pan American Drive
Coconut Grove, FL 33133-5504

Re: Audit of Citywide Purchasing Card Program and Selected I-Expense Financial
Transactions, Audit # 10-003

In accordance with the provisions of Section 48 of the City Charter and the Fiscal Year 2009
Audit Plan, the Office of the Independent Auditor General performed an audit of the City’s
Purchasing Card (P-Card) program and selected I-Expense reimbursement request transactions.
This report provides the results of our audit of the City’s compliance with the applicable City
Code provisions and Administrative Procedures Manual. The audit covered the period October
1, 2006 through September 30, 2009, and selected financial transactions that were processed
prior and subsequent to this period.

Based upon the tests performed and the audit findings noted, we conclude that internal controls
relative to the Purchasing Card and I-Expense reimbursement financial transactions could be
enhanced to ensure that charges are solely for public purposes.

Sincerely,

Victor Igwe, CPA, CIA
Independent Auditor General
Office of Independent Auditor General

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Audit Documentation File
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INTRODUCTION

Purchasing Department

The P-Card program is entirely managed by the Purchasing Department. The program was initiated in July 2005 with a goal of cost savings through increased efficiencies by eliminating a lot of the paper-based purchase orders and invoice processing for small purchases of good/services for City of Miami business. As of April 15, 2009 there were 146 P-Cards issued to various City of Miami departments. The total monthly average P-Card charges during the audit period were approximately $200,000. The P-Card program has a single administrator who is charged with the responsibility of overseeing all aspects of the program including card issuance/revocation, transaction reviews, training and reconciliations.

In accordance with Administrative Policy Manual APM 1-07, the goal of the program is “to empower City employees to procure for City of Miami related business goods or services.” Part 5 section A of policy APM 1-07 states that City issued P-Cards are to be strictly used for “City related business.” The P-Card policy also states that “The P-Card cannot be used for personal purchases.” The Purchasing department is responsible for the final review of all monthly P-Card transactions to ensure compliance with City policy.

Section V (a) of the APM 1-07 states that the P-Card is considered a municipal corporate charge card and it is the responsibility of the cardholder to use the card within the stated guidelines as well as the P-Card Agreement. The misuse of City’s P-Card is considered misuse of City’s public funds.
Finance Department

The Finance Department (FD) is responsible for providing accurate and timely information regarding the City's financial activities. Among other responsibilities, the FD processes and disburses all checks. The I-Expense (request for reimbursement) process is part of the FD’s accounts payable function. The I-Expense process is used to reimburse City employees for all out of pocket expenses incurred in connection with the performance of City business. Said expenses may include meals while traveling, out of town car rental, fuel in connection with business travel, vehicle parking fees and toll expenses. The FD has one employee who is charged with the responsibility of reviewing all reimbursement claims and processing them for payment. During the audit period, the City reimbursed approximately $2,500,000 through the I-Expense reimbursement process.
SCOPE AND OBJECTIVES

This audit was performed pursuant to the authority set forth in Section 48 of the City’s Charter titled, “Office of the Independent Auditor General”, and was conducted in accordance with the Fiscal Year 2008/2009 Audit Plan. As part of our oversight responsibilities, the Office of the Independent Auditor General performs financial and performance audits to determine the extent of compliance with applicable provisions of the City’s Administrative Procedures Manual, City Code/Charter, Florida Statutes, terms of contracts, and program requirements. This audit focused primarily on whether selected Purchasing Card (P-Card) holders complied with the provisions of APM 1-07 and APM 1-77 and also whether requests for reimbursements (I-Expense) were properly processed and disbursed. The audit also included examinations of various transactions to determine whether they were processed in accordance with the generally accepted accounting principles. In general, the audit focused on the following objectives:

**P-Card**

- To determine whether selected P-Card transactions were made for public purposes and/or in accordance with City of Miami Policy No. APM 1-07 & APM 1-77 (when applicable).
- To determine whether selected P-Card transactions were adequately supported and reviewed prior to being approved by the cardholder’s supervisor and P-Card administrator.
- To determine whether appropriate action is taken for improper card use.
- To evaluate the overall effectiveness of internal controls related to purchasing processes.
- Other audit procedures as deemed necessary.

**I-Expense**

- To determine whether expense reimbursements were solely for City of Miami business purposes.
• To determine whether the finance department is adequately reviewing I-Expense transactions prior to approval/reimbursements.
• To evaluate the overall effectiveness of internal controls related to the I-Expense process.
• Other audit procedures as deemed necessary.
METHODOLOGY

We conducted this performance audit in accordance with Generally Accepted Government Auditing Standards. Those standards require that we plan and perform the audit to obtain sufficient and appropriate evidence to provide a reasonable basis for our findings and conclusions based on our audit objectives. We believe that the evidence obtained provides a reasonable basis for our findings and conclusion based on our objectives. The audit methodology included the following:

- Interviewed and inquired of appropriate personnel, reviewed and observed applicable written policies and procedures in order to gain an understanding of the internal controls, assessed control risk, and planned substantive testing.
- Performed substantive testing consistent with the audit objectives.
- Examined, on a test basis, applicable transactions and records.
- Performed other audit procedures as deemed necessary.
- Drew conclusions based on the results of the testing and made corresponding recommendations and obtained the auditee’s responses and corrective action plans.
OVERALL AUDIT CONCLUSIONS AND SUMMARY OF AUDIT FINDINGS

Based upon the tests performed and the audit findings noted, we conclude that internal controls relative to the Purchasing Card and I-Expense reimbursement financial transactions could be enhanced to ensure that charges are solely for public purposes. In accordance with City of Miami P-Card policy APM 1-07, the goal of the program is “to empower City employees to procure for City of Miami related business goods or services.” However, our audit disclosed instances of questionable purchase transactions as summarized below:

FIRE RESCUE DEPARTMENT - URBAN SEARCH AND RESCUE (USAR) DIVISION

The questionable charges to City issued P-Card are as follows:

- Discrepancy with an invoice for $1,500 charged to the P-Card in connection with an upgrade of the floor of a rental property used as USAR headquarters.
- Vehicle repairs and maintenance P-Card charges totaling $4,492.71
- Vehicle electronics and modifications charges totaling $7,770.32

Refer to detailed audit findings on pages 14 through 21.

GENERAL SERVICES ADMINISTRATION

The questionable charges to City issued P-Card are as follows:

- Two (2) sets of binoculars ordered from Ben Meadow located at Jamesville, at total cost of $1,008.05
- A camera and photography accessories were ordered from Best Price Cameras located at Brooklyn, N.Y., at a total cost of $1,263.99. This shipment included a Canon Rebel XTI (Advanced Digital Camera), lens kit, compact high speed flash card, camera battery, battery charger, high resolution filter, lens cleaning kit, LCD protector, camera case, and a tripod.
- A "Tamron 28-300" camera lens was ordered from ADORAMA located at New York, NY at a cost of $387.85.
• A hammer drill was ordered from “MSC Industrial Supply” located at Palatine, IL at a cost of $319. Said hammer drill was stolen from a City employee’s vehicle.

• Tolls and fees for violation penalties totaling $4,465.65 were charged to P-Card in connection with a total of 160 tolls and 5 parking violation fees and fines during the period January through April 2009. The City was assessed $25 fine for each violation plus the required amount of the toll that was not paid for each violation. The records reviewed indicated that 132 of the 160 toll violations were non-emergency vehicles assigned to City employees on a 24-hour basis and the remaining vehicles were assigned to City employees on an 8-hour basis or pooled vehicles.

Refer to detailed audit findings on pages 23 through 30.

GRANTS ADMINISTRATION DEPARTMENT

The questionable charges to City issued P-Card are as follows:

• As noted on the schedule shown on page 33 public funds totaling at least $17,183.04 were disbursed during the audit period in connection with travels to various destinations for meetings and conferences. However, the documentation of the expenditures incurred for the frequent trips to various destinations (airfare, hotel, meals, car rentals, and other incidentals) were not sufficient in detail to establish the authorized public purpose served, and how that particular expenditure served to further the identified public purpose.

• A $150 return (Los Angeles to Miami) flight ticket change cost was charged to a City P-Card. The change of the return ticket was made to accommodate a pre-planned vacation for a City employee who attended a conference at Long beach.

• Questionable reimbursement for $430.92 in connection with hotel expenses. Official City business was not conducted in the city where said hotel is located.
A total of $259 was charged to City P-Card in connection with an unused non-transferable flight credit for the exclusive and sole benefit of the Director of the Office of Grants Administration/Sustainable Initiatives (OGASI). Also, an additional $230 was charged to City P-Card in connection with this flight ticket.

Two employees of the OGASI received a per diem rate reimbursement of $42.38 each for meals that had been paid for and later reimbursed to the Director of OGASI. Upon audit inquiry, the inappropriate reimbursements were paid back to the City.

A credit balance of $164.03 due back to the City from a hotel was credited to the Director of OGASI’s personal credit card. The Director of OGASI used the hotel invoice showing a credit balance of $164.03 due to the City to file for a reimbursement for $164.03, which was processed, approved, and disbursed to him. Upon audit inquiry, the inappropriate credit to his personal credit card and reimbursement were paid back to the City.

Refer to detailed audit findings on pages 32 through 44.

PARKS AND RECREATION DEPARTMENT

The questionable charges to City issued P-Card are as follows:

- The supporting receipts for expenses charged to the City issued P-Card assigned to Director and the Administrative Assistant of F.A.C.E. were summary receipts for 7 purchase transactions totaling $2,725.20 that did not itemize the list of items purchased and several cases either a partial receipt or no sale receipts were obtained to support the purpose served. The items/merchandise charged includes barstools, fabrics, and beverages purchased from Target Store, dog supplies store and the Publix supermarket.

Refer to detailed audit findings on pages 46 through 49.
OFFICE OF THE CITY MANAGER, PARKS AND RECREATION AND PURCHASING DEPARTMENTS

INADEQUATE POLICY ENFORCEMENT

Our audit disclosed that although certain cardholders were unable to provide official itemized receipts (as discussed on pages 51 and 52) in support of P-Card charges as required, they were allowed to continue to use their P-Card, which resulted in more questionable P-Card charges. Timely suspension of P-Card use privileges will deter abuse.

Refer to detailed audit findings on pages 51 and 52.

OFFICE OF THE CITY MANAGER AND MANAGEMENT AND BUDGET DEPARTMENT

INAPPROPRIATE I-EXPENSE REIMBURSEMENT

Our audit fieldwork disclosed that a request for reimbursement (I-Expense) was filed twice pertaining to travel related expenses for the Senior Advisor for Economic Development (SAED) to attend the International Conference for Shopping Center in Las Vegas. The second inappropriate request for reimbursement totaling $293.70 was approved and disbursed to the SAED for the same expense. Upon audit inquiry, the SAED reimbursed the City $144.70. However, we conclude that the SAED is still liable to the City for additional $149.

Refer to detailed audit findings on pages 54 through 57.

CITY CLERK’S OFFICE

Our audit fieldwork disclosed that the City Clerk filed travel reimbursement requests totaling $9,518.90 during the audit period to cover costs incurred in connection with travels to various destinations including London, England for conferences to earn credits towards a Master of
Municipal Clerk designation. However, there is nothing in the City Charter and/or City Code that requires an incumbent in the City Clerk’s position to obtain and/or maintain such certification/designation. Absent such codified certification/designation requirement, we question whether any City employee or official can decide on his/her own to enroll and/or pursue/attend such conferences (including international destination) in their individual areas of functions/responsibilities for the purpose of obtaining academic credits towards a non-required academic designation for their individual positions.

Refer to detailed audit findings on pages 59 through 62.

PURCHASING DEPARTMENT

INADEQUATE POLICY ENFORCEMENT

Our audit disclosed numerous instances where noncompliance with P-Card Program issues were not routinely identified and promptly addressed, such as:

- Food/beverages being charged to P-Cards and paid from budget line items such as, repair/maintenance services, promotional activities, other current charges and obligations, travel/per diem, postage, office supplies, operating supplies, printing/binding and other expenses.
- Sales tax being charged to P-Cards, although the City is exempt from all sales taxes.
- Written secondary approvals were not obtained as required for six (6) P-Card financial transactions totaling $12,442 incurred by 3 employees of the Fire and Rescue Department for the outsourcing of vehicle maintenance and the purchase of vehicle accessories.

Refer to detailed audit findings on pages 64 through 70.
FINANCE DEPARTMENT

Our audit of the P-Card/I-Expense financial transactions disclosed that reimbursement requests totaling $542.49 were inappropriately processed and disbursed. Also our audit fieldwork disclosed that the Finance department processed and disbursed checks relative to four (4) requests for direct payment totaling approximately $1,693 that were initiated by an Administrative Assistant and approved by the Department Director that benefitted from the direct payment. Also, when a direct payment is made to a hotel to pay for a future City related trip, no subsequent follow-up or reconciliation is made to account for the entire amount advanced to determine whether any balance is due back to the City.

Refer to detailed audit findings on pages 72 and 73.
AUDIT FINDINGS AND RECOMMENDATIONS

PURCHASING CARD AND I-EXPENSE

In accordance with the Administrative Procedures Manual (APM) 1-07, the goal of the Purchasing Card (P-Card) program is “to empower City employees to procure for City of Miami related business goods or services.” Part 5 Section A of the APM 1-07 states that City issued P-Cards are to be strictly used for “City related business” and that: “The P-Card cannot be used for personal purchases.” The Purchasing Department is responsible for the final review of all monthly P-Card transactions to ensure compliance with City policy.

Administrative Procedures Manual (APM) 1-77, Part 1(e) states that: “The conduct of employees attending conferences, training programs, or conducting official business out of town is a reflection of the standards of government in the City. The fact that the City is bearing a major portion of the expense is recognition of the principle that the benefits accrue to the City as well as the individual employee. Employees will obtain a maximum amount of beneficial training and information of value for improving local administration and services.”

Good business practice calls for accountability and good stewardship towards the use of public funds at all levels of City government. To demonstrate accountability and good stewardship, all expenses incurred in connection with all travels to attend conferences/training should be documented in sufficient detail to establish the authorized public purpose served, and how that particular expenditure served to further the identified public purpose. Effective internal control procedures would require supervisory approval of all travel related disbursement of public funds at all levels of City government.

Our audit tests was based on a sample of fifty (50) of the approximately 145 P-Cards issued citywide. Our audit findings are discussed below:
FIRE RESCUE DEPARTMENT
FIRE RESCUE DEPARTMENT - URBAN SEARCH AND RESCUE (USAR) DIVISION

As part of our audit field work we reviewed the P-Card transactions of three Fire Rescue Department employees. The P-Card charges were paid from grant monies awarded to the City by the United States Department of Homeland Security/Federal Emergency Management Agency (DHS/FEMA). Pursuant to the Cooperative Agreement between the City and DHS/FEMA the funds are required to be used for the development and maintenance of National Urban Search and Rescue (USAR) Response System resources necessary for mission response and to provide qualified personnel in support of Emergency Support Function activities under the National Incident Management System and the National Response Frame work. The total amount of grant awarded was $1,030,179. The P-Card procurement financial transactions selected for review are as follows:

**DISCREPANCY OF INVOICE**

- On March 4, 2009, $1,500 was charged to City issued P-Card assigned to the USAR Captain of the Fire Rescue (FR) Department in connection with an upgrade of the floor of a rental property used as USAR headquarters. Also, on March 15, 2009, painting materials totaling $363.97 was charged to the City issued P-Card assigned to the USAR Captain of the Fire Rescue Department. The P-Card charges were paid from grant monies awarded to the City by the DHS/FEMA.

Section VIII (part D) (3) of the Cooperative Agreement between the City and the grantor (DHS/FEMA) states that "Any costs for upgrades to existing warehouse facilities associated with this funding must be included in the budget narrative or submitted as a budget change and be approved by the Program Office and the Grants Assistant Officer prior to the start of any work." Although, the $1,863.97 ($1,500 + $363.97) charged to the City issued P-Card, as noted above was not included in the budget narrative or submitted as a budget change and approved by the Program Office.
and the Grants Assistant Officer prior to the start of any work. Section VIII (part D)(3) of the Cooperative Agreement allows minor upgrade as long as it does not “change the footprint of the structure.”

During our on-site visit to the USAR headquarters to observe the upgrades made to the floor we noted that wooden floor materials were installed in an area of approximately 300 square foot. Although, the wooden floor materials had been delivered and used, the supporting invoice still had not been submitted to the Purchasing Department, as required. Therefore, we requested a copy of the supporting invoices directly from the vendor (Bello Tile and Flooring) that supplied the materials. Said vendor provided us with two (2) receipts, which indicated that the charges to the City issued P-Card were made in two ($1,031.76 + $468.24) separate procurement transactions that were invoiced on 1/20/09 and 1/30/09 relative to the purchase of floor tile materials and not wooden floor material as observed. Upon audit inquiry, the FR department obtained another invoice dated 3/4/09 from Bello Tile & Flooring indicating that the $1,500 was for the purchase and installation of wooden floor at the USAR headquarters. See page 87. On June 25, 2009, we requested that the FR provide a written statement from Bello Tile & Flooring explaining the discrepancy between the invoice provided to us (which indicated that tiles were purchased and installed) and the subsequent invoice obtained from the FR department (which indicated that wooden floor was purchased and installed). On December 22, 2009, the FR department provided us with an unsigned letter without a vendor letter-head or logo from the vendor (Bello Tile and Flooring) stating that the discrepancy was the result of its accounting system limitations. See page 97.

An invoice is a legal document that should clearly describe the items/units purchased and the total amount paid at the time of purchase. Good business practice will require that such important document be obtained and submitted to the Purchasing department in a timely manner. Although only $1,500 was disbursed in connection with this transaction, we are still concerned with the discrepancy relative to the supporting
invoices for the $1,500 of Federal funds disbursed towards the upgrade of the floor of a rental property used as USAR headquarters, as discussed above.

**QUESTIONABLE VEHICLE REPAIRS AND MAINTENANCE CHARGES**

- On January 20, 2009, $2,499 was charged to City issued P-Card assigned to the USAR Captain of the Fire Rescue (FR) Department in connection with expenses for vehicle repairs performed by "Power by the Hour Performance" (an automotive shop) located in Delray Beach, FL (approximately 54 miles from the FR USAR’s Office). The service invoice (#342) indicated that the work performed included the replacement of fuel injectors, replacement of the oil pan, replacement of fuel filters, replacement of oil, replacement of oil filter, replacement of upper C.A.C. boot and labor. The service receipt indicated that repairs were performed on a City owned vehicle (1999 Chevrolet Suburban # 990001).

- On March 10, 2009, $1,993.71 was charged to City issued P-Card assigned to the USAR Captain of the Fire Rescue (FR) Department in connection with expenses for vehicle repairs performed by "Power by the Hour Performance." The service invoice (#374) indicated that the work performed included the purchase of volt meter, installation of dual alternator assembly, replacement of alternator, replacement of two batteries, installation of volt meter, replacement of battery cables, replacement of battery cable terminals and "other miscellaneous shop supplies." The service receipt did not indicate the City owned vehicle that was serviced.

As part of our audit field work we reviewed the service/maintenance records history for the vehicle number 990001 and noted that the City's General Services Administrative (GSA) had serviced said vehicle in the past. Upon audit inquiry, GSA confirmed that the maintenance services that were performed by the "Power by the Hour Performance" as described above
could have been performed by GSA. Additionally, we were informed by the automotive shop ("Power by the Hour Performance") that its shop is a “Specialty Ford Mustang Performance Shop” that works only on “Ford Mustang Race Cars” and does not work on Chevrolet vehicles.

In a written response dated June 4, 2009 (see pages 74 through 83), relative to the above discrepancies, the Fire Chief stated that the external specialty shop was used to resolve complex issues that “perplex the average repair facility.” The Chief indicated that the specialty shop used has a staff of master mechanics with multiple certifications that specialize in Ford vehicles “of the racing type and design.” He explained that the 1999 Chevrolet Suburban # 990001 noted on the repair receipt was a discrepancy as both repairs as noted above were performed on a Ford vehicle. The Chief indicated that the account with the specialty shop was opened with two City owned Chevrolet vehicles, which contributed to the discrepancy. However, it is unclear why a Chevrolet vehicle was used to open an account as this vehicle was never repaired by the subject Specialty Ford Mustang Performance Shop.

In an effort to resolve the discrepancy, on June 25, 2009, we requested from the Fire Rescue Department (USAR) to obtain a written clarification/statement from the Specialty Ford Mustang Performance Shop clarifying which specific vehicles were serviced in connection with the two invoices dated January 20, 2009 and March 10, 2009 as described above. In a written response dated July 7, 2009 (see pages 84 and 85), the Fire Rescue Department (USAR) stated that said shop would not provide the written statement as requested, but instead provided us with another invoice (#342) dated January 20, 2009 that indicated that a “2005 Ford Excursion” was the vehicle that was actually serviced. However, the amount charged on said receipt was $2,505 contrary to the $2,499 that was charged to the City issued P-Card assigned to the USAR Captain of the FR Department, as described above (see page 90). On December 22, 2009, the FR Department provided copies of emails indicating that the City owned vehicles were taken to the Specialty Ford Mustang Performance Shop for services because of continuous breakdowns even after being serviced by the City’s GSA Department (see pages 98 through 102).
The following facts relative to the expenses charged to the P-Card assigned to the USAR Captain of the FR Department, as described above, raises the following concerns:

- The unwillingness of the Specialty Ford Mustang Performance Shop to provide a written statement clarifying, whether it serviced the “1999 Chevrolet Suburban # 990001” or the “2005 Ford Excursion” or both vehicles on January 20, 2009 in connection with invoice #342 and the reasons for the receipt discrepancies.
- The unwillingness of the Specialty Ford Mustang Performance Shop to provide a written statement and/or lack documentation to evidence which City vehicle was serviced in connection with invoice #374 dated March 10, 2009.
- Why the City’s GSA department that serviced said vehicles in the past was not involved in identifying the appropriate automotive service/repair shop to outsource said services.
- Why said vehicles were not taken to any of the authorized Ford dealer automotive shops located in the City of Miami but rather to an automotive service shop (not authorized by the dealer) located 54 miles away.
- Why Chevrolet vehicles were used to open an account when said vehicles were never repaired by the subject Specialty Ford Mustang Performance Shop, as explained by the Fire Chief.

**VEHICLE ELECTRONICS AND MODIFICATIONS CHARGED TO P-CARD**

- In accordance with Part C of the Cooperative Agreement between the City and DHS/FEMA, the Sponsoring Agency (City of Miami) is authorized to purchase equipment as listed in the most current approved DHS/FEMA Task Force Equipment Cache List. Task Force personnel are reminded and directed not to exceed quantities and cost caps as listed on the cache list. Task Force must follow Sponsoring Agency procurement regulations, which shall comply with the provisions of 44 CFR Part 13 or 2 CFR Part 215 to ensure that reasonable outcomes are obtained. Any other equipment
not specified can only be purchased after receiving written approval from the Program Office. Part 9, Section E of the City’s Administrative Procedures Manual (APM) # 1-07, states that written secondary approval (via e-mail or memorandum) must be obtained prior to making a P-Card purchase for non-contractual items that include vehicle parts and accessories. Our audit determined that the following equipment/gadgets and vehicle modifications were charged to City P-Card and disbursed from grant monies:

- On August 19, 2008, $2,400 was charged to City issued P-Card assigned to the USAR Captain of the Fire Rescue (FR) Department in connection with expenses related to the purchase and installation of a Trac Vision Satellite (Vehicle Television System) from Elite Sound and Security. The justification noted on the subject expense report stated: “Trac Vision Satellite Navigational Equipment.” However, we determined that the said Trac Vision Satellite system is only for acquiring Direct TV signal and the system does not have navigation capabilities. In a written response dated June 4, 2009, the Fire Chief stated that the vehicle Direct TV system is a “critical component” to follow news developments when the USAR team is deployed to a disaster area. However, the USAR unit has other satellite linked systems with annual $370.32 fees that could clearly serve the purpose of following news developments.

- On February 04, 2009, $2,500 was charged to City issued P-Card assigned to the USAR Lieutenant of the FR Department in connection with expenses related to the purchase and installations of pickup truck camper tops, grill guards and other accessories from Alec's Camper Center, Inc. The justification noted on the subject expense report stated: “Winch Mount and Truck topper for covered transport of personnel and equipment.” The Fire Chief in a written response stated that the modifications were necessary for rescue and transportation duties.
• On April 02, 2009, $2,500 was charged to City issued P-Card assigned to the USAR Lieutenant of the FR Department in connection with expenses related to the purchase and installations of pickup truck camper tops, grill guards and other accessories from Alec's Camper Center, Inc. The justification noted on the subject expense report stated: “Modification done on TF vehicle, city ID number 289992.” The Fire Chief in a written response stated that the modifications were necessary for rescue and transportation duties.

• On August 13, 2008, an annual subscription charge for XM satellite radio in the amount of $370.32 was charged to the P-Card assigned to USAR Captain. The justification noted on the subject expense report stated: "Annual subscription for satellite based weather and navigation service." However, our review of the services provided by XM disclosed that navigation is not part of their service offerings.

In accordance with Part C of the Cooperative Agreement between the City and DHS/FEMA, the Sponsoring Agency (City of Miami) is authorized to purchase equipment as listed in the most current approved DHS/FEMA Task Force Equipment Cache List. However, all the equipment listed above are not listed in the DHS/FEMA Task Force Equipment Cache List. Also, the Cooperative Agreement provides that the Task Force must follow Sponsoring Agency procurement regulations, which shall comply with the provisions of 44 CFR Part 13 or 2 CFR Part 215 to ensure that reasonable outcomes are obtained. However, there is no documentation to evidence that written secondary approval (via e-mail or memorandum) was obtained from GSA Fleet prior to charging the above non-contractual purchases (vehicle parts and accessories) to City P-Card, as required by City’s APM 1-07. The City’s GSA department is responsible for serving all City owned vehicles and why the GSA’s fleet Division was not involved in the procurement and installation of the equipment and/or involved in identifying the appropriate automotive service/repair shop to outsource said services are troubling.
Recommendations

We recommend a modification of the current P-Card policy to require an advanced approval of all purchases by the cardholder’s immediate supervisor. This process should require the completion of a standard template that lists the items that need a supervisor’s signature along with the date of completion. The Purchasing department should implement a violation tracking system to ensure that timely and appropriate action is taken on future P-Card misuse.

Auditee Response and Action Plan

Please see pages 74 through 102 for the auditee’s complete written response and all supporting documentation.
GENERAL SERVICES ADMINISTRATION (GSA)

QUESTIONABLE PURCHASES

The P-Card assigned to the Assistant to the Director of General Services Administration (GSA) Department was one of the 50 P-Cards selected for testing. Our audit tests disclosed that the total cost of each of the following orders was charged to the City issued P-Card assigned to the Assistant to the Director of the GSA Department:

- On March 13, 2008, two (2) sets of binoculars were ordered from Ben Meadows (outdoor/wildlife supply company) located at Jamesville, WI, at total cost of $1,008.05. The justification or public purpose supporting said procurements as noted on the expense report merely stated "Security."

- On March 26, 2008, a camera and photography accessories were ordered from Best Price Cameras located at Brooklyn, NY, at total cost of $1,263.99. This shipment included a Canon Rebel XTI (Advanced Digital Camera), lens kit, compact high speed flash card, camera battery, battery charger, high resolution filter, lens cleaning kit, LCD protector, camera case, and a tripod. The justification or public purpose for the procurement as noted on the expense report merely stated "Security."

- On April 10, 2008, a "Tamron 28-300" camera lens was ordered from ADORAMA located at New York, NY at a cost of $387.85. The justification or public purpose for the procurement as noted on the expense report merely stated "Security."

- On April 2, 2008, a hammer drill was ordered from “MSC Industrial Supply” located at Palatine, IL at a cost of $319. The justification or public purpose for the procurement as noted on the expense report merely stated "hammer drill/electrical dept.".
As part of our audit field work, we visited the City’s GSA facility on June 29, 2009 to physically observe and/or verify the existence of all items charged to City issued P-Cards. Also, we verified whether those items that met the required threshold were properly tagged and recorded in City’s list of inventory of assets. At the time of our visit to the GSA facility on June 29, 2009, the Assistant to the GSA Director was unable to produce any of the items itemized above for our physical observation and verification of existence. The Assistant to the Director indicated that the advanced digital Canon Rebel (including the lens kit, compact high speed flash card, camera battery, battery charger, high resolution filter, lens cleaning kit, LCD protector, camera case, a tripod, and additional lens) and one set of binoculars were in his other vehicle at his personal residence and that he would make them available on June 30, 2009 for our observation. The Assistant to the Director stated that the second set of binoculars was in the possession of the Deputy Director of the GSA Department who was on vacation at the time of our on-site visit on June 29, 2009 and said binocular could not be located for our physical observation. He informed us that the hammer drill had been stolen from a City employee’s vehicle. A missing property report (filed with the City’s Police Department on December 20, 2008) was provided to our Office on July 1, 2009 in connection with the missing hammer drill.

During a follow-up on-site visit on June 30, 2009, the above items except for the second set of binoculars (that was in the possession of the Deputy Director of the GSA Department) were provided to us for observation. During said on-site visit, we noted that the City-owned advanced digital Canon Rebel photography equipment purchased for $1,651.84 was not tagged with property number and City logo. City policy requires all items with an initial cost of $1,000 to be tagged for tracking purposes. During our third onsite visit on July 14, 2009, the second set of binocular was observed at the Deputy Director’s Office.

As stated above, the justifications noted on the expense reports for the binoculars, advanced digital Canon Rebel photography equipment and camera accessories merely stated "Security." Upon audit inquiry, the Assistant to the Director stated that the high performance camera, its accessories and binoculars were necessary to photograph stock room inventory items and also for the observation of employees working in City parks. However, manufacturer's product
description/brochures and audit inquiry relative to the capabilities of the advanced digital Canon Rebel XTI photography equipment indicates that it is a high performance photography camera, used primarily for high resolution and long range professional photography, such as for hunting and sporting events. Additionally, at the time of our initial visit on June 29, 2009, the Assistant to the Director (the custodian for the Camera) was unable to provide any evidence of samples of photographs of stock room inventory items and/or pictures of employees working in City parks as stated, after searching the database of his computer, where he claimed to have stored said pictures. During our audit exit meeting held on December 7, 2009, the GSA Director stated that photographs were unavailable as they are deleted after being reviewed. However, as a follow-up to our December 7, 2009 meeting, the GSA Director indicated via email dated December 9, 2009 that the photography equipment will be tagged for future tracking. The GSA Director also attached several photographs to his email in support of the department’s use of the subject camera. See samples on pages 115 through 121.

We are concerned that public funds were used to procure the above expensive items (an advanced digital Canon Rebel XTI photography equipment, lens kit, compact high speed flash card, camera battery, battery charger, high resolution filter, lens cleaning kit, LCD protector, camera case, a tripod, and binoculars) for the mere purpose of taking photographs of stock room inventory items and/or pictures of employees working in City parks as stated by the GSA Department, when in fact surveillance cameras are already in place in GSA’s stock room and facilities. Also, we are concerned that said camera was not tagged, recorded in City’s list of inventory of assets, and provided for our observation during our initial on-site visit on June 29, 2009. Furthermore, the attached pictures (see pages 115 through 121) do not support the need for such advanced photography equipment and accessory. Therefore, we cannot conclude that the use of public funds to acquire the above items served and/or advanced any public interest/purpose.
Recommendations

We recommend that the camera be tagged and included in the City’s fixed assets inventory. Also, we recommend that the subject camera be transferred to a City Department that would benefit from its capabilities.

Auditee Response and Action Plan

See auditee’s complete written response on pages 103 through 105 and pages 113 through 121.
QUESTIONABLE TOLLS AND FEES FOR VIOLATION PENALTIES CHARGED TO CITY P-CARD

APM 1-77, Part II(h) authorizes the reimbursement of miscellaneous expenses such as tolls incurred while performing City business. Our review of transactions charged to the P-Card assigned to Fleet Management Representative of the GSA Department disclosed that violation penalties totaling $4,465.65 were charged to said P-Card relative to expenses incurred in connection with a total of 160 toll and 5 parking violations fees and fines during the period January 2009 through April 2009. The City was assessed $25 fine for each violation plus the required amount of the toll that was not paid for each violation. The records reviewed by our Office indicated that the City-owned vehicles involved in all toll violations were non-emergency vehicles. Furthermore, 132 of the 160 toll violations were vehicles assigned to City employees on a 24-hour basis and the remaining vehicles were assigned to City employees on an 8-hour basis or pooled vehicles. An analysis of the violations by Departments, vehicles, and frequencies of occurrence are as follows:

Violations by Department:

- The City of Miami's police department was responsible for 75% ($3,334.85) of the $4,465.65 total vehicle violation penalties incurred by the City during the four months tested. Penalties were assessed on 121 toll and 3 parking violations.

- The City of Miami's fire department was responsible for 15% ($653.00) of the $4,465.65 total vehicle violation penalties paid during the four months tested. Penalties were assessed on 25 toll violations.
Violations by Vehicle:

**Police Department**
- A single vehicle assigned to the City's police department had a total of 40 toll violations in the four month period tested. The assessed penalties for the 40 violations totaled $1,046.50 or 23.43% of the overall penalties assessed during the period tested.

- Two vehicles assigned to the police department had 12 toll violations each. The violations assessed per vehicle were $315, totaling $630 (or 14.11%) of the total assessment for the period tested.

- One vehicle assigned to the police department had 8 tolls and 1 parking violations in the four months tested. The violations assessed totaled $252.00 or 5.64% of the total assessments for the period tested.

- One vehicle assigned to the police department had 9 toll violations in the four months tested. The violations assessed totaled $235.75 or 5.28% of the total assessments for the period tested.

- One vehicle assigned to the police department had 6 toll violations in the four months tested. The violation assessments totaled $157.50 or 3.53% of the total assessments for the period tested.

**Fire Department**
- One vehicle assigned to the fire department had 10 toll violations in the four months tested. The violation assessments totaled $261.25 or 5.85% of the total assessments for the period tested.
• One vehicle assigned to the fire department had 4 toll violations in the four months tested. The violation assessments totaled $105 or 2.35% of the total assessments for the period tested.

Upon audit inquiry, a Senior Assistant to the City Manager stated in a written response (see page 106) dated May 13, 2009 that a process was implemented to handle vehicle toll violations. The goal of the process was to avoid late payment penalties by immediately paying vehicle violation penalties with a P-Card and following up with the responsible department for appropriate resolution. The Senior Assistant to the City Manager indicated that under the City Manager’s directive, a P-Card was issued to the GSA Department for handling of all violation payments. Also, he noted that the GSA was also charged with the responsibility of timely paying and communicating the toll violations to the responsible departments for appropriate actions.

In response to our audit inquiry, the Fire Department started handling and resolving its own toll violations. The department also had the State of Florida issue non-revenue “emergency vehicle” transponders for City Fire Department vehicles. Said changes took place during the month of April, 2009. A review of vehicle toll violation payments after the month of April 2009 did not disclose any violations by the City’s Fire Department. See written response on page 109 and 110.

However, in response to our audit inquiry, the Police Department indicated that timely notification and relevant information of violations were not being received prior to P-Card charges by the GSA Department. As a result, the Police Department has not been able to take the necessary actions to fully address vehicle toll violations. See written response on page 111 and 112.

During our audit exit conference on December 7, 2009, the GSA Director indicated that his department was timely forwarding vehicle violation citations to the Police Department. The
GSA Director also sent a follow-up emails and documentation to evidence that his department was timely communicating the necessary citation information. Therefore, the instances of repeated violations by the same City employees on the same toll roads could be an indication of lack of proper communication between the Police and the GSA Departments.

As noted above, the records reviewed indicated that the City-owned vehicles involved in all toll violations were non-emergency vehicles. Furthermore, 132 of the 160 toll violations were vehicles assigned to City employees on a 24-hour basis (take home vehicles) and the rest were vehicles assigned to City employees on an 8-hour basis or pooled vehicles. Our audit tests indicated that the Police and Fire Departments were responsible for a significant portion of the vehicle violation penalties for the period tested. Also, we noted that 29 of the 160 (or 18%) toll violations took place on the Gratigny and South Dade Expressways, which are outside of City of Miami's municipal jurisdiction. These toll violations included 13 on the South Dade Expressway tolls and 16 on the Gratigny Expressway toll road. In accordance with APM 1-77, Part II(h) reimbursement of miscellaneous expenses such as tolls are only allowed, if said expense was incurred while performing City business. However, we were not provided any evidence to indicate that said toll charges were incurred while performing City business. Also, it is not clear why the City employees who incurred said charges did not pay with their own funds and then file for reimbursement, as required.

Recommendations

We recommend that the City develop a standard policy for vehicle violation penalties. Departments should not be allowed to pay vehicle violation penalties with City issued P-Cards as doing so is a wasteful use of City funds and allows for violations to go unnoticed by the responsible supervisors.

Auditee Response and Action Plan

See auditee’s complete written response on pages 106 through 113.
OFFICE OF GRANTS ADMINISTRATION AND SUSTAINABLE INITIATIVES
OFFICE OF GRANTS ADMINISTRATION/SUSTAINABLE INITIATIVES

QUESTIONABLE USE OF PUBLIC FUNDS FOR TRAVEL

Administrative Procedures Manual (APM) 1-77, Part 1(e) states that: “The conduct of employees attending conferences, training programs, or conducting official business out of town is a reflection of the standards of government in the City. The fact that the City is bearing a major portion of the expense is recognition of the principle that the benefits accrue to the City as well as the individual employee. Employees will obtain a maximum amount of beneficial training and information of value for improving local administration and services.”

APM 1-77, Part 1(d) states that: "Unless otherwise approved by the Chief Officer (Assistant City Manager) or designee with responsibility for the department, no City employee is permitted to take more than one out-of-state trip at City expense in a fiscal year for the purpose of attending a convention, conference or training program." This APM became effective on October 1, 1977 and most recently revised on January 30, 2008.

As described in State of Florida Auditor General Report No. 2007-075, “Expenditures of public funds must be shown to be authorized by applicable law or ordinance; reasonable in the circumstances and necessary to the accomplishment of authorized purposes of the governmental unit; and in pursuit of a public, rather than a private purpose…The documentation of an expenditure, in sufficient detail to establish the authorized public purpose served, and how that particular expenditure serves to further the identified public purpose, should be present…for payment of funds.”

The total travel expenditures incurred by the Director of the Office of Grants/Sustainable Initiatives (OGASI) during the audit period is approximately $17,183, as shown on the below:
<table>
<thead>
<tr>
<th>Date of Travel</th>
<th>Travel Destination</th>
<th>Travel Destination</th>
<th>Justification/Public Purpose Provided</th>
<th>Total Travel Expenses Incurred</th>
<th>Note</th>
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<tr>
<td>Sep-06</td>
<td>Tallahassee, FL</td>
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**TOTAL** | **Fiscal Year 2006/2007** | **17,183.04** |

Notes:
- a – Amount does not included lodging expenses
- b – Amount does not include airfare expenses
- c – Amount does not include airfare or lodging expenses
- d – Amount does not include airfare expenses
- e – Amount does not include airfare expenses
- f – Amount does not include lodging expenses
- g – Amount does not include incidental expenses
- h – Amount does not include lodging and incidental expenses
- i – Amount does not include lodging expenses
- j – Amount does not include lodging and incidental expenses
- k – Amount does not include lodging and incidental expenses
- l – Amount does not include airfare expenses
- m – Amount does not include lodging expenses
- n – Amount does not include incidental expenses
- o – Amount does not include incidental expenses
As noted on the schedule shown on page 33 public funds were incurred for expenditures relative to trips all across the intercontinental United States. The justifications shown on the travel payment disbursement/reimbursement documents merely indicated that trips were for conferences and meetings. Additionally, the supporting documentation for expenditures incurred for the frequent trips to various destinations (airfare, hotel, meals, car rentals, and other incidentals) were not sufficient in detail to establish the authorized public purpose served, and how that particular expenditure served to further the identified public purpose. Upon audit inquiry, the Director of the OGASI stated that the frequent trips were necessary to secure grant dollars for the City and also to learn about the impacts of climate change, energy modeling, and other green initiatives. However, no record was provided to evidence how much each trip generated in grant dollars and/or the specific climate change policy initiative implemented. If the purpose of the trips were to gain useful knowledge of how to successfully secure grant dollars for the City and learn about climate change, it is not clear why so many frequent trips had to be taken and/or why video conferencing and/or internet research couldn’t suffice, as were the case in other municipal jurisdictions. Therefore, we question whether the use of public funds as described above and as further described below (pages 35 through 44) were reasonable in those circumstances and also we question whether the public funds disbursed served (necessary) to further any identifiable public purpose.

In fact, it is troubling to note that many of the above trips were reviewed and approved by a supervisor. In response to our audit inquiry relative to lack of documentation for supervisory approvals for trips to Knoxville, Tennessee and Baltimore, Maryland in November 2007, the Director of OGASI who went on those trips provided us with an email written by his supervisor dated 12/10/09 (see page 129) attesting that he verbally approved said trips.
**QUESTIONABLE TRAVEL RELATED EXPENDITURES CHARGED TO CITY ISSUED PROCUREMENT CARD**

Part 2, Section E, bullet # 1 of the Administrative Procedures Manual (APM) 1-77 (“Travel on City Business”) states that “Only hotel or motel expenses in the City where official City business, convention, or conference is conducted is allowed. The City will permit reasonable hotel room rates e.g. conference or governmental rate, or other best possible rates. Any exception to this must be approved by the respective department director.”

In September 2008, a City’s procurement card (P-Card) issued to the Administrative Assistant in the Office of Grants Administration/Sustainable Initiative (OGASI) was used to charge for the cost of two (2) round-trips airline tickets fares totaling $692 from Miami, Florida to Los Angeles, California. Said airline tickets were used by two employees (Community Partnership Manager and a Grant Writer) of the OGASI to attend the American Association of Grant Professionals (AAGP) conference in Long Beach, CA. Also, said City issued P-Card was used to charge $1,148.84 expenses relative to hotel accommodation in Long Beach, California. Our audit tests/inquiry indicated that the dates for said conference were from October 22, 2008 through October 25, 2008.

We noted that on October 20, 2008, the Community Partnership Manager’s return flight (Los Angeles to Miami) was changed from Saturday, October 25, 2008 (the final day of the AAGP conference) to Tuesday, October 28, 2008. The $150 flight ticket change cost was charged to the City issued P-Card assigned to the Administrative Assistant of the OGASI. Our review of the time and attendance records as evidenced in the City's Moore Payroll System for the pay period ended October 25, 2008 indicated that "Regular Earnings" and not “out of the Office on City business” was recorded for the Community Partnership Manager for the period October 22, 2008 through October 25, 2008. Also, attendance records indicated that the Community Partnership Manager was on vacation on October 27 and 28, 2008. Therefore, the change of the return ticket as described above was to accommodate a pre-planned vacation for October 27 and 28, 2008. A similar review of attendance records indicated that the Grant Writer’s time
was also inaccurately recorded as being on "Regular Earnings" and not “out of the Office on City business” on October 22, 2008 through October 25, 2008.

In response to our audit inquiry the $150 charged to the City issued P-card was reimbursed to the City. The Director of the OGASI, in a written response stated that the Community Partnership Manager decided to change her return flight to spend vacation days in Los Angeles, but “inadvertently” did not reimburse the City for the $150 expense.

However, our audit determined that on October 24, 2008 (one day before the AAGP conference ended), the two City employees checked out of the hotel located in Long Beach, California, the venue of the conference and checked into "Farmer's Daughter" hotel located in Los Angeles, approximately 34 miles away from the AAGP conference location. By leaving the Long Beach hotel (venue of the conference) the two employees failed to attend the last day of the conference held on October 25, 2008. The $100 cab ride charge from the Long Beach hotel to Los Angeles hotel on October 24, 2008 was paid out of pocket by the Community Partnership Manager who was later reimbursed $100 by the City via I-Expense. The justification indicated on the reimbursement request (I-Expense report) for the cab ride states that the $100 cab ride fare was for the trip from the Long Beach hotel to the "L.A. airport" rather from the Long Beach hotel (conference venue) to Los Angeles hotel (non conference venue). However, City records evidenced that two separate hotel invoices totaling $430.92 were paid in connection with two separate request for reimbursements relative to expense reports for the one-night (October 24, 2008) stay in "Farmer's Daughter" hotel in Los Angeles for the two City employees. In accordance with Part 2, Section E, bullet # 1 of APM 1-77, the $430.92 is not eligible for reimbursement because the venue of the conference is Long Beach and not Los Angeles. Therefore, the $430.92 disbursed to the two City employees should be reimbursed to the City.

The Director of the OGASI stated in a written response dated July 22, 2009 that the two City employees changed hotels in “anticipation” of the Grant Writer’s “departure the next morning” and at a “substantially lower room charge” ($430.92 vs. $572.92). In a subsequent written
response dated December 16, 2009, the Director stated that he authorized the two City employees to check out of the hotel located in Long Beach, California, the venue of the conference and check into "Farmer's Daughter" hotel (non conference venue) located in Los Angeles, approximately 34 miles away from the AAGP conference location. Also, he noted that it is “reasonable for employees to stay in the area awaiting the scheduled flight.” See page 130. However, an internet search during the audit field work determined that there are over twenty (20) hotels within a two (2) mile radius of Los Angeles International Airport with rates between $58 and $129, which contradicts the Director’s assertion as noted above that the hotel change was to save the City funds and to ensure that one employee would not miss the return flight back to Miami. In fact, the Los Angeles hotel where the two employees lodged at a cost of $215 per night was 18 miles to the northeast of Los Angeles International Airport. Furthermore, the Director did not provide documentation to evidence his approval of the subject hotel stay nor did he mention said approval until after the provisions of APM 1-77 was disclosed to him during our December 9, 2009 audit exit conference meeting.

Part 2, Section E, bullet # 1 of the Administrative Procedures Manual (APM) 1-77 (“Travel on City Business”) clearly states that “Only hotel or motel expenses in the City where official City business, convention, or conference is conducted is allowed……” By leaving the Long Beach hotel (venue of the conference) the two employees failed to attend the last day of the conference (the primary public purpose) held on October 25, 2008. The use public fund to pay for the hotel charges on October 24, 2008 is not in compliance City policy. Therefore, we conclude that the two employees are liable to the City for the $430.92 in connection with the October 24, 2008 lodging expenses that did not serve a public purpose.
**QUESTIONABLE AIR FARE TICKET CHANGES/CHARGES**

Part 2, Section N of the APM 1-77 ("Cancellation Fees Incurred") states that "Whenever the employee is not able to travel on City business and incurs a cancellation fee of any kind, the employee's supervisor shall determine if there is adequate cause for reimbursement by the City." Our audit disclosed the following questionable air fare ticket changes charged to City issued P-Card.

On June 19, 2008, the City issued P-Card assigned to the Administrative Assistant in the Office of Grant Administration/Sustainable Initiatives (OGASI) was used to charge an airline ticket for $259 in connection with the Director of OGASI’s travel from Miami, Florida to Boston, Massachusetts with departure and return dates of July 14, 2008 and July 15, 2008, respectively. The justification on the records reviewed indicated that the public purpose was for a meeting with "zipcars" (a membership based car sharing service). However, on June 24, 2008, the flight ticket's return date was changed to July 16, 2008 at a cost of $230, which was also charged to the same City issued P-Card.

On June 30, 2008, we noted that the same City issued P-Card was used to charge a new airline ticket for $486.01 relative to the Director of OGASI’s travel from Miami, FL to Boston, MA with departure and return dates of Thursday, July 10, 2008 and Wednesday July 16, 2008, respectively. The justification on the records reviewed indicated that the public purpose was for the third change of the Director’s airline for the above trip to Boston. However, we determined that this charge was for the purchase of another round trip airline ticket and not for a change of the original ticket as noted on the public records. The total airline ticket charged to the City’s issued P-Card relative to the Director’s trip to Boston as itemized above totaled $975.01 ($259+$230+$486.01).

In response to our audit field work inquiry/tests, we were advised by an American Airlines (on June 3, 2009) representative that the originally purchased and changed airline ticket for $259 in connection with the Director of OGASI’s travel from Miami, Florida to Boston, Massachusetts
with departure and return dates of July 14, 2008 and July 15, 2008, respectively, had not been used as of June 3, 2009 and was a non-transferable flight credit of $339 for the exclusive and sole benefit of the Director of OGASI.

Our review of the time and attendance records as evidenced in the City's Moore Payroll System for the pay period ended July 19, 2008 indicated that "Regular Earnings" and not “out of the Office on City business” on July 10, 14, 15 and 16, 2008 for the Director of OGASI. The City's Payroll System also indicated that the Director of OGASI was on vacation on Friday, July 11, 2008. The itinerary for the subject meeting in Boston indicated that it took place from July 14, 2008 to July 16, 2008, which coincides with the dates noted on the hotel invoices filed in the respective expense reports.

As noted above, Part 2, Section N of the APM 1-77 ("Cancellation Fees Incurred") provides that: "Whenever the employee is not able to travel on City business and incurs a cancellation fee of any kind, the employee's supervisor shall determine if there is adequate cause for reimbursement by the City." However, the charges relative to the original purchase and subsequent change were approved by the Director of the OGASI himself and not his supervisor. The repurchase of the new ticket was approved by his supervisor.

The Director of the OGASI in a written response dated December 16, 2009 stated that the flight ticket change, which cost the City $230, was necessary to accommodate two meetings that took place on July 15, 2008. He stated that Part 2, Section N of the APM 1-77 does not apply to his cancellation of the original flight purchase because he still traveled to attend the subject meetings and a cancellation fee was not assessed. The Director indicated that a new ticket was purchased to allow him to meet with Boston’s Mayor or another official; however, said meetings never took place. He said that the flight credit that resulted from the cancellation of the originally purchased flight had expired as a result of a citywide travel freeze that would not allow him to use the credit within the allowable time frame.
However, our review of the subject meeting’s agenda disclosed, that all meetings took place on July 14 and 15, 2008, which contradicts the Director’s assertion that the purchase of a new ticket with a departure date of July 10, 2008 (four days prior to the meeting) was necessary and served public purpose. Additionally, the City’s payroll attendance records indicated that the Director took a paid vacation on Friday July 11, 2008 (the day subsequent to the departure date). Furthermore, the hotel invoices submitted by the Director and another City employee who accompanied him on this trip to Boston disclosed that each checked into their hotel rooms at the Royal Sonesta Hotel in Boston on July 14 and checked out on July 16, 2008, which indicates that the unused flight could have been used. It should also be noted that the Director also had two additional out of state travels that immediately followed the Director’s trip to Boston, which contradicts the Director’s assertion for not using the flight credit that resulted from the flight cancellation. These travels included a trip to Washington D.C. (July 2008) and a second trip to Boston (November 2008).

Once again, the documentation supporting the use of public funds for the above travel related expenditures did not indicate/describe the specific public purposes served for these out of state meetings. For example, an airline flight ticket was purchased to allow a Director to travel to Boston for a meeting with the Mayor of Boston or another official; however, said meetings never took place. We are concerned about the internal control procedures currently in place that allows public funds to be used for these questionable out of state meetings. Therefore, we cannot conclude that these charges to City issued P-Card served and/or advanced any measurable public interest, particularly the purchase of a second airline flight ticket to depart on July 10, 2008, the non-transferable flight credit for the exclusive and sole benefit of the Director of OGASI, as discussed above, the flight change, and the paid vacation taken by the Director upon arrival in Boston. Therefore, the Director of the OGASI is liable to the City for $489 in connection with the unused non-transferable flight credit for the exclusive and sole benefit of the Director, which cost the City $259 and the $230 incurred by the City for flight tickets changes not approved by his supervisor.
INAPPROPRIATE TRAVEL REIMBURSEMENT REQUEST FOR MEAL CHARGES

Part 2, Section F, numbers 1 and 2 of the Administrative Policy Manual (APM) 1-77 states that employees can be reimbursed for either an average per diem rate (as determined by the Runzheimer Directory) or the actual cost of meals ("limited to the average meal cost as provided by the Runzheimer rate for that City") for travel on City business. Our audit disclosed the following inappropriate meals charges:

- The Director of the Office of Grant Administration/Sustainable Initiatives (OGASI) on November 17, 2006 requested and was paid $57.89 relative to a request for reimbursement (I-Expense report) pertaining to a dinner that took place on November 9, 2006 in connection with the American Association of Grant Professionals (AAGP) conference held in Nashville, Tennessee. The notation in the justification section of the said request for reimbursement stated that two OGASI employees (Community Partnership Manager and a Grant Writer) were attendees. Pursuant to Part 2, Section F, numbers 1 and 2 of the Administrative Policy Manual (APM) 1-77, the total reimbursement for the subject dinner (attended by all three City employees) should not have exceeded $57.89, which is the actual cost and the maximum amount to be reimbursed. However, our audit determined that two additional requests for reimbursements for $42.38 (per diem) were submitted by the two attendees relative to the same dinner as noted above. Upon audit inquiry, one of the employees reimbursed the City $42.38 for the per diem amount she received and the Director of the OGASI reimbursed the City $42.38 for the per diem amount by the other employee who is no longer a City employee. The Director of the OGASI, in a written response stated that the employees did not realize that he had filed and received reimbursement for the actual cost of the meals for all three employees. However, the Director of the OGASI approved the reimbursement request filed by the Grant Writer, but the Community Partnership Manager’s reimbursement request was paid without being approved by a supervisor.
• Part 2, Section K of the APM 1-77 states that “Prior authorization of expenses does not entitle an employee to spend up to the authorized amount. Such authorization only identifies the limitation should such expense be necessary.” Part 2, Section H, bullet #3 of the APM 1-77 states that “Reimbursements will not be made for personal items including in-room movies…” Our review of the Director of the OGASI’s request for reimbursement in connection with a conference held in Tallahassee, Florida, on April 17 through 19, 2007, disclosed the following discrepancies:

➢ On January 16, 2007, the Director of the OGASI approved (as indicated by signature) his own “Request for Direct Payment” for $478 for the related check to be provided to him for a stay at the DoubleTree Hotel in Tallahassee for the period April 17 through 19, 2007.

➢ Our review of the hotel receipts indicated that the Director checked into the said hotel on April 18, 2007 and checked out on April 19, 2007. Therefore, stayed only one night. During said one night stay, the Director charged miscellaneous items to his room including room service at a cost of $32.48 and a movie for a cost of $15. The use of public funds to order personal items including in-room movie is a violation of the provisions of Part 2, Section H, bullet # 3 of the APM 1-77.

➢ As noted above, the direct payment check made payable to the DoubleTree Hotel in Tallahassee, which was provided to him (hand carried), was for April 17 through 19, 2007. At the time the Director checked out of the hotel on April 19, 2007, the difference between the $478 of public funds advanced to the hotel and the total room charges of $313.97 incurred by the Director of OGASI resulted in a credit balance of $164.03 due back to the City. However, said credit balance of $164.03 was credited to the Director’s personal credit card.
Upon return to the City, the Director of OGASI used the hotel invoice showing a credit balance of $164.03 due to the City to file a request for reimbursement for $164.03, which in fact was processed and disbursed to him. Said request for reimbursement also included reimbursement for airport parking, three (3) meals, and car rental totaling $151.47.

During our audit field work on August 20, 2009, as the invoices related to the Tallahassee trip were being reviewed for compliance, the Director wrote a check payable to the City of Miami for $383.59. The explanation provided on the check stated “Accounting Error Due to Hotel Check Submitted.” Please note that the travel in question took place in April 2007. The Director realized the error 2+ years later when said reimbursement was being audited.

In an exit conference meeting held on December 9, 2009 and also in a written response dated December 9, 2009, the Director stated that his Administrative Assistant requested the direct payment of $417 for his travel to Tallahassee. He indicated that he had crossed out the room service charge and in-room movie and that only a one night stay was required (instead of the two nights paid by the city) as he achieved all of his work on the “first day.” The Director noted that the subject reimbursement was processed by his Administrative Assistant, reviewed by the Accounts Payable department of the Finance Department, and approved by the City Manager before the funds were disbursed to him. The Director asserted that he was unaware of having received an over payment, as his wife “deals with all the family finances”.

However, a review of the subject “request for direct payment” form for the said travel to Tallahassee in April 2007 travel indicated that the Director was fully aware of the direct payment request as he initiated and approved said request by signing the form. Additionally, a review of the hotel invoice which was used in support of the reimbursement request does not indicate that the room service charges or in-room movie was crossed out as claimed by the Director. Please see page 156. Furthermore, the hotel invoice contradicts the Director’s statement that his work was achieved on the “first day” as said invoice indicates that he checked into the DoubleTree hotel in Tallahassee on April 18, 2007 (the second day), which is
one day later than the planned arrival date of April 17, 2007 noted on the “request for direct payment” form.

However, the expense report was filed under the Director’s name and employee number. A copy of the cancelled reimbursement check clearly shows that it was endorsed by the Director, which contradicts his statement that he was unaware of the overpayment.

Recommendations

We recommend that the Finance department enhance its internal control procedures to reasonably assure that all I-Expense reimbursements are solely for City business purposes. Reports should be more extensively reviewed to ensure that expense reimbursement payments are not duplicated.

We recommend that the Purchasing department enhance its internal control procedures to reasonably assure that all P-Card purchases are solely for City business purposes. Transaction receipts should be reviewed thoroughly to ensure legitimacy. Additionally, the purchasing department should restrict the ability to charge travel related expenses to only one P-Card per department and a description standard should be implemented to ensure that all related expenses can be tied together. For instance, the lodging and transportation expenses for each department’s City business trip should be charged on the same P-Card and the same “purpose” description should be used if the charges are settled over different periods.

Auditee Response and Action Plan

See auditee’s complete written response and additional supporting documentation on pages 122 through 137 and 156.
PARKS AND RECREATION DEPARTMENT

In accordance with APM 1-07, the purpose of the P-Card program is to empower City employees to procure goods and services (not under contract) necessary for the operation of the City government. Furthermore, Part 3, Section A, bullet 6 of APM 1-07 states that employees with City issued P-Cards are required to obtain and retain all supporting sales receipts for end of the month reconciliations of P-card transactions.

An itemized sales receipt that clearly describes all the items purchased provides transparency, accountability, and evidence justifying the related business or public purpose served in connection with the disbursement of public funds. Absent itemized description of the items purchased, a clear determination cannot be made as to the judicious use of public funds.

Our review of the expenses charged to the City issued P-Cards assigned to two former City employees (Director and Administrative Assistant) of the Office of Films, Arts, Culture and Entertainment (F.A.C.E.) division of the City’s Parks and Recreation department disclosed the following questionable financial transactions. The following P-Card transactions were made prior to their separation from City employment:

PURCHASES MADE BY THE FORMER ADMINISTRATIVE ASSISTANT OF THE F.A.C.E.

- On October 3, 2007, the City issued P-Card assigned to the former Administrative Assistant of the Office of the F.A.C.E was used to purchase seven (7) barstools from the Target Merchandise Store for $118.93. The justification noted on the expense report for said purchase was inadequate as it merely stated "stools for events.” Although a supporting receipt was provided, it is not clear why it was necessary to purchase 7 more barstools given that we observed approximately 100 barstools in the City’s inventory storage. Therefore, given that we observed many unused barstools in
the City’s storage and the fact that the specific 7 barstools relative to this P-Card transaction could not be identified for audit purposes, we cannot conclude that this charge to City issued P-Card served and/or advanced any verifiable public interest/purpose.

- On October 19, 2007, the City issued P-Card assigned to the Administrative Assistant in the Office of the F.A.C.E was used to purchase fabrics from Rosa Fabrics Store (a fabrics retailer) for $165.96. The justification indicated on the expense report for the said purchase stated "fabric for island fest event." However, only a summary receipt (see page 155) was attached and the actual items purchased were not itemized.

- On October 19, 2007, the City issued P-Card assigned to the Administrative Assistant in the Office of the F.A.C.E was used to purchase fabrics from Nunez Fabrics, Inc. (a fabrics retailer) for $186.89. The justification indicated on the expense report for the said purchase stated "fabric for island fest event." However, only a summary receipt (see page 155) was attached and the actual items purchased were not itemized.

- On October 19, 2007, the City issued P-Card assigned to the Administrative Assistant in the Office of the F.A.C.E was used to purchase fabrics from “The Low Prices” Store (a fabrics retailer) for $277.50. The justification indicated on the expense report for the said purchase stated "fabric for island fest event." However, only a summary receipt (see page 155) was attached and the actual items purchased were not itemized.

- On November 23, 2007, the City issued P-Card assigned to the Administrative Assistant in the Office of the F.A.C.E was used to purchase beverages from Jetro Cash and Carry Store (a bulk supplier of groceries, food service and catering supplies) for $713.20. The justification noted on the expense report for the said purchase stated "beverages for island fest event." However, only a summary receipt was attached and the actual items purchased were not itemized. Upon audit inquiry, the Director of the Parks and Recreation Department provided a partial receipt that itemized $563.76 of the
$713.20 purchases charged. However, a one line item charge (without description) for $149.44 ($713.20-$563.76) of the total purchases charged remains unsupported.

**PURCHASES MADE BY THE FORMER DIRECTOR OF THE F.A.C.E.**

- On February 23, 2008, the City issued P-Card assigned to the Director of the Office of the F.A.C.E was used to make certain purchases from the Target merchandise store for $275.87. The justification noted on the expense report for said purchase stated “Items for Virginia Key grand re-opening”. However, no sales receipt was provided to support said purchase or a description of the items purchased. Upon audit inquiry, the Director of the Parks and Recreation Department provided a partial receipt that itemized $170.92 of the $275.87 of the purchases charged. However, $104.95 ($275.87-$170.92) of the total purchases charged remains unsupported. The partially itemized receipt included charges for a 5x6 “Area Rug” for $79.99 and a line item charge described as “Miscellaneous” for $49.99

- On March 9, 2008, the City issued P-Card assigned to the Director of the Office of the F.A.C.E was used to purchase various dog supplies in the amount of $1,206.60 from "The Dog Bar" store. The items charged to the P-Card includes but not limited to a “pet zip first class jogger” for $179.98, a “grace bag” for $187.98, and a “Swarovski pink metallic collar” for $82.98. The justification noted on the expense report stated that said purchase was for the "Dogs on the Catwalk" event.

A sales receipt was not provided to support this purchase. However, the 18 items charged to the P-Card were itemized on a letter written by the vendor and addressed to “whom it may concern.” Said letter listed a total of 18 dog supplies items ranging from $29.98 to $179.98. We contacted the vendor (“The Dog Bar”) as part of our audit fieldwork in an attempt to obtain an official receipt, but was informed that it could not retrieve details from past sales. However, a store attendant recalled that she prepared
the above letter based on unconfirmed information provided to her by the former F.A.C.E. Director.

Therefore, due to lack of official sales receipt and lack of documentation to evidence those who actually participated and/or won the various prizes at the catwalk show the public purpose served cannot be determined.

- On March 29, 2008, the City issued P-Card assigned to the Director of the Office of the F.A.C.E was used to make certain purchases in the amount of $131.90 from the Publix Super Market. The justification noted on the expense report indicates that said purchase was for "food and beverages staff and volunteers." However, only a summary receipt (see page 155) was attached and the actual items purchased were not itemized. We question the use of public fund for the purchase food and beverages for salaried City employees.

Recommendations

We recommend a modification of the current P-Card policy to require an advanced approval of all purchases by the cardholder’s immediate supervisor. This process should require the completion of a standard template that lists the items needed, a supervisor’s signature and date of completion. The Purchasing department should implement a violation tracking system to ensure that timely and appropriate action is taken on future P-Card misuse.

Auditee Response and Action Plan

See auditee’s complete written response on pages 138 and 139.
OFFICE OF THE CITY MANAGER, PARKS AND RECREATION AND PURCHASING DEPARTMENTS
INADEQUATE ENFORCEMENT OF THE P-CARD POLICY

In accordance with part 3, Section A, bullet 6 of the APM 1-07, it is the cardholder’s responsibility to obtain and retain all supporting receipts for end of the month reconciliation. An itemized sales receipt that clearly describes all the items purchased provides transparency, accountability, and evidence justifying the related business or public purpose served in connection with the disbursement of public funds. Our audit disclosed:

- That the supporting receipts for expenses charged to the City issued P-Card assigned to Director and Administrative Assistant of F.A.C.E. were summary receipts for 7 purchase transactions totaling $2,725.20 that did not itemize the list of items purchased.
- The former Director of the F.A.C.E withdrew two expense reports for the months of February 2008 and March 2008 as she was unable to provide official receipts in support of P-Card charges totaling $1,691.50. However, the Director (cardholder) was allowed to continue to use her P-Card, which resulted in more questionable charges.

The Purchasing Department informed us that it took the appropriate steps to revoke the P-Card privileges of the cardholder. Due to the above and other instances of non-compliance, the Purchasing Department made attempts to suspend the P-Card privileges of the cardholder but was overruled by the City Manager’s Office. Upon audit inquiry, the Parks and Recreation Department provided itemized listing of the items for $1,813.51 of the $2,725.20 discussed above. However, our audit procedures should not be a substitute for effective internal controls. Summary receipts should not be accepted by the City as support for purchases made with public fund. Absent itemized description of the items purchased, a clear determination cannot be made as to the judicious use of public funds.
Recommendation:

The Office of the City Manager and all Departments should assist the Purchasing Department in its efforts to monitor compliance with P-Card policies.

Auditee Response and Action Plan

See auditee’s complete written response on pages 147, 148, 153 and 154.
OFFICE OF THE CITY MANAGER AND MANAGEMENT BUDGET DEPARTMENT
INAPPROPRIATE I-EXPENSE REIMBURSEMENTS

In accordance with the provisions of APM 1-77, Section F numbers 1 and 2, employees can be reimbursed for either an average per diem rate (as determined by the Runzheimer directory) or the actual cost of meals ("limited to the average meal cost as provided by the Runzheimer rate for that city") for travel on City business.

In May 2008, a P-Card assigned to the Office Project Manager in the Office of the City Manager (OCM) was used to charge travel related expenses for the Senior Advisor for Economic Development (SAED) to attend the International Conference for Shopping Centers in Las Vegas, Nevada from May 17, 2008 to May 22, 2008. The total cost (registration, air travel, cab, lodging and food) was $2,478.37 for the said trip. At the hotel, the SAED ordered meals through room service for $121.82 (as supported by hotel receipts), which was inappropriately charged to the P-Card assigned to the Office Project Manager in the OCM. In accordance with the provisions of APM 1-07, City employees are not allowed to charge meal related expenses to City issued P-Cards. All City employees are required to pay for all meals and related charges out-of-pocket and then file for a reimbursement request accordingly.

Although, the meal charges noted above had already been processed and paid for with public funds, upon return from the trip to Las Vegas on July 14, 2008 the SAED filed for the same $121.82 (as supported by hotel receipts) meal related expenses that was charged to City issued P-Cards, as discussed above. The justification section of the said expense report indicated that expenses were for "Meals charged to room during stay for the International Conference of Shopping Centers in Las Vegas, NV." The filing of this reimbursement request by the SAED on July 14, 2008, was an indication of her intention to receive reimbursement for the actual cost of meals (as supported by hotel receipts) and not average per diem rate (as determined by the Runzheimer directory), as provided in Part 2 Section F numbers 1 and 2 of the APM 1-77.
The reimbursement request for $121.82 filed was processed and approved for payment by the Director of the Management/Budget Department. The amount approved was disbursed to the SAED by the Finance Department.

By filing and receiving reimbursement for $121.82 as discussed above, the City paid for the actual cost of the meals, as supported by hotel receipts, twice ($243.64 = $121.82+$121.82).

We noted that on July 16, 2008, the SAED wrote a check for $121.82 to reimburse the City for the actual cost of the meals that were inappropriately charged to the City’s issued P-Card assigned to the Office Project Manager in the OCM.

However, on July 25, 2008, the SAED filed a second reimbursement request for $293.70, the cost of per diem meals (as determined by the Runzheimer directory) for the same Las Vegas trip. The reimbursement request for $293.70 filed was processed and approved for payment by the Director of the Management/Budget Department. The amount approved was disbursed to the SAED by the Finance Department. As noted above, the filing of this reimbursement request by the SAED on July 14, 2008, was an indication of her intention to receive reimbursement for the actual cost of meals (as supported by hotel receipts) and not per diem rate for $293.70 (as determined by the Runzheimer directory), which was filed on July 25, 2008 (11 days later). Therefore, $293.70 is due back to the City.

Upon audit inquiry, the Director of the Management and Budget Department (OMB), who approved the subject reimbursement requests in a written response dated October 14, 2009 stated that it was not his responsibility to review each expense report that he approves. He indicated that his office approves/disapproves reimbursement requests from the City Manager’s Office, but only as a result of the system hierarchy approval, which he believes is not intended to circumvent City policy APM 1-77.

However, the approval process is a critical control element that should identify inappropriate reimbursement claims before they reach the Finance Department for further processing and disbursement of public funds. As the approver of both reimbursement requests, it was the
OMB Director’s responsibility to review and ensure that all expenses claimed were appropriate before recommending the disbursement of public funds. The OMB Director’s approval was the vital process component that moved the subject reimbursement requests to the Finance Department for final processing and disbursement of public funds.

During two exit audit meeting held on October 21, 2009 and December 14, 2009, the SAED stated the filing of the two reimbursement requests was the result of an error committed by a department Project Manager, who initiated said reimbursement claims because she had access to her I-expense computer screen. The City’s financial accounting application (Oracle) has an I-expense computer screen that allows each City employee to initiate valid reimbursement claims electronically. Upon initiating such claim through use of employee’s unique password, it is routed to a supervisor electronically for approval and then to the Finance department for disbursement of check. We are concerned that the SAED allowed another employee access to a computer screen restricted solely for her use. Also, we are concerned that she cashed the second check for $293.70 after she has been paid $121.82 (the actual for the meals). Upon audit inquiry, she reimbursed the City $144.70 ($121.82 + $22.88). The $22.88 was an additional per diem meal (dinner) for May 22, 2008, that was inappropriately disbursed to her. Her flight itinerary indicated that she returned back to Miami at 1:30 PM on May 22, 2008, and therefore not entitled to be reimbursed for dinner. However, we conclude that she is still liable to the City for additional $149 ($293.70-$144.70).

**Recommendation**

We recommend that the MBD enhance its internal control procedures to reasonably assure that all I-Expense reimbursements are solely for City business purposes. Reports should be more extensively reviewed to ensure that expense reimbursement payments are not duplicated.
Auditee Response and Action Plan

See auditee’s complete written response on pages 140 through 142.
OFFICE OF THE CITY CLERK
OFFICE OF THE CITY CLERK

As part of our audit field work we selected the following I-Expense travel related disbursements transactions incurred by the Office of the City Clerk for review:

INTERNATIONAL TRAVEL TO LONDON, ENGLAND

- A travel expense report filed by the City Clerk on December 13, 2007 indicated that she traveled to London, England from October 19, 2007 through October 28, 2007 to attend a study abroad program sponsored by the International Institute of Municipal Clerks (IIMC). The expense report indicated that the City incurred $4,149.96 for said trip. However, we noted that IIMC held another annual conference in Atlanta, GA on May 18, 2008 through May 22, 2008 (during the same fiscal year).

OUT-OF-STATE TRAVEL TO NEW ORLEANS, LOUISIANA

- Travel expense reports filed by the City Clerk on May 10, 2007, May 29, 2007 and May 30, 2007, indicated that she traveled to New Orleans, Louisiana from Sunday, May 20, 2007 through Sunday, May 27, 2007 to attend the International Institute of Municipal Clerks conference (similar to the above conference). The expense report indicated that the City incurred $2,011.93 for said trip.

IN-STATE TRAVEL TO ORLANDO, FLORIDA

- A travel expense report filed by the City Clerk on December 12, 2007, indicated that she traveled to Orlando, Florida from September 25, 2007 through September 28, 2007 to attend the Florida Ethics and Attorney General Sunshine Summit. The expense report indicated that the City incurred $879.88. The City is exempt from paying sales tax, however, we noted that the amount disbursed included $52.14 of sales taxes.
IN-STATE TRAVEL TO PALM BEACH GARDENS, FLORIDA

- A travel expense report filed by the City Clerk on May 10, 2007 and July 2, 2007, indicated that she traveled to Palm Beach Gardens, Florida from June 9, 2007 through June 12, 2007 to attend the Florida Association of City Clerks (FACC). The expense report indicated that the City incurred $849.44. The City is exempt from paying sales tax, however, we noted that the amount disbursed included $52.92 of sales taxes.

IN-STATE TRAVEL

- The Oracle’s (City’s financial accounting application system) online I-expense computer screen travel reimbursement request indicated that the City Clerk traveled to Tampa during October 11, 2006 through October 13, 2006 to attend the FACC. (see pages 157 through 159) The total amount processed and disbursed to her, which totaled $648.53, was based on the “Runzheimer Rate” (reimbursement rate) for the City of Tampa. However, our review of other supporting document (see page 160) indicated that the actual destination of travel was Orlando. A written response provided by the City Clerk’s Attorney confirmed that the actual destination of travel was Orlando. If the actual travel destination is Orlando then the amount reimbursed to her was incorrectly based on “Runzheimer Rate” for the City of Tampa rather than for the City of Orlando. Additionally, the City is exempt from paying sales tax, however, we noted that the amount disbursed included $22.32 of sales taxes.
IN-STATE TRAVEL TO NAPLES, FLORIDA

- A travel expense report filed by the City Clerk on July 18, 2008, indicated that she traveled to Naples, Florida from June 28, 2008 through July 2, 2008 to attend the Florida Association of City Clerk’s Annual Conference. The expense report indicated that the City incurred $598.46. The amount paid includes a Resort fee of $20.

IN-STATE TRAVEL TO SANIBEL, FLORIDA

- A travel expense report filed by the City Clerk on July 21, 2009 indicated that she traveled to Sanibel, Florida from June 27, 2009 through July 1, 2009 to attend the Florida Association of City Clerk’s Annual Conference. The expense report indicated that the City incurred $380.71. The travel request form for the subject travel indicated that the travel was “To maintain certification - educational requirements”.

The City Clerk and her Attorney in written responses stated that the subject travels benefitted (public purpose) the City in various ways, including making the Clerk’s Office more efficient and allowed her to earn credits towards Master of Municipal Clerk designation. However, there is nothing in the City Charter and/or City Code that requires an incumbent in the City Clerk’s position to obtain and/or maintain such certification/designation. Absent such codified certification/designation requirement, we question whether any City employee or official can decide on his/her own to enroll and/or pursue/attend such conferences (including international destination) in their individual areas of functions/responsibilities for the purpose of obtaining academic credits towards a non-required academic designation for their individual positions. It should be noted that the British municipal system of government is different from the United States and it is not clear why it was necessary to travel to London, England to learn how to make the City’s Clerk Office more efficient. For example, during the fiscal year October 1, 2006 through September 30, 2007, the total number of trips was four. We are concerned that if such
practice is uncontrolled and allowed to be practiced citywide, the already tenuous City budget conditions would be exacerbated.

Also, as noted on pages 59 and 60 sales taxes were included in the travel expenses incurred by the City Clerk and subsequently reimbursed to her by the City. In accordance with part 9, Section A of the APM 1-07, “The City of Miami is exempt from all sales taxes.” Therefore, City employees are required to instruct vendors not to charge sales taxes on the goods/services that are purchased. If sales tax is charged, the City employee should request a credit.

**Recommendations**

We recommend that the appropriate enabling legislation be codified clearly establishing certification/designation requirements for the City Clerk’s position. Every effort should be made to limit training to Miami-Dade and Broward counties. Also, continuing professional education credits could be earned on line.

**Auditee Response and Action Plan**

See auditee’s complete written response and the response provided by attorney Stephen M. Cody who was retained by the City Clerk at the end of this report.
PURCHASING DEPARTMENT

INADEQUATE POLICY ENFORCEMENT

Section III (c) of the APM 1-07, provides that the roles/responsibilities of the Purchasing Card Administrator within the P-Card Programs includes but are not limited to (1) monitoring day to day transactions attempted/made by individual cardholders; (2) providing training to new cardholders and their supervisors; (3) coordinating P-Card program policy issues; (4) analyzing transactions trends to identify goods and services that should be procured using the informal or formal bid process; (5) and reviewing all P-Card reconciliation documents submitted each month. However, our audit disclosed numerous instances where noncompliance with P-Card Program issues were not routinely identified and promptly addressed by the Purchasing Card Administrator and/or the Purchasing Department, as discussed below:

- Our audit determined that food purchases were charged to 44 P-Card transactions totaling approximately $2,943 by the following departments:
  - Community Development Department
  - Civil Service Department
  - Office of Grant Administration/Sustainable Initiatives.
  - Hearing Boards
  - Information Technology Department
  - Parks and Recreation Department
  - Public Works Department

The Purchasing Department implemented a Food Purchase Form in November 2007 when it observed an increase in the use of P-Cards for the purchase of food citywide. Among the information required to be included in the said form are: (1) the City related/business purpose of the meeting; (2) the names of the persons that
will be attending the meeting; and (3) justification as to why the City should pay for the said lunch/food.

We noted that the records supporting some of the purchases indicated that food purchases were for City Board/Committee meetings, food for City employees serving on interview panels, and department meetings. However, we noted that the budget document approved by the City Commission did not include a line item specifically for food/beverages for any City department. We noted that food purchases were paid from budget line items such as, repair/maintenance services, promotional activities, other current charges and obligations, travel/per diem, postage, office supplies, operating supplies, printing(binding) and other expenses.

We are concerned and question the public purpose served by using public funds to purchase food for salaried City employees that serve on job interview panels or for department meetings or for any City Board whose members are paid stipends. For example, a City department provided the following justification for using public funds to purchase food: “Shows Good Faith on Management Part and Sharing in the Breaking of Bread Ease Tension”.

An approved budget line item for food/beverages provides authority to incur such expenses. However no such budget line item was approved by the City Commission. Therefore, the purchasing and charging of food/beverages to other approved budget line items is not an indication of transparency of how public funds are used.

- In accordance with part 9, Section A of the APM 1-07, “The City of Miami is exempt from all sales taxes. Therefore, the cardholder must instruct the vendor not to charge sales taxes on the goods/services that are purchased. If sales tax is charged, the cardholder must contact the vendor and request a credit…” However, our audit disclosed five (6) P-Card transactions that included sales taxes totaling
approximately $399.15. Said sales tax transactions were charged to P-Cards assigned to the Office of Communications and the Office of the City Manager. Every effort should be made to conserve the use of public funds. The use of public funds to pay sales tax when the City is exempt does not demonstrate accountability.

- In accordance with part 9, Section E of the APM 1-07, “Written secondary approvals (via email or a memo) must be obtained before making purchases that include vehicle parts/accessories. However, our audit determined that written secondary approvals were not obtained as required for six (6) P-Card financial transactions totaling $12,442 incurred by 3 employees of the Fire Rescue (FR) Department for the outsourcing of vehicle maintenance and the purchase of vehicle accessories. The following facts relative to the expenses charged to the P-Card assigned to the FR Department raises the following concerns:

  - The unwillingness of the Specialty Ford Mustang Performance Shop to provide a written statement clarifying, which type of vehicles were serviced and the reasons for the receipt discrepancies.
  - Why the City’s GSA Department that serviced said vehicles in the past was not involved in identifying the appropriate automotive service/repair shop to outsource said services.
  - Why said vehicles were not taken to any of the authorized Ford dealer automotive shops located in the City of Miami but rather to an automotive service shop (not authorized by the dealer) located 54 miles away.
  - The service receipt for the $1,993.71 that was charged to City P-Card on March 16, 2009 did not specify which City owned was actually serviced.
  - Why Chevrolet vehicles were used to open an account when said vehicles were never repaired by the subject Specialty Ford Mustang Performance Shop, as explained by the Fire Chief.
Upon audit inquiry, the Director of the Purchasing Department stated that the Fire Rescue Department indicated that written secondary approvals were not required because the amounts charged to the City issued P-Card were paid for with federal funds. However, if the Purchasing Department had requested and obtained the terms of the grant agreement, it would have determined that the Fire Rescue Department was required to follow all City’s procurement procedures.

Recommendations

We recommend that the Purchasing Department enhance its internal control procedures to reasonably assure that P-Card purchases are in compliance with policies and used solely for City business purposes. Additionally, a more effective violation tracking system should be implemented to ensure that the purchasing department responds timely and appropriately to future P-Card misuse.

Auditee Response and Action Plan

See auditee’s complete written response on pages 145 through 154.

REBUTTAL TO WRITTEN RESPONSE PROVIDED BY THE CITY’S DIRECTOR OF THE PURCHASING DEPARTMENT:

The Director of the Purchasing Department in his written response (see page151) stated: “that this audit involved approximately over 200 P-Card Holders and 17,000 P-Card transactions during the four (4) year timeframe. Therefore, the audit reveals that overall the Purchasing Department has implemented a P-Card Program with very effective internal control.”
The above assertion is incorrect and very misleading. The audit period was October 1, 2006 through September 30, 2009 (3 fiscal years) and a sample size of 50 P-Card holders were examined. Also, this audit never concluded as claimed that very effective internal control has been implemented by the Purchasing Department.

Additionally, the Director of the Purchasing Department stated: “In general, your recommendations and findings in the following areas of concerns: (1) Food Purchases, (2) Sales Tax Exempt, (3) Failure of itemized sales receipt submittal, and (4) Secondary Approvals for Vehicle Parts/Accessories are either aspirational or highly desirable in nature or has a valid explanation supported by physical documentation.”

The characterization of the above audit findings as described by the City’s Chief Procurement Officer is very troubling particularly when he is the one charged with the responsibility of implementing the necessary internal procedures to address said areas of concerns and many other questionable disbursement of public funds through P-Cards charges to City issued P-Cards as enumerated in this report.

Food purchases – The Chief Procurement Office concluded that: “However, the lack of a specific budget line item does not prevent for city offices and departments to purchase food/beverages from other budget line items (i.e. operating supplies) on their P-Card so long as it is for valid public purpose.”

We strongly disagree. An annual budget is a financial operations plan, which estimates proposed expenditures and the proposed means of financing them during a fiscal year. The transfer of public funds from an approved budget line item for unapproved/unauthorized purpose (purchase of food) every fiscal year makes a mockery of the budget process, particularly given the precarious financial challenges currently facing the City. If there is need for the procurement of food, said need should be identified, during budget preparation process and included in the budget and approved (authorized) by the City Commission. The practice of budget transfers as described by the
Chief Procurement Office lacks transparency and places no limit that can be spent on food purchases. The appropriate justifications should be evaluated by the City Commission on case by case basis as it relates to whether public funds should be appropriated for the purchase of food for salaried City employees that serve on job interview panels or for department meetings or for any City Board whose members are already paid stipends. In the absence of such evaluation and/or adherence to budgeted line items, the effectiveness of the budget as a means of controlling expenditures is limited. Transparency is necessary to ensure public trust/confidence in the process used to disburse public funds. The practice of transferring of public funds from an approved budget line item for unapproved/unauthorized purpose (purchase of food) every fiscal year clearly does not demonstrate transparency.

Sales Taxes - In accordance with part 9, Section A of the APM 1-07, “The City of Miami is exempt from all sales taxes.” We noted six (6) and not four (as indicated in the Director of Purchasing Department’s response) sales tax transactions were charged to the P-Card, as itemized below:

<table>
<thead>
<tr>
<th>Transaction Number</th>
<th>Transaction date</th>
<th>Transaction Amount</th>
<th>Sales Tax (7% of Sale)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>3/27/2008</td>
<td>$1,315.00</td>
<td>$92.05</td>
</tr>
<tr>
<td>2</td>
<td>3/31/2008</td>
<td>$1,315.00</td>
<td>$92.05</td>
</tr>
<tr>
<td>3</td>
<td>5/16/2008</td>
<td>$1,514.15</td>
<td>$105.99</td>
</tr>
<tr>
<td>4</td>
<td>8/25/2008</td>
<td>$1,033.98</td>
<td>$72.38</td>
</tr>
<tr>
<td>5</td>
<td>8/26/2008</td>
<td>$305.24</td>
<td>$21.37</td>
</tr>
<tr>
<td>6</td>
<td>8/26/2008</td>
<td>$219.96</td>
<td>$15.40</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>$5,703.33</td>
<td>$399.23</td>
</tr>
</tbody>
</table>

Said purchases were repeatedly made by the same card holder from vendors that operate in the State of Florida. A more effective violation tracking system would require those who repeatedly violate P-Card policies to reimburse the City for non-authorized charges and in
more severe cases such as those discussed on pages 18 through 21 and 35 through 37, P-Card privileges should have been terminated.

Written Secondary Approval – The Director of the Purchasing Department stated that the Purchasing Department did not enforce the secondary approval requirement simply on the bases of verbal assertions made by cardholders who claimed that the charges were for items paid for with federal monies, and therefore, were not subject to City P-Card rules. In fact, a cursory review of the grant document would have disclosed that the City’s FR Department is required to follow all City’s procurement policies and procedures. A more effective internal control procedure would have disclosed that the FR Department is required to follow all City’s procurement policies and procedures, including obtaining written secondary approvals when vehicle accessories are purchased or services are outsourced. In light of the purchases made by the FR Department, we are concerned with the lack of policy enforcement by the Purchasing Department. As described on pages 14 through 21, the subject purchases included a TracVision satellite system to obtain Direct TV in the vehicle, a Kenwood vehicle navigation system, repairs performed by a specialty racing shop and the purchases of additional vehicle accessories. Said transactions/purchases should have been flagged and thoroughly reviewed by the Purchasing department. As a result, it is clear that the monthly P-Card review process is less than effective.
FINANCE DEPARTMENT
I-EXPENSE REIMBURSEMENT REQUESTS WERE INAPPROPRIATELY PROCESSED AND DISBURSED

Section 27(a) of the City Charter provides that the Department Director for the Finance Department is subject to the supervision and control of the city manager, the director of finance shall have charge of the department of finance and shall administer the financial affairs of the city, including the keeping and supervision of all accounts, the levy, assessment and collection of revenues, the making and collection of special assessments, the custody and disbursement of city funds and monies, the control over expenditures, and such other duties as the city manager may direct.

Our audit of I-Expense financial transactions disclosed that the following reimbursement requests were inappropriately processed and the related checks were disbursed as itemized:

- As discussed on pages 41 and 42 two employees of the Office of Grant Administration/Sustainable Initiatives (OGASI) were inappropriately reimbursed for meal expenses. Said employees received the per diem rate reimbursement of $42.38 each for meals that were actually paid for and later reimbursed to the Director of OGASI. Upon audit inquiry, the inappropriate reimbursements were paid back to the City.

- As discussed on pages 42 through 44 the Director of OGASI used a hotel invoice showing a credit balance of $164.03 due to the City to file for a reimbursement for $164.03. Said request for reimbursement was processed, approved, and disbursed to the Director. The related check should not have been processed and disbursed. The inappropriate reimbursements were paid back to the City.
• As discussed on pages 54 through 56 the Senior Advisor for Economic Development (SAED) in the Office of the City Manager (OCM) was reimbursed twice in connection with travel to attend the International Conference for Shopping Centers in Las Vegas, Nevada from May 17, 2008 to May 22, 2008. The subsequent request for reimbursement for $293.70 should not have been processed and disbursed to the SAED. Upon audit inquiry, the City was reimbursed $144.20. However, the SAED is still liable to the city for an additional $149 ($293.70-$144.70).

• Our audit fieldwork disclosed that the Finance department processed and disbursed checks relative to four (4) requests for direct payment totaling approximately $1,693 that were initiated by an Administrative Assistant and approved by the Department Director that benefitted from the direct payment. Also, when a direct payment is made to a hotel to pay for a future city related trip, no subsequent follow-up or reconciliation is made to account for the entire amount advanced to determine whether any balance is due back to the City.

Recommendation

We recommend that a more extensive review is performed on all I-Expense requests for reimbursements to ensure that expense reimbursement payments are not duplicated. Also, we recommend that future direct payments be monitored to ensure that overages, if any, are returned to the City.

Auditee Response and Action Plan

See auditee’s complete written response on pages 143 and 144.
AUDITEES WRITTEN RESPONSES

CITY OF MIAMI, FLORIDA
INTER-OFFICE MEMORANDUM

TO: Mr. Victor Igwe
Independent Auditor General
City of Miami

DATE: June 4, 2009

SUBJECT: USAR Audit Response

FROM: William Bryson, Director
Department of Fire-Rescue
City of Miami

ENCLOSURES: GSA Forms

Mr. Igwe,

This memo is in response to information requested from my office regarding Purchasing Card transactions.

Executive Summary:

Florida Task Force II is a national disaster response team. We are deployed to natural disasters and terrorist events of national significance. We are activated by the order of the President of the United States, the Governor of Florida or exceptional circumstances as determined by the Sponsoring Agency Chief. All equipment and personnel are to be maintained in a high state of readiness 24 hours a day. Once activated, we have four hours to respond by land or air.

Purchase of Floor and Painting Materials

The 2008 Cooperative Agreement allows for repairs and renovations to an existing facility as long as it does not change the footprint of the structure. When major renovations are to occur, it should be budgeted within our Cooperative Agreement or a "spend plan change" must be requested.

This is not necessary when minor repairs or modifications are made to the facility unless it requires a budget reallocation exceeding 10% of the overall budget. In this particular case, two expenditures were made:

- $1,500.00 for the replacement of floor covering in a high traffic area
- $363.97 for paint and paint supplies to repaint a small area in the office
The 2008 Cooperative Agreement allows for this type of maintenance/modification in the normal course of program management and eligible under the administrative budget (in this case contractual services).

Please see an excerpt of email correspondence between Captain Joseph Zahralban (Program Manager) and Catherine Deel (FEMA Program Specialist).

Joe –

The FY2008 budget narrative template format allows for a little flexibility on these types of items. Because the funds used to make minor repairs are in line with the overall management of the warehouse/office (as noted in the use of this funding in FL-TF2’s FY2008 budget plan), these costs are allowable under this category and object class. These sort of costs can’t be anticipated when the cooperative agreement application is submitted, but are in line with the scope and intent of this funding.

Please let me know if you have any other questions or require additional clarification.

Cathie

It is important to point out that Florida Task Force II does not benefit from the services of the City of Miami Building Maintenance Department. This is due to the fact that this federally funded program should impact the City as little as possible. Additionally, this is not a City owned facility so we have to work together with the property manager when work is to be performed. As a result of this, painting was performed by Florida Task Force II/City of Miami Fire Department personnel.

Upon completion of the floor work, two receipts were received from Bello Tile that did not reflect the work performed or the amount paid. We have made repeated requests for a copy of the receipt reflecting our transaction of $1,500.00 for the services rendered. We are presently working to rectify this and it still appears as a pending issue in Oracle. On June 8, 2009, a meeting was conducted at Bello Tile with an accounting representative for Bello Tile and the subcontractor that performed the work. Bello Tile assured us they would work with their accounting department to rectify the issue and provide an accurate invoice reflecting the work performed and the amount paid.

Below you will find a picture of the floor and painted walls in our operational area.

![Floor and painted walls](image)

**Final Determination:**
- In line with grant guidelines - YES
- In connection with City business - YES
- Served public purpose - YES
Vehicle Repair and Maintenance Charges

Florida Task Force II has a vehicle fleet encompassing large trucks, small trucks, boats, off road vehicles, forklifts and trailers. Our fleet encompasses over 50 pieces of apparatus. Depicted below is a graph outlining which vehicles are supported by GSA, which are supported by the Task Force and which are supported by the Fire Department Shop. The ones supported by the FD shop are under Task Force responsibility until the expiration of the service contract. Note that the majority of USAR apparatus are maintained by the Task Force.

The chart below indicates who holds responsibility for the repair of task force vehicles. USAR remains the primary provider of fleet maintenance.

<table>
<thead>
<tr>
<th>VEHICLE</th>
<th>YEAR</th>
<th>MAKE</th>
<th>RESPONSIBILITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Manager</td>
<td>2005</td>
<td>Ford</td>
<td>GSA</td>
</tr>
<tr>
<td>USAR 1</td>
<td>1999</td>
<td>GMC</td>
<td>TASK FORCE</td>
</tr>
<tr>
<td>USAR 2</td>
<td>1999</td>
<td>GMC</td>
<td>TASK FORCE</td>
</tr>
<tr>
<td>Staff Officer</td>
<td>2008</td>
<td>Ford</td>
<td>TASK FORCE</td>
</tr>
<tr>
<td>Staff Officer</td>
<td>2008</td>
<td>Ford</td>
<td>TASK FORCE</td>
</tr>
<tr>
<td>Rescue pickup</td>
<td>2006</td>
<td>Ford</td>
<td>GSA</td>
</tr>
<tr>
<td>Rescue pickup</td>
<td>2006</td>
<td>Ford</td>
<td>GSA</td>
</tr>
<tr>
<td>Utility vehicle</td>
<td>1996</td>
<td>Ford</td>
<td>TASK FORCE</td>
</tr>
<tr>
<td>Utility vehicle</td>
<td>1997</td>
<td>Ford</td>
<td>TASK FORCE</td>
</tr>
<tr>
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<td>1978</td>
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<td>2005</td>
<td>Peterbilt</td>
<td>SVC CONTRACT</td>
</tr>
<tr>
<td>Tractor</td>
<td>2005</td>
<td>Peterbilt</td>
<td>SVC CONTRACT</td>
</tr>
<tr>
<td>Box truck</td>
<td>2005</td>
<td>International</td>
<td>SVC CONTRACT</td>
</tr>
<tr>
<td>Box truck</td>
<td>2005</td>
<td>International</td>
<td>SVC CONTRACT</td>
</tr>
<tr>
<td>Dry van trailer</td>
<td>2005</td>
<td>Wabash</td>
<td>TASK FORCE</td>
</tr>
<tr>
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<td>2005</td>
<td>Wabash</td>
<td>TASK FORCE</td>
</tr>
<tr>
<td>Refrigerated trailer</td>
<td>1985</td>
<td>Strick</td>
<td>TASK FORCE</td>
</tr>
<tr>
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<td>1983</td>
<td>Utility</td>
<td>TASK FORCE</td>
</tr>
<tr>
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<td>1985</td>
<td>Utility</td>
<td>TASK FORCE</td>
</tr>
<tr>
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<td>John Deere</td>
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<td>2001</td>
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<td>MQ Whitman</td>
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<tr>
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<td>Kendall Trailer</td>
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<td>Wells</td>
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<td>---------------</td>
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<td>-------------</td>
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<tr>
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<td>Anderson</td>
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<tr>
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<td>2006</td>
<td>Torino</td>
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<td>1982</td>
<td>Allis Chalmers</td>
<td>TASK FORCE</td>
</tr>
<tr>
<td>Forklift</td>
<td>2005</td>
<td>Mitsubishi</td>
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<tr>
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<td>2006</td>
<td>Continental</td>
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<tr>
<td>Boat motor</td>
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<td>Mercury</td>
<td>TASK FORCE</td>
</tr>
<tr>
<td>Boat motor</td>
<td>2001</td>
<td>Mercury</td>
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</tr>
<tr>
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<tr>
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<td>Boat</td>
<td></td>
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<td>Boat trailer</td>
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<tr>
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<td>2000</td>
<td>Renegade</td>
<td>TASK FORCE</td>
</tr>
<tr>
<td>Boat trailer</td>
<td></td>
<td></td>
<td>TASK FORCE</td>
</tr>
</tbody>
</table>

In 2008 the USAR transportation division identified a need to locate a vehicle repair facility that was known for being the best in its field. This was due in large part to experiencing recurring issues that seemed difficult to analyze and repair appropriately through GSA.

Power by the Hour is a specialty shop that was identified as being capable of solving difficult issues that perplex the average repair facility. They have a staff of highly qualified master mechanics with multiple certifications. They specialize in Ford vehicles of the racing type and design.

Upon initial contact they recognized the unique duties performed and committed to assist with the "out of the ordinary" repairs to the fleet. Although they specialize in Ford products they committed to help the task force with its needs.

We opened an account with them and utilized two of our Suburbs as example vehicles to begin the relationship. We utilized these vehicles because at the time, GSA was looking to remove them from the system as "redlined" and they were having fuel injector problems.

In the first quarter of 2009, there were two repairs performed on a Ford model vehicle. (Receipts are attached behind GSA work orders). We suspect the vehicle was listed under the existing account (Suburban).

The first repair was for injector problems that neither GSA nor the Ford dealerships were able to diagnose. (See GSA work order # 276411 where it states problem could not be duplicated) One trip to this facility is all that was needed for the adequate repair of the vehicle.
The second repair was for a malfunctioning charging system. Repeated attempts (over 10) were made by GSA to correct the problem. Several alternators were replaced in the vehicle and the vehicle was towed in several times. (See GSA repair record attached.)

Ultimately the only alternative was to drive around with two spare alternators in a bag and two spare batteries in the vehicle in the event of a mechanical failure. The spare alternator remedy is referenced in GSA work order # 274816. This was an unacceptable remedy. (See picture below)

This is referenced on work order # 274816

The next caption shows the vehicle repair performed by Power by the Hour. This repair was conducted in coordination with the City of Miami vendor under contract. (NAPA)

NAPA provided the parts through a local dealer and had them shipped directly to Power by the Hour. USAR paid NAPA directly for all costs associated with the repair except for the labor and miscellaneous parts not supplied by NAPA. Labor and miscellaneous parts not supplied by NAPA were paid with the Procurement Card to Power by the Hour.

Again, one visit was all that was needed to remedy a problem that lasted for two years undiagnosed.

At the recommendation of City of Miami Procurement we are working to develop this resource as a city vendor to streamline the procurement process.

It is important to point out the outstanding service and commitment displayed by fleet services under GSA. The inability to repair the issue was in no way related to a lack of commitment or effort.
Vehicle Electronics Purchased and Modifications Made

The Urban Search and Rescue System was created with one goal in mind. Our nation needed the ability to take a highly trained group of individuals, insert them in the most devastated area imaginable and allow them to operate with no support from the local government they are moving in to assist. In order to perform to this level, a great deal of resources must be at their disposal. City of Miami employees tend to think about emergency response in the terms of a 35 square mile City. I ask that for a moment you imagine a response 2000 miles from home arriving on a scene similar to the ones depicted in the following images.

Florida Task Force II responding to Hurricane Katrina
Direct TV services offering satellite television is a critical component of our communication system. When operating in the areas depicted above, the only link to the outside world is the communication devices that are brought with the team. National
news networks such as The Weather Channel, CNN, and CNBC are invaluable tools for being notified of potentially severe weather patterns, tornadoes and events of national significance. Imagine how dangerous it would be to have a tornado blow through this parking lot while everyone sleeps without being made aware of the danger. *(This in fact occurred in New Orleans requiring the team run for shelter).*

The City of Miami Department of Fire-Rescue holds the safety of its members in highest regard.

The City of Miami Emergency Operations Center recognizes this as a valuable tool and had it installed on the Emergency Managers Vehicle.

The City of Miami Police Department utilizes the same vehicle mounted system for the same purpose.

Vehicle Modifications are also a necessary addition to USAR vehicles. These are federal vehicles titled under the City of Miami. These vehicles are designed to operate in austere environments. The “grill guard” mentioned serves as the mounting surface for a 12,000 pound winch used to extricate the vehicle after it gets stranded, not to mention many potential uses for vehicle stabilization during rescue operations. The truck topper is utilized to keep equipment secure and dry. It can also be utilized as a covered means of troop transport. This is a standard in the Fire-Rescue industry. *(See pictures and captions below).*

*The below picture shows a City of Miami Fire Rescue vehicle outfitted identical to the USAR vehicles in question. This is a standard in the industry.*
The picture below depicts a vehicle incapacitated during hurricane Charlie and another vehicle winching it out.

These pictures show the topper and winch mounted on the front.

Final Determination: In line with grant guidelines-YES
In connection with City business-YES
Served public purpose-YES
Entertainment Expenditures

A complete investigation of the resources offered by this company shows that our navigation devices are not designed to be a source of entertainment, but an extremely valuable piece of equipment. It is essential when expected to travel on the back side of an active storm in an effort to insert search and rescue responders into an area that was just devastated.

This system utilizes a GPS locator in conjunction with XM radio alerts in an effort to provide up to the minute information on traffic and weather relative to your present location.

XM Service feeds information to the following features. (Screen shots of these features are depicted below.)

- Current Conditions
- Forecast
- County Warnings
- View on Map
- Emergency Alert - Stormwatch
- Emergency Alert – Travel Report
- Emergency Alert – City by City

*XM Radio, Direct TV and GPS mapping all work through this same unit which is why it is titled “Navigation System”.*
TO: Mr. Victor Igwe  
Independent Auditor General  
City of Miami  

DATE: July 7, 2009  

SUBJECT: USAR Audit Response Follow-up  

FROM: William Bryson, Director  
Department of Fire-Rescue  
City of Miami  

ENCLOSURES: Receipts  

Mr. Igwe,  

This memo is in response to additional information requested by your office regarding Purchasing Card transactions. (Audit 09021)  

March 4, 2009 Purchase from Bello Tile & Flooring  

a) Complete email correspondence between Captain Joseph Zahralban and Catherine Deel is attached.  
b) The contact information for the subcontractor that performed the work is outlined below in a comprehensive list for verification.  
c) No such work order or executed contract exists between the subcontractor and the City of Miami. The vendor that charged for the work was Bello Tile. Bello Tile provided the invoice outlining work performed.  
d) A copy of the Bello Tile invoice is attached and itemized as requested with square footage, price per square foot and items included. The paid receipt is also included.  
e) Bello Tile indicated a willingness to provide this written statement explaining the discrepancy but requested that we give them some time as they are extremely busy. We provided them with contact information and asked them to email and/or fax the document as soon as it is prepared.  

January 21, 2009 Vehicle Repair Performed at “Power By The Hour”  

a) Power by the Hour indicated that a written statement would not be provided. A detailed receipt outlining all requested information (work performed, make and model of vehicle, amount charged) was provided along with a date and signature.
b) Work order 276411 outlines a problem with the vehicle running rough and sluggish. GSA stipulates that the problem could not be duplicated and the vehicle is ready. The work order is attached. This issue was further addressed by providing recurring preventative maintenance (repeatedly changing fuel filters) but the issue was not remedied. This is indicated by PM – service on the GSA work orders submitted with the first audit response.

Below you will find contact information to all parties requested and additional parties we felt might assist in your evaluation.

- Power By The Hour – 561-301-5247 (POC Jake)
- Bello Tile – 305-406-9006 (POC Maria)
- Sub Contractor – 786-222-8288 (POC Thomas)
- Property Owner – 305-310-0075 (POC Betty) (For verification of work performed)

Additionally, upon leasing the structure an inspection was performed by the City of Miami. This inspection along with accompanying pictures can assist in the verification of work performed on the premises.

Thank you for your attention.
Joe –

The FY2008 budget narrative template format allows for a little flexibility on these types of items. Because the funds used to make minor repairs are in line with the overall management of the warehouse/office (as noted in the use of this funding in FL-TF2’s FY2008 budget plan), these costs are allowable under this category and object class. These sort of costs can’t be anticipated when the cooperative agreement application is submitted, but are in line with the scope and intent of this funding.

Please let me know if you have any other questions or require additional clarification.

Cathie

---

From: USAR (Program Manager) [mailto:usar@miamigov.com]
Sent: Thursday, June 04, 2009 1:24 PM
To: Deel, Catherine; Grim, Marilyn
Subject: External Auditors

Hello Cathie / Marilyn,

I am reviewing some issues with our external auditors and am looking for clarification.

Your Cooperative Agreement allows for repairs and renovations to an existing facility as long as it does not change the footprint of the structure. When major renovations are to occur, it should be budgeted within our Cooperative Agreement or a “spend plan change” must be requested.

This is not necessary when minor repairs or modifications are made to the facility unless it requires a budget reallocation exceeding 10% of the overall budget. In this particular case, I made two expenditures:

- $1,500.00 for the replacement of floor covering in a high traffic area
- $363.97 for paint and paint supplies to repaint a small area in the office

My interpretation of our Cooperative Agreement is that this type of maintenance/modification is in the normal course of program management and eligible under my administrative budget (in this case contractual services).

Please confirm that my actions are in line with the expectations of the FEMA Grants Office.

Thank you

Capt. Joseph Zahraiban, Program Manager
Florida Task Force II
Urban Search and Rescue
U.S. Department of Homeland Security
# Invoice

**Bello Tile & Flooring Inc**

**Phone # 305 406 9006**

**Fax # 305 406 9040**

**Bill To:**

DEPARTMENT OF HOME LAND SECURITY
CITY OF MIAMI
1150 SW 22 ST
MIAMI FL 33120

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Qty</th>
<th>Rate</th>
<th>SqFt/Box</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>MISCELLANEOUS</td>
<td>MAHOGANY WOOD FLOORING</td>
<td>300</td>
<td>5.00</td>
<td>1,500.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>INSTALLATION WITH PAD 300 SQF @ 5.00/ SQF INSTALLATION OF BRACKETS AND TRIM PUBLI WALLS WORK PERFORMED BY TOMAS</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Terms & Conditions**

- Shade & color may vary.
- No refunds or credit after 5 days after purchase date or with out this order acknowledgment.
- No warranties or refunds on special orders, final sales, or materials.
- All Refunds & credits expire 2 months after purchase date.
- Claims must be made prior to installation and merchandise returned in its original package.
- There are no refunds, or warranties expressed, or implied on any merchandise once it has been installed.
- Customer agrees to pay out of collection and reasonable attorney's fees if this invoice is placed in default.
- 25% restocking and processing fee will apply to all cancellation orders.
- Terms are subject to change without notice.

**Subtotal** $1,500.00

**Sales Tax (0.0%)** $0.00

**Total** $1,500.00

**Payments/Credits** $0.00

**Balance Due** $1,500.00

---

Customer Signature:
<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1750</td>
<td></td>
<td></td>
<td>1500.00</td>
</tr>
</tbody>
</table>

I accept the above total amount.

[Signature]

Cashier, Gary
SMITH, 2010
Work Order Report - WO# 0000276411

**TECHNICIAN COPY**

*0000276411*

WO#: 0000276411

Date In: 02/15/2008 11:00

Date Out: 02/21/2008 10:40

WD: C

Last WD: 0000252548

WD Priority: Last WD Date: 02/10/2000

Track Down Time: Y

Operator: RPS

---

**Equipment:** 25496  License: XA2998

- Make: Ford
- Model: Excursion
- Engine: 6.0L
- Class: Excursion; Ford Excursion, 2005

- Tire Size 1: 0
- Tire Size 2: 2
- Transmission: R.A.
- Fuel Type: Diesel
- Fuel Type 2:
- Winch Type:
- Winch Capacity: 5,000
- Fuel, Gals: 44,000
- Fuel Cap, Gals:

**METERS**

- HDD: 48,776

**PM SERVICE**

- Cycle
- Due Date
- Description
- A 75460 PM, Replace oil filter and lube
- B 85460 PM, Replace oil filter, lube & factory items
- C 200660 PM, Replace oil filter, lube & factory items
- D 900660 PM, Replace oil filter, lube & factory items

**WARRANTY INFORMATION**

**REPAIRS**

- Description
- Status
- Est. Labor Hrs

**NOTES**

- JOSEPH ZAHRAIBAN, FIRE DEPT. 786 256 5118. 02/19/2008 @ 12:04:49...RPS.

---

files:C:\Documents and Settings\jesus\Application Data\CCG Systems Inc\FASTER\5.58.164\wkprint... 6/5/2009
## Power By the Hour Performance

215 SE 8th. Ave. Boynton Beach, Fl 33435

Phone # 561-301-5247
Florida Registration # MV-63238

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Qty</th>
<th>Rate</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Labor</td>
<td>Replaced injectors # 5,4,6, and 8.</td>
<td>5</td>
<td>85.00</td>
<td>425.00</td>
</tr>
<tr>
<td>Parts</td>
<td>Fuel injectors</td>
<td>1</td>
<td>289.50</td>
<td>289.50</td>
</tr>
<tr>
<td>Labor</td>
<td>Replaced upper C.A.C boot</td>
<td>1</td>
<td>86.00</td>
<td>86.00</td>
</tr>
<tr>
<td>Labor</td>
<td>Replace oil pan to repair damaged threads</td>
<td>3</td>
<td>85.00</td>
<td>255.00</td>
</tr>
<tr>
<td>Parts</td>
<td>Oil pan</td>
<td>1</td>
<td>247.00</td>
<td>247.00</td>
</tr>
<tr>
<td>Labor</td>
<td>Oil and filter change</td>
<td>1</td>
<td>100.00</td>
<td>100.00</td>
</tr>
<tr>
<td>Parts</td>
<td>Oil filter cap</td>
<td>1</td>
<td>30.00</td>
<td>30.00</td>
</tr>
<tr>
<td>Labor</td>
<td>Replaced both fuel filters</td>
<td>1</td>
<td>126.00</td>
<td>126.00</td>
</tr>
</tbody>
</table>

Total: $52,505.00

Balance Due: $0.00

Customer: City of Miami
Fire Rescue USAR
1151 N.W. 7th st.
Miami, Fl 33136

1/20/2009

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Invoice #</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/20/2009</td>
<td>342</td>
<td>1/20/2009</td>
<td></td>
</tr>
</tbody>
</table>
**Power By the Hour Performance**

215 SE 8th. Ave. Boynton Beach, FL 33435

Phone # 561-301-5247  
Florida Registration # MV-63238

Date  Time  Invoice #  Due Date  

<table>
<thead>
<tr>
<th>Vehicle Make/Model/Year:</th>
<th>Odometer Reading:</th>
<th>TAG#</th>
<th>*</th>
<th>Warranty</th>
</tr>
</thead>
<tbody>
<tr>
<td>2005 Ford Excursion</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Qty</th>
<th>Rate</th>
<th>*</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Labor</td>
<td>Install dual alternator assembly, replaced original alternator with new, and replaced passenger side battery with new.</td>
<td>10</td>
<td>85.00</td>
<td>85.00</td>
<td>850.00</td>
</tr>
<tr>
<td>Labor</td>
<td>Install voltmeter for secondary charging system</td>
<td></td>
<td>85.00</td>
<td>85.00</td>
<td></td>
</tr>
<tr>
<td>Labor</td>
<td>Replaced rear battery</td>
<td></td>
<td>80.00</td>
<td>80.00</td>
<td></td>
</tr>
<tr>
<td>Part(s)</td>
<td>Volt meter</td>
<td>1</td>
<td>95.57</td>
<td>95.57</td>
<td></td>
</tr>
<tr>
<td>Part(s)</td>
<td>Optima battery yellow top</td>
<td>2</td>
<td>411.26</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Part(s)</td>
<td>Battery cables, terminals, and other misc. supply parts</td>
<td></td>
<td>471.88</td>
<td>471.88</td>
<td></td>
</tr>
<tr>
<td>Part(s)</td>
<td>Florida sales tax</td>
<td></td>
<td>6.50%</td>
<td>0.00</td>
<td></td>
</tr>
</tbody>
</table>

Total: $1,993.71  
Payments: $1,993.71  
Balance Due: $0.00  

Customer:  
City of Miami  
Fire Rescue USAR  
1151 N.W. 7th st.  
Miami, FL 33136

3/16/09

91

OFFICE OF THE INDEPENDENT AUDITOR GENERAL/444 S.W. 2ND AVENUE, SUITE 711/Miami, FLORIDA 33130-1910
As a follow up to our discussion please see the following items:

- Formal letter from FEMA outlining the use of funds.
- A photo copy of the receipt for purchase of paint and associated supplies provided by City of Miami procurement.
- Affidavit and attached email from Bello Tile.
- Email from the Director of GSA approving outsourcing when necessary.
- Email from the USAR Program Manager requesting assistance with a vehicle repair and the verification of completion.

Please let me know if I may be of further assistance.

MLK/J2/acp

Cc: Chief Reginald K. Duran, Fire Administration
December 22, 2009

Captain Joseph Zahraian
Miami Dept of Fire and Rescue
1151 N.W. 7th Street
Miami, FL 33136

Captain Zahraian

In response to your request to clarify FL-TF2 purchases using US&R cooperative agreement funds:

FEMA Urban Search and Rescue Cooperative Agreements are classified as non-construction grants. This specifically prohibits expending funds for the purpose of new construction or changing the footprint of the structure.

Specifically allowed are renovations or modifications to a facility (Warehouse, Office, Training Area) for the purpose of enhancing your ability to support the Urban Search and Rescue Program.

Additionally, Navigation systems are allowable under the Cooperative Agreement and facilitate the mission when on deployment.

Please let me know if I can be of any further assistance.

Sincerely,

[Signature]

Catherine J. Quel
Program Specialist
Urban Search & Rescue Program
USAR (Program Manager)

From: USAR (Program Manager)
Sent: Wednesday, December 09, 2009 2:03 PM
To: Duren, Reginald; Kemp, Maurice L
Subject: FW: ATT; JOSEPH ZAHRALBAN
Attachments: @

Chief,

Here is the email I sent you with the attached letter from Bello Tile. Again it will be in the package I prepare.

Thanks

Captain Joseph Zahralban
Executive Assistant to the Fire Chief
City of Miami Fire - Rescue
Program Manager, Florida Task Force II
U.S. Department of Homeland Security

From: USAR (Program Manager)
Sent: Saturday, July 11, 2009 12:08 PM
To: Kemp, Maurice L
Subject: FW: ATT; JOSEPH ZAHRALBAN

This message has been archived. View the original item

Chief,

Please see the document sent to me by Bello Tile. The document is not signed but has been sent through email correspondence to serve as an electronic signature.

Thanks

Captain Joseph Zahralban, Program Manager
Florida Task Force II
Urban Search and Rescue
U.S. Department of Homeland Security

From: bellotile@bellsouth.net [mailto:bellotile@bellsouth.net]
Sent: Saturday, July 11, 2009 11:49 AM
To: USAR (Program Manager)
Subject: ATT; JOSEPH ZAHRALBAN

Hi Joseph I'm Sorry about the deleted but I wasn't coming to store for the last 2 days, I hope it gets to you on time.

12/22/2009
Thank You
Maria.

3304 NW 79 AVE, DORAL FL, 33122
TEL: 305 406 9006
FAX: 305 406 9040

Attachments:
home_land_security_letter.wps
July 5, 2009

City of Miami

To Whom It May Concern;

Our accounting system applies payments to a subcontractor's oldest outstanding account; this is what occurred in this case and caused the wrong receipt to be generated.

Those receipts did not reflect the work performed for this client and it was corrected on the right receipt.

I hope this information will fulfill your requirements.

Sincerely;

Maria Escobar
Store Manager
USAR (Program Manager)

From: USAR (Program Manager)
Sent: Wednesday, October 07, 2009 5:09 PM
To: Barket, Kelly Jr.
Subject: Vehicle maintenance

This message has been archived. View the original item

Hi Kelly,

Hope all is well. Question....I understand in this economic climate keeping up with maintenance and repairs are challenging. The last time I dropped off a vehicle, the Motor Pool was a couple weeks behind.

I have a vehicle requiring repair and maintenance. Could I take it directly to the dealer under contract in an effort to expedite the repair and relieve some of the workload on GSA? I would absorb the cost within my Federal budget. We could do it as a GSA referral and give you my budget code to receive the service in Oracle or I can pay them directly.

Hopefully we can work to keep one of my front line emergency response vehicles in service while providing a little relief to General Fund obligations.

Thanks

Capt. Joseph Zahralban, Program Manager
Florida Task Force II
Urban Search and Rescue
U.S. Department of Homeland Security

12/22/2009
This message has been archived. View the original item.

Joe, it would be faster and easier to use contract vendors and I will coordinate with you for assistance. Contact John by e-mail, phone (305-329-4874) or stop by anytime. Hope this helps, thanks.

Kelly Barket, Jr.
Director
General Services Administration
1390 NW 20th Street
Miami, Florida 33142
Phone: 305-325-4854
E-mail: kbarket@miamigov.com

Hi Kelly,

Hope all is well. Question... I understand in this economic climate keeping up with maintenance and repairs are challenging. The last time I dropped off a vehicle, the Motor Pool was a couple weeks behind.

I have a vehicle requiring repair and maintenance. Could I take it directly to the dealer under contract in an effort to expedite the repair and relieve some of the workload on GSA? I would absorb the cost within my Federal budget. We could do it as a GSA.

12/22/2009
**USAR (Program Manager)**

**From:** USAR (Program Manager)  
**Sent:** Wednesday, December 09, 2009 1:15 PM  
**To:** Duren, Reginald; Kemp, Maurice L  
**Subject:** FW: Excursion

Okay, I’m sure you won’t like my reference to not caring what it costs but that’s just my frustration. Read below.

Captain Joseph Zahralban  
Executive Assistant to the Fire Chief  
City of Miami Fire - Rescue  
Program Manager, Florida Task Force II  
U.S. Department of Homeland Security

---Original Message---

**From:** USAR (Program Manager)  
**Sent:** Saturday, February 20, 2009 1:53 PM  
**To:** Gomez, Rene; Walton, David; Kulaetis, David  
**Subject:** Excursion

Hi guys,

I picked up my car from GSA a few days ago. It was the same problem where something burned out the alternator and they replaced it. This is the seventh time it has received a new alternator.

Now that my vehicle is sitting in the driveway and won’t start, I’m sure this will be number eight.

At this point, I need some assistance in locating an automotive electrical specialist to diagnose the problem. I don’t care what it costs, but I need someone at the top of their game and respected in their field.

In an environment where I can’t be comfortable driving the vehicle more than an hour away, it has become worthless. Please use whatever contacts you can think of (racing, friends, etc.) And find me the best specialist out there.

P.S. I dropped the dually off and had it repaired. I will pick it up on Monday.

Captain Joseph Zahralban  
Program Manager  
Florida Task Force II  
Urban Search and Rescue  
U.S. Department of Homeland Security

This communication may contain confidential and/or otherwise proprietary material and is thus for use only by the intended recipient. If you received this in error, please contact the sender and delete the e-mail and its attachments from all computers.
USAR (Program Manager)

From: USAR (Program Manager)
Sent: Wednesday, December 09, 2009 12:49 PM
To: Duren, Reginald; Kemp, Maurice L
Subject: FW: Excursion

I will include in the package but here is some background

Captain Joseph Zahralban
Executive Assistant to the Fire Chief
City of Miami Fire - Rescue
Program Manager, Florida Task Force II
U.S. Department of Homeland Security

From: Gomez, Rene
Sent: Monday, March 16, 2009 1:35 PM
To: USAR (Program Manager)
Subject: RE: Excursion

The Excursion has been picked up and is in the warehouse. You will notice a volt meter on the dash and that is to monitor auxiliary alternator and the rear electrical system. Looks like they did a great job.
Let me know what you think.

Rene R. Gomez, Transportation Officer
FEMA Florida Task Force 2 / City of Miami
Urban Search and Rescue
renegomez@ci.miami.fl.us
cell: 305-299-0663

From: USAR (Program Manager)
Sent: Sun 3/15/2009 6:38 PM
To: Gomez, Rene
Subject: RE: Excursion

Rene,

Thanks.

Captain Joseph Zahralban, Program Manager
Florida Task Force II
Urban Search and Rescue
U.S. Department of Homeland Security

From: Gomez, Rene

12/22/2009
Sent: Sunday, March 15, 2009 5:50 PM  
To: USA (Program Manager)  
Subject: RE: Excursion

Captain,
Please forward me the CC info so I can pick up the truck tomorrow.
Thank you.

Rene’ R. Ginez, Transportation Officer
FEMA Florida Task Force 2 / City of Miami
Urban Search and Rescue
rginez@ct.miami.fl.us
cell: 305-299-0663

-----Original Message-----
From: USA (Program Manager)  
Sent: Sun 3/1/2009 1:32 PM  
To: Ginez, Rene
Subject: Re: Excursion

Rene,

Keys are under the drivers mat.

Thanks again for everything.

Joseph Zahariabian
Program Manager
Florida Task Force II
Urban Search and Rescue
U.S. Department of Homeland Security

This communication may contain confidential and/or otherwise proprietary material and is thus for use only by the intended recipient. If you received this in error, please contact the sender and delete the e-mail and its attachments from all computers.

-----Original Message-----
From: Ginez, Rene  
To: USA (Program Manager)  
Sent: Sun Mar 01 11:45:00 2009  
Subject: Excursion

Captain,

I just spoke with Jake at PBH and explained the situation. He spoke with his partner (the diesel guy) Jessie, and advised that your truck absolutely needs the dual alternator kit. He would have no problems installing it and stated this will solve your problem.

Please let me know when/if you want me to pick it up.

Rene’

12/22/2009
July 13, 2009

Victor L. Igwe, CPA, CIA
Independent Auditor General
Office of Auditor General
444 Southwest 2nd Avenue
Miami, Florida 33130

Subject: Response to Request for Justification and Additional Information Relative to Audit # 09-021

Dear Mr. Igwe:

I am in receipt of your letter dated July 1, 2009 requesting justification and additional information relative to selected city-issued purchasing card and I-expense financial transactions. I have reviewed your request and the following is the requested justification and information to the best of my knowledge.

First I would like to clarify that as per my discussions with Mr. Brioso, the following items were produced for observation as requested by your auditor on the site visit of June 29, 2009:

- All nine surveillance cameras throughout the Property Maintenance property
- Hard drive for video storage

However, your report indicates that, “Mr. Brioso was unable to produce any of the sampled City-owned assets for physical observation and verification of existence.” As noted, “four (4) of the five (5) selected hammer drills” were readily produced upon your request. Also as a point of clarification, I would like to note that the police report provided on July 1, 2009 for the missing hammer drill was filed on December 20, 2008. Also, it is important to note that the items in question were recommended for purchase by representatives of the Parks department along with related vendor information based on their usage of similar equipment.

The following is additional requested justification:
a) The public purpose served and justification for the purchase of a professional photography equipment for $1,651.84 (charged to city issued P-card)

1) To ensure the quality of work performed by property maintenance staff in City owned facilities. Mr. Brioso was given the directive to perform random site visits in order to take pictures of the work performed and determine quality and completeness. After reviewing the pictures, if a work order required follow-up, another work order would be issued specifying corrective measures. These photos were not available because they are deleted after review. Additionally, the special camera lens is necessary for long range photography, for example, work done on elevated areas which would require climbing or are otherwise unreachable.

2) To ensure that property maintenance staff was performing assigned work. It was brought to our attention that staff was out of place. When these complaints are received staff is placed on surveillance in order to determine whether the allegations are supported.

3) To document reported vandalism on City owned property such as City parks. An example of the vandalism documented is graffiti that was often painted over by property maintenance staff.

4) To maintain a record of property maintenance assets and their serial numbers for proper inventory of such items.

b) The public purpose served and justification for the purchase of two sets of binoculars for $1,008.05 (charged to city issued P-card).

1) To ensure that property maintenance staff was performing assigned work. It was brought to our attention that staff was out of place. When these complaints are received staff is placed on surveillance in order to determine whether the allegations are supported.

c) The reasons why the City-owned assets as listed on 1 through 3 above were not being stored on site (at SSA) and readily available for their intended uses (photographing inventory items and observation of employees working in parks). Also, provide the appropriate sign-out document authorizing the removal of City-owned capital asset from City (SSA) facility.

1) Mr. Brioso was in possession of items 1 through 3 because these needed to be readily available to him. Be advised that Mr. Brioso, kept these items readily available for when he was assigned to perform site visits and surveillance duties by his immediate supervisor. Additionally, Mr. Brioso was often directed to go directly to a work site instead of reporting to the property maintenance compound and therefore needed to travel with this equipment.
2) A sign out document is not available because the use of that equipment was designated specifically to Mr. Brioso for his quality control inspections and staff surveillance. This equipment was not to be used by any other employee.

d) Provide for our observation and verification of the existence of the second set of binoculars in the possession of Alex Martinez. Also, provide the appropriate sign-out document authorizing the removal of City-owned capital asset from City (GSA) facility.

1) The set of binoculars assigned to Mr. Martinez are in his possession in his desk at the GSA Administration building as witnessed upon his return from vacation on July 7, 2009 by GSA employee, Julia Hernandez.

Should you require further clarification on this matter, do not hesitate to contact me.

Sincerely,

Kelly Barket, Jr.
Director
General Services Administration

C: Marcus Cabral, CPA, CISA, Senior Staff Auditor, Office of Independent Auditor General
Roger Hernstadt, Assistant City Manager, Office of the City Manager
From: Westall, Lynn On Behalf Of Hernandez, Pedro G. (City Manager)
Sent: Wednesday, May 13, 2009 9:41 AM
To: Regalado, Tomas (Commissioner)
Cc: Hernandez, Pedro G. (City Manager); Hernstadt, Roger; Marcos, Glenn; Igwe, Victor
Subject: FW: Delinquent City Tolls

Commissioner,

As a follow-up to Mr. Marcos's response below, we would welcome the opportunity to spend few minutes with you to explain how alleged Sun Pass violations are being handled in light of the issue brought to our attention several months ago. We continue to prohibit individual City employee P-Card holders from using their p-cards to pay their tolls.

In brief, the City has a policy on toll payment for drivers of City vehicles. In the case of alleged toll violations, the process continues the long standing practice whereby GSA forwards the alleged Sun Pass toll violation to the City department director and their vehicle driver to timely contest the alleged Sun Pass toll violation or for the department to acknowledge that the toll was a proper City operational expense (and pay the toll).

However it also provides the City with the opportunity to pay the toll on line before penalties accrue when timely action is not taken by the department via one specific p-card provided to GSA solely for this purpose and then submit the matter back to the department for another opportunity to confirm that the toll was a proper City operational expense or in the alternative, seek reimbursement by the employee/driver or to start the disciplinary process.

The prior lack of stop gap measure has resulted in a legal matter that is currently being handled by the City Attorney's Office for the City's alleged, outstanding, uncontested toll violations (the amount of which is still under negotiation). We have an update request pending with the Assistant City Attorney handling the matter as to the status of the settlement terms and current amount under negotiation and will further update you as soon as I have the information.

Please feel free to contact ACM Roger Hernstadt at 305-416-1025 should you have any additional inquiries. Thanks for the opportunity to clarify the matter.

Many thanks.

Lynn Westall
Senior Assistant to the City Manager
City of Miami
3500 Pan American Drive
Miami, Florida 33133
305-250-5407 (office)
305-250-5410 (fax)
July 17, 2009

Victor I. Igwe, CPA, CIA
Independent Auditor General
Office of Auditor General
444 Southwest 2nd Avenue
Miami, Florida 33130

Subject: Request for Justification and Additional Information Relative to Selected City Issued Purchasing Card and I-Expense Financial Transactions, Audit # 09-021(2)

Dear Mr. Igwe:

I am in receipt of your letter dated July 10, 2009 requesting justification and additional information relative to selected city-issued purchasing card and I-expense financial transactions. I have reviewed your request and the following is the requested justification and information to the best of my knowledge.

First, I would like to clarify that I can only respond to and justify GSA’s policies and procedures and cannot respond on behalf of any other department. As such I will provide the justification necessary as it relates to GSA.

The following are GSA’s responses to the additional justification requested:

a) A copy of GSA’s policies & procedures relative to the handling of vehicle violation penalties.

As a result of an ongoing issue with toll violations, the City Manager instructed the Purchasing department to issue a P-card for the sole purpose of paying these toll fees. GSA was to pay the violation before it became a citation and then charge back the user department for the toll and an additional $10 processing fee. This procedure was to be instituted in January 2009 per an e-mail issued by Roger Herrstad on January 5, 2009. GSA and Purchasing agreed to this procedure and this P-Card responsibility was given to Mardelys Amador-Fernandez. Additionally, the Fire-Rescue department requested to handle their own violations because as
they stated, the majority of their violations were related to emergency vehicles. This modification to the process was instituted in April. Finally, in May, the payment procedure was further modified to give all user department's a 10 day period for payment, in the event the toll is not paid within the 10 days, GSA is to pay the toll violation. A report is to be generated at the end of the month and provided to Budget for proper reimbursements to GSA.

b) Documentation indicating the specific nature of the official City business conducted at the time of the toll violations.

This information is not available to GSA. Please contact respective departments.

c) If the violations were in connection with official City business, why did the operators of the City assigned vehicles not pay the toll charges and then submit the related toll receipts for reimbursement. Please note that each violation costs the City $25.

This information is not available to GSA. Please contact respective departments.

d) The procedures for notifying those responsible for the violations and why there are so many repeat violations, which cost the City $25 each time.

Once the violation is associated with a user department, the department is contacted via e-mail and given a 10 day period to resolve the violation. As for repeat offenses, please contact the respective department for justification.

e) The appropriation/budget line item from which funds were drawn to cover vehicle violation assessments.

The current budget line item used for this purpose is the Current Obligations line item: 05001.246000.549000.0.0

It is important to note, that although GSA was assigned the responsibility for resolving these toll violations, the ultimate responsibility remains with the user department. Additionally, GSA has been successful in avoiding further penalties and fees by handling these violations before they are transferred to the courts.

Should you require further clarification on this matter, do not hesitate to contact me.

Sincerely,

Kelly Barket, Jr.
Director

General Services Administration
In response to your e-mail dated October 13, 2009, I am submitting to you the following response.

1. Documentation indicating the specific nature of the official city business conducted at the time of the toll violation.

Response: Each of our vehicles are marked with City identifiers and are used for the purposes of carrying out the Department of Fire-Rescues mission of providing public service by either direct or indirect assignments.

2. If the violations were in connection with official city business, why did the operators of the city assigned vehicle not pay the toll charges and then submit the receipts for reimbursement?

Response: As noted in the response from GSA "...the City Manager instructed purchasing to issue a P-card in January 2009 for the sole purpose of paying these toll fees." GSA is charged with being the central reporting point with the State for all vehicles. Thus, any citations associated with vehicles is first sent to GSA. It was brought to the attention of the Fire Department that GSA had been paying for Fire Department toll violations. The Fire Department immediately requested that the City manager modify his directive to allow the Fire Department to mitigate their own violations. The internal process was modified in April 2009 to allow Fire-Rescue to resolve such matters. Fire-Rescue's reasoning for requesting this change were:

- The State exempts "Emergency Vehicles" from paying toll. Therefore, transponders issued to the Fire Department are "non-revenue".
- Most of the Violations we receive are for clearly marked Fire-Rescue apparatus on Official City Business.
• Oftentimes the issue is a matter of a defective transponder assigned to an apparatus.

As a result, we have been able to alleviate all violations since the implementation of our current policies.

3. **Documentation indicating that the vehicle operator was made aware of the violations and that appropriate corrective actions were taken.**

**Response:** GSA notifies the Fire Department's Sunpass Liaison of the violation via email. The liaison would in turn, verify that the vehicle was a legitimate Fire Department vehicle and that it had a "non-revenue" Transponder assigned. The Liaison would mitigate the issue, oftentimes involving contacting MDX directly and having the violation voided due to error once it is proven that the vehicle in question is in the "non-revenue" account managed by the Fire Department and has a "non-revenue" transponder attached to it. Also, when necessary, transponders were repaired or replaced. Fire-Rescue has been very successful in resolving violations with the State.

Please let me know if you require any further information.

MLK/RD/mgr
Pursuant to your request for information with regards to audit findings of Vehicle Citations that were issued to members of the Police Department, this is to advise you of the following:

- Notifications of Violations were not received until after payments of citations were already processed by General Services Administration, as documented by the attached e-mail exchanges between the various departments.

- Notifications were sent in form of spreadsheet when requesting the Police account code to charge payments.

- By this time some of the members had accumulated multiple violations without the member or department knowledge.

- Without being provide the actual notice of citation, said reason for citation could not be determined and, therefore, corrective measures could not be taken to prevent repeat violators.

Even given the above circumstances, the department did take measures to identify each Violator through vehicle assignment numbers and requested that each Violator submit a written response to their commanding officer. The individual responses are on file in the Police Department should you wish to review them. Below is a summary of these responses, which revealed:

- The Transponder failed to register as vehicle passed through the toll due to malfunction transponder, or faulty battery. In such cases, the Violator indicated they corrected the transponder problems, mostly through replacement of battery, and there should not be any further problems of this nature.

- The Violator contacted the Sun Pass agent in an effort to pay violation but was informed said violation had already been paid. Some stated that Sun Pass would not to provide any further information about the violation.
Vehicle Citations

- The Violator stated that have an active account and working transponder and did not know why given this situation violations were incurred. Note: notice of violation was not provided.

- The Violator upon contacting the Florida Department of Transportation found that the account needed to be replenished to bring their account in updated payment status.

Going forward it appears that prompt notification will facilitate the department in implementing proactive measures. Additionally, submission of the actual notice of violation will assist in being able to determine responsibility for corrective action and/or payment of violation.

Should you have any questions or require additional information, please contact Assistant Chief Adam L. Burden, II of the Administration Division at 305-603-6198.

JFT:ALB:mc

Attachments
Marcus,

On Monday, December 7th we met to discuss various issues related to audits conducted at GSA on P-Card purchases. I would like to add the following points to our discussion:

Audit # 09-021 (P-Card Purchases – PM)

In reference to the photography equipment noted, be advised that this equipment will be properly tagged and inventoried. Additionally, this equipment will remain on-site at GSA while not in use, as recommended. As noted, one of the many reasons for purchasing this equipment was to provide photos of surveillance and documentation of allegations made on misuse of City Property. (see attached) Photos were also used for non-inventoried equipment (see attached) and property maintenance assets and their serial numbers for proper inventory. Mr. Brioso was able to produce some pictures of inventoried items, the majority of these pictures may have been lost when Mr. Brioso changed his desktop computer to a laptop in his relocation from Property Maintenance to GSA Admin.

Audit # 09-021 (2) (P-Card Purchases – Toll Violations)

I would like to clarify that GSA provided proper notice to the Police Department. GSA coordinates these types of issues with the Police Fleet liaison Ralph Fuentes and forwarded the notices as discussed with the Police Department on various occasions. In April, Ralph was our point person for the notifications, this changed in June when we were told to send the notifications to Velvet Smith. At the end of July, we were advised to continue sending the notifications to Velvet and include Ralph and finally at the end of August were advised to forward the notifications to Ralph, Velvet and Lt. Patino. Additionally, GSA forwarded a summary of the outstanding toll violations at the end of FY 09. I am forwarding the various e-mail notifications, via inter-office mail, sent to the Police Department (April 2009 – present), as noted above, as supporting documentation per our conversation Monday.

You questioned why these were not forwarded to Mae Shepherd for proper handling, be advised that GSA simply followed the protocol and instructions established by the Police Department for the handling of this issue. It is not the responsibility of my department to familiarize itself with the inner workings of the Police Department, but rather to notify the proper personnel for their follow-up. As noted in my audit response the procedure in place for the payment of toll violations was a directive set forth by my direct supervisor at the time, Roger Hernstadt.
Kelly Barket, Jr.
Director
General Services Administration
1390 NW 20th Street
Miami, Florida 33142
Phone: 305-329-4854
E-mail: kbarkeit@miamigov.com
July 29, 2009

Mr. Victor Igwe
Independent Auditor General
Office of General Auditor
444 S.W. 2nd Avenue, 7th Floor
Miami, FL 33130

Dear Mr. Igwe:

This letter is in response to your request for justification and additional information relative to selected city issued purchasing card and i-expense financial transactions, Audit #09-021.

Enclosed you will find copies of responses from Robert Ruano, Grants Director addressing your concerns.

If you have any questions feel free to contact me.

Sincerely,

Larry M. Spring
Chief Financial Officer

C: Pedro G. Hernandez, City Manager
To: Larry Spring, CFO

From: Robert Ruano, Director of Grants and Sustainable Initiatives

Re: Answers to questions raised in Independent Auditor General’s letter from June 16, 2009

Date: July 22nd, 2009

Here are the compiled answers to the specific questions raised by the auditor general. I believe it will be apparent that justification existed in almost every case, except for minor oversights that have been corrected by paying back the City in a total amount of $234.76—an amount considerably less than the millions in grants and expertise that the City gained for these expenditures. For the purpose of succinct answers, I am only referencing the question in each category, with my answer just below in italics.

**Questionable Out-of-state trip**

a) The appropriate record to document that Ms. Beattie was officially registered and attended the AAGP Conference in Long Beach, CA.

*Ms. Beattie, City of Miami Grant Writer, attended the American Association of Grants Professionals (AAGP) National Conference. Two registrations were paid for on July 30, 2008: one for Ms. Perez and one for Mr. Robert Ruano, Director. Because Mr. Ruano was not able to attend the conference, Ms. Beattie was able to transfer Mr. Ruano’s registration so that she could attend the conference. Please see Attachment 1 letter from AAGP CEO confirming that Ms. Beattie attended under Mr. Ruano’s registration.*

b) The public purpose served for using City funds to pay for the $150 flight change fee to accommodate Ms. Perez to stay in Los Angeles during his vacation on October 27 and 28, 2008.

*Ms. Perez decided on October 20 to extend the trip and take a couple of vacation days, resulting in the change fee. Ms. Albo made the arrangements, as she did for the trip itself. Ms. Perez planned to reimburse the City for the change fee and inadvertently did not. A copy of the check submitted to finance for $150.00 is enclosed – see Attachment 2.*

c) The public purpose for using City funds to pay $430.92 ($215.46 times 2) for the rental of 2 hotel rooms in Los Angeles, CA as described above.

*On October 22, 2008, Ms. Beattie and Ms. Perez departed MIA to LAX for the AAGP Conference in Long Beach, CA. The conference was held on October 22-25, 2008. Tickets were purchased to LAX at the designated times as opposed to Long Beach directly, as the flights were cheaper to LAX. Upon arrival in Los Angeles, Ms. Perez and Ms. Beattie shared an $80 cab to Long Beach, and checked into the Courtyard Marriott. The room charge at the Courtyard per person per night was $249+tax, totaling $286.46.*

*After the end of the regular conference, which ended Friday evening at 5:15PM (the Saturday morning session was breakfast and a closing wrap-up session), Ms. Beattie and Ms. Perez again shared a taxi, this time back to Los Angeles (at a shared cost of $100, for the almost 2 hour ride), in anticipation of Ms. Beattie’s departure the next morning. They stayed at the Farmer’s Daughter hotel, at a substantially lower room charge ($189+tax, totaling $215.46 per person) than the hotel in Long Beach. In addition to the cost savings of $142, this was an effort to avoid the traffic in the morning and risking losing the flight home for Ms. Beattie.*
d) The public purpose served for reimbursing Ms. Perez for the $100 cab ride (10/24/2008) that was not related to City business, as described above.

The cab ride was in fact related to City business, as it was to return Ms. Beattie to the cheaper hotel, that was closer to her departing airport, after the AAGP conference. Ms. Perez paid the cab fare for the shared ride for the two of them, and submitted for reimbursement for the fare. Alternatively, Ms. Perez and Ms. Beattie would have stayed at the Courtyard Marriott, at a higher cost, and Ms. Beattie would have taken a $100 cab ride in the morning from Long Beach to LAX.

Questionable Flight Ticket Changes/Charges

a) The public purpose served for using City funds to pay for the $230 flight change fee as described above and the lack of compliance with the provisions of Part 2, Section N ("Cancellation Fees Incurred") of City Policy APM 1-77.

The public purpose served for changing Mr. Ruano’s flight from Tuesday, July 15th to Wednesday, July 16th, was to accommodate two meetings scheduled for the afternoon of July 15th with Zip Cars and Tufts University.

As for compliance with Part 2, Section N ("Whenever the employee is not able to travel on City business and incurs a cancellation fee of any kind, the employee’s supervisor shall determine if there is adequate cause for the employee to be reimbursed by the City."), since the employee still travelled and the $230 charge was for an “Additional Fare Collection” fee of $80 and a "Ticked Change Fee" of $150 – totaling the $230 – the policy was not violated since the employee was still able to travel and also never incurred a cancellation fee. It should be noted that if instead the trip consisted of bringing consultants to the City for the purpose of these meetings, the cost to the City would have been in the tens of thousands and not $230. See Attachment 3 – original flight info and flight change documentation.

b) The public purpose served for using City funds to pay for the original flight ticket that had not been used as of June 3, 2009, which according to American Airlines representative is now a non-transferable flight credit of $339 for the exclusive and sole benefit of Mr. Ruano.

The Public purpose served for using City funds to pay for the original flight is so that Mr. Ruano could attend meetings with various experts in the field of sustainable and environmental best practices. This meeting was in preparation for the finalization of the City's first every Climate Action Plan, which was subsequently passed unanimously by the City Commission two months later. The credit of $339 is available but only for another City-related flight for Mr. Ruano.

Out-of-state trips

Please provide documentation with the reasons for the lack of compliance with the provisions of Part 1, Section D ("Limitation on Number of Trips") of City Policy APM 1-77 and the justifications for the numerous out-of-state trips and the public purposes served by said trips.

Mr. Ruano's out-of-state trips were all approved by the either the City Manager or the Chief Financial Officer. Additionally, of the 3 trips questioned in FY 2008 (November of 2007), only the trip to Baltimore, Maryland in November for the Arbor Day Foundation Trees Conference was for the purpose of attending a 'convention, conference, or training program', as specified in APM 1-77, Part 1, Section D. The trips to Knoxville and Atlanta, were for an EPA meeting of national sustainability directors and meetings with Coca Cola Recycling, respectively. Therefore, this provision was not violated.

As for public purpose of Mr. Ruano’s out-of-state trips, please note that as Grants Director, Robert Ruano is responsible for seeking competitive grant opportunities and obtaining those funds to help the City provide quality services to residents. Since 2007, he has had the additional responsibility of implementing environmental initiatives that will make Miami a sustainable city well into the future.
Both of these important roles require travel beyond the duties of a typical department director. As the point person for obtaining grant funds, Mr. Ruano has to meet with non-profit and government agencies at every level to ensure leaders of those organizations understand the value of investing in our City. These efforts have helped the City obtain $31.5 million in competitive grants and another $40 million still pending, just in the past three years. Much of these funds have gone towards, Police, Fire, Parks, Environmental Programs and Historic Preservation – all important functions of the City.

As the Director for Sustainable Initiatives, Mr. Ruano’s travel has yielded relationships with experienced personnel from major cities such as Chicago, Boston, San Francisco, and New York to name a few. As a result, Miami has been able to build on those cities’ best practices to implement environmental initiatives such as the Miami GreenLab, green procurement ordinance, and green fleet.

Mr. Glen Hadwen had 3 out-of-state trips in 2008. However, City APM 1-77 states that these trips are limited to one ‘in a fiscal year’, thus only Mr. Hadwen’s trips to Boston in June, 2008, and San Francisco in September of the same year could be questioned. Of these two trips, only one, the trip to San Francisco was for ‘the purpose of attending a convention, conference, or training program’. The trip to Boston in June (with Mr. Ruano) was for the purpose of meeting with experts that could help the city in preparing its greenhouse gas inventory and subsequently preparing the City’s climate action plan. See Attachment 4 for schedule of meetings and explanation of other meetings.

**Questionable Meal Charges**

a) The reason why per diem amounts were paid to Ms. Perez and Mr. Campbell for a meal that was covered by Mr. Ruano and reimbursed by the City.

Ms. Perez received a per diem ($42.38) for dinner on 11/9/06. Ms. Perez submitted the per diem for that dinner, not realizing that said expense was submitted for reimbursement by Mr. Ruano for the actual amount of the dinner and not as per diem. A check from Ms. Perez the $42.38 is enclosed in correction of the oversight – please see Attachment 5.

Since Mr. Campbell is no longer with the City, Mr. Ruano is submitting a check for $42.38 to cover Mr. Campbell’s per diem allotment. See Attachment 6 – check from Mr Ruano for Mr. Campbell’s oversight.

These two checks totaling $84.76 are being submitted to Finance in an over-abundance of caution. The actual difference between all three individuals taken the allowed per diem instead would be $15.51.

b) Documentation indicating that Ms. Perez attended the VISTA Conference in Virginia on March, 2007.

Ms. Perez did attend the VISTA Supervisor Training Conference in Hampton, Virginia, from 3/5/07 to 3/9/07, which was coordinated and covered by the VISTA grant funder, the Corporation for National and Community Service. Please see Attachment 7 – documentation of Ms. Perez trip from CNCS.

**Summary**

The answers to the questioned items prove that City policy was followed in a manner to save money for the City and for a definite public purpose. The few incidents of oversight are apparently just that and have been clarified here.

We hope these answers will serve to finalize this matter.
To: Mr. Victor Igwe
From: Robert Ruano
September 8, 2009
RE: Your audit of expenses in my departments

Mr. Igwe,

Based on your August 11, 2009 reply to my answer, please see my comments below your concerns, in italics:

Question:

*Questionable out of state trip*
The justification for using City funds to pay for Dorcas Perez & Meredith Beattie’s Los Angeles hotel expense is inadequate. If you have any additional information relative to said expenses, please provide it to our office. If not, we will discuss the reasons for our conclusion during the final audit exit conference with you.

Answer:

My answer dated July 22, 2009 said:

“On October 22, 2008, Ms. Beattie and Ms. Perez departed MIA to LAX for the AAGP Conference in Long Beach, CA. The conference was held on October 22-25, 2008. Tickets were purchased to LAX at the designated times as opposed to Long Beach directly, as the flights were cheaper to LAX. Upon arrival in Los Angeles, Ms. Perez and Ms. Beattie shared an $80 cab to Long Beach, and checked into the Courtyard Marriott. The room charge at the Courtyard per person per night was $249+tax, totaling $286.46.

After the end of the regular conference, which ended Friday evening at 5:15PM (the Saturday morning session was breakfast and a closing wrap-up session), Ms. Beattie and Ms. Perez again shared a taxi, this time back to Los Angeles (at a shared cost of $100, for the almost 2 hour ride), in anticipation of Ms. Beattie’s departure the next morning. They stayed at the Farmer's Daughter hotel, at a substantially lower room charge ($189+tax, totaling $215.46 per person) than the hotel in Long Beach. In addition to the cost savings of $142, this was an effort to avoid the traffic in the morning and risking losing the flight home for Ms. Beattie.”

Additionally, I'm not sure what else there is to say, though. Staff had scheduled a flight after the regular conference. When they saw that the last day was not going to be productive, they decided to move to a cheaper hotel that was closer to the departure airport. Their alternative was to stay at the more expensive hotel or change the flight (at an additional cost), assuming there would be flights available that night of the 24th.

Question:

*Questionable Flight Change/Charges*
The flight ticket cost of $489 ($259 for original ticket plus $230 in change fees) from the cancellation of your original flight to Boston, Massachusetts on 7/14/08 should be reimbursed to the City. Your written response indicates that the remaining credit of $339 is “available but only for another City-related flight.” However, there is no assurance that said credit (open ticket) will be used for “another City-related flight”, as it remains under your name and is nontransferable and also given that there is budget/procurement freeze in place for the rest of the fiscal year.
Additionally, airline companies require all open tickets to be used within a certain time frame, as they expire. The City should not have to incur a loss of $489.

Answer:

The changes were due to the addition of other meetings to make the trip more productive. To meet with all the individuals listed and gather information that was extremely helpful in finalizing the City’s Climate Action Plan would have cost tens of thousands of dollars to fly people in. The cost of $230 for changes was part of making this a successful trip and certainly not a loss to the City. Ironically, because of the City’s freeze and the fact that travel has been put on hold, I could not purchase another business flight in time and the credit has already expired. See list of business meetings in attachment of Answer (2)\8.

Question:

Out of State Trips

As stated in my memorandum to you, the expenses for the 2007 out of state trips to Albuquerque, NM, Hampton, Virginia, Washington, DC, and Atlanta, Georgia (on October 2007) were approved by the City Manager or Assistant City Manager. However, on your written response, you stated that all out of state trips were approved by “either the City Manager or the Chief Financial Officer.” You also stated that most of your out of state trips were for meetings and not for conventions, training programs, or conferences.

Please provide documentation indicating that all out of state trips were approved by the City Manager or Assistant City Manager (1). Also, please include documents indicating the reasons for each out of state trip (2).

Answer 1:

As I stated previously, all out of state trips were approved, either in writing or verbally, by the City Manager or Assistant City Manager. On November 5, 2007, the City Manager added the additional requirement, stating:

“Effective immediately, I am directing that all travel requests and related expenses be itemized on the new “Travel Request Form” (attached) and reviewed in advance of finalizing reservations and approved by the Chief Officer/Assistant City Manager of the respective department.”

Please see attached Manager’s memo and pre-approved travel requests signed by the Assistant City Manager, Larry Spring, for Boston (July 08), Washington (July 08), and Boston (Nov. 08). Your question relates to missing approvals for Knoxville (Nov. ‘07) and Baltimore (Nov. ‘07), since the new policy was not in effect when these arrangements were made, the documentation is not necessary and a verbal approval was sufficient. See Attached.

Answer 2:

Here is the info on my out of state trips (whatever documentation I could find, I’ve attached):

1. Hampton, Virginia—March 2007—VISTA Supervisor Training Conference. Documentation provided in original packet. We have a 20 member VISTA AmeriCorps team and they hold regular trainings. Because this one was so close to the Funner (Corporation for National & Community Service) there were going to be high level in attendance and I wanted to make sure I attended so that I educated them about the importance of our program. Incidentally, we are beginning our fourth grant year, with members in 18 area nonprofits—providing grant writing, development, volunteer management, and financial literacy training. See Attached.


Total FY 2007 – 2 Conferences, 1 Meeting

4. Atlanta, Georgia – October 2007 – Fundraising and fact-finding meetings with Home Depot Foundation, Coca-Cola Recycling and Southface (a showcase site for green technology, much like Miami Green Lab will be). See attached. Note that Home Depot subsequently made a $1 million dollar non-competitive grant to the City and Coca Cola gave us $25,000 for recycle bins.

5. Knoxville, Tenn. – November 2007 – EPA workshop with national stakeholders on the impacts of climate change. Day-long meeting held at the Oak Ridge National Laboratory. See attached.

6. Atlanta, Ga – November 2007 – one hour layover at the airport due to Knoxville trip above, not an out-of-state trip. See attached.

7. Baltimore, Md. – November 2007 Partners in Community Forestry Conference where I was speaking on the City’s Tree Ordinance and initiatives. See attached.

8. Boston, MA – July 2008 - (pre-approved with form)meetings with experts that could help the city in preparing its greenhouse gas inventory and subsequently preparing the City’s climate action plan. See Attached email and meeting list that was previously submitted.


Total FY 2008 – 1 Conference, 4 meetings

10. Boston, MA – November 2008 – (pre-approved with form)Greenbuild Conference attended training on energy modeling for LEED buildings, educational sessions on making institutions more sustainable, zero energy buildings, clean energy markets, corporate efforts to attain carbon neutrality, implementing global energy efficiency programs, and campaigns to limit greenhouse gas emissions. In addition, City Staff attended networking events hosted by Local Governments for Sustainability (ICLEI) and NEXUS Green Building Resource Center which provided opportunities to network with sustainability staff from other local governments around the US and professionals at the Boston green building resource center. I participated as a speaker on a govt. panel that included Boston and Babylon, New York. The knowledge gained at this conference has been used to further MSF’s sustainability programs for the City, specifically helping senior staff learn how to set up and operate a green resource center – a skill invaluable for the operation of Miami Green Lab. See attached.

If you will require anything further, please let me know. I hope that I have answered your questions fully and look forward to meeting to discuss this in person.

Robert Ruano
From: Ruano, Robert
Sent: Thursday, December 10, 2009 3:46 PM
To: Igwe, Victor
Cc: Cabral, Marcus
Subject: Fw:

Mr. Igwe,
Per one of your concerns, please see email below from the CFO, Larry Spring.

This communication may contain confidential and/or otherwise proprietary material and is thus for use only by the intended recipient. If you received this in error, please contact the sender and delete the e-mail and its attachments from all computers.

From: Spring, Larry
To: Ruano, Robert
Sent: Thu Dec 10 15:39:43 2009
Subject:
With regard to the audit questions raised by the Auditor General regarding your 2007 travels, more specifically the Knoxville and Baltimore trips. I am confirming that I did approve your travel. If further information is needed I will try to provide.

Larry M. Spring, Jr.
Chief Financial Officer
City of Miami
444 SW 2nd Avenue 10th Floor
Miami, FL 33130
P: (305) 416-1011
F: (305) 416-1019
Lspring@miamigov.com
To: Mr. Victor Igwe, Independent Auditor General

From: Robert Ruano, Director, Office of Grants Administration

Date: December 16, 2009

Re: Response to 5 issues brought up during Audit Discussion of 12/9/09

At our recent meeting with Mr. Marcus Cabral and you, to discuss the P-Card and iExpense transactions from my departments, you mentioned 5 issues that you still have. I would like to take this opportunity to reiterate my responses from the first 4 concerns and provide you with my explanation of the fifth (hotel credit at Doubletree) that you brought to my attention as a concern at our meeting. Since I have not seen a complete draft report, I am going by various emails sent from you and your staff. If there is still an opportunity to see a draft audit report, I would appreciate it, since I can then condense my answers to your initial questions and subsequent questions to my responses. Please note that in areas where it says attachment, these have already been provide previously to you.


My July 22nd, 2009 response to your June 16th Audit memo (your question in a)

a) The public purpose for using City funds to pay $430.92 ($215.46 times 2) for the rental of 2 hotel rooms in Los Angeles, CA as described above.

On October 22, 2008, Ms. Beattie and Ms. Perez departed MIA to LAX for the AAGP Conference in Long Beach, CA. The conference was held on October 22-25, 2008. Tickets were purchased to LAX at the designated times as opposed to Long Beach directly, as the flights were cheaper to LAX. Upon arrival in Los Angeles, Ms. Perez and Ms. Beattie shared an $80 cab to Long Beach and checked into the Courtyard Marriott. The room charge at the Courtyard per person per night was $249+tax, totaling $286.46.

After the end of the regular conference, which ended Friday evening at 5:15PM (the Saturday morning session was breakfast and a closing wrap-up session), Ms. Beattie and Ms. Perez again shared a taxi, this time back to Los Angeles (at a shared cost of $100, for the almost 2 hour ride), in anticipation of Ms. Beattie’s departure the next morning. They stayed at the Farmer’s Daughter hotel, at a substantially lower room charge ($189+tax, totaling $215.46 per person) than the hotel in Long Beach. In addition to the cost savings of $142, this was an effort to avoid the traffic in the morning and risking losing the flight home for Ms. Beattie.

I would like to add it is reasonable for the employees to stay in the area awaiting the scheduled flight. To change the flight time would have incurred an additional cost. Also, your auditor’s suggestion that this violates II.E.1 of APM 1-77 of employees having to stay in the conference city is not applicable since the expense was ‘approved by the respective department director’—i.e., me.

My July 22nd, 2009 response to your June 16th audit memo (your questions are a & b)

a) The public purpose served for using City funds to pay for the $230 flight change fee as described above and the lack of compliance with the provisions of Part 2, Section N (“Cancellation Fees Incurred”) of City Policy APM 1-77.

The public purpose served for changing Mr. Ruano’s flight from Tuesday, July 15th to Wednesday, July 16th, was to accommodate two meetings scheduled for the afternoon of July 15th with Zip Cars and Tufts University.

As for compliance with Part 2, Section N (“Whenever the employee is not able to travel on City business and incurs a cancellation fee of any kind, the employee’s supervisor shall determine if there is adequate cause for the employee to be reimbursed by the City.”), since the employee still traveled and the $230 charge was for an “Additional Fare Collection” fee of $80 and a “Ticket Change Fee” of $150 – totaling the $230 – the policy was not violated since the employee was still able to travel and also never incurred a cancellation fee. It should be noted that if instead the trip consisted of bringing consultants to the City for the purpose of these meetings, the cost to the City would have been in the tens of thousands and not $230. See Attachment 3 – original flight info and flight change documentation.

b) The public purpose served for using City funds to pay for the original flight ticket that had not been used as of June 3, 2009, which according to American Airlines representative is now a non-transferable flight credit of $339 for the exclusive and sole benefit of Mr. Ruano.

The public purpose served for using City funds to pay for the original flight is so that Mr. Ruano could attend meetings with various experts in the field of sustainable and environmental best practices. This meeting was in preparation for the finalization of the City’s first every Climate Action Plan, which was subsequently passed unanimously by the City Commission two months later. The credit of $339 is available but only for another City-related flight for Mr. Ruano.

Igve email response - Tuesday, August 11, 2009 8:56:57 AM

Questionable Flight Change/Charges
The flight ticket cost of $489 ($259 for original ticket plus $230 in change fees) from the cancellation of your original flight to Boston, Massachusetts on 7/14/08 should be reimbursed to the City. Your written response indicates that the remaining credit of $339 is “available but only for another City-related flight.” However, there is no assurance that said credit (open ticket) will be used for “another City-related flight”, as it remains under your name and is nontransferable and also given that there is budget/procurement freeze in place for the rest of the fiscal year. Additionally, Airline companies require all open tickets to be used within a certain time frame, as they expire. The City should not have to incur a loss of $489.
My September 8th, 2009 response

The changes were due to the addition of other meetings to make the trip more productive. To meet with all the individuals listed and gather information that was extremely helpful in finalizing the City’s Climate Action Plan would have cost tens of thousands of dollars to fly people in. The cost of $230 for changes was part of making this a successful trip and certainly not a loss to the City. Ironically, because of the City’s freeze and the fact that travel has been put on hold I could not purchase another business flight in time and the credit has already expired. See list of business meetings in attachment of Answer (2)8.

While it is unfortunate that the City incurred a loss of the first ticket credit - as you stated a freeze was in place – and even before the actual freeze, we were told to limit all expenses. I need to reiterate that the value of this trip to the City was extremely large. When New York City did their climate action plan, it cost them over $1 million dollars. Even today, several cities in South Florida are signing on with consultants, paying them hundreds of thousands of dollars for this. For example, the one consultant we had to hire for this project Doug Foy, former Super Secretary under Governor Mitt Romney, cost us $10,000 for a two day consultation and report – paid for by a foundation grant by the way. The City of Miami’s cost was all in internal staff time - thanks in large part to this trip.

After our meeting the other day, I have looked very closely at this matter and would like to add the following: The first ticket purchased on June 19th is certainly justified as was the first change, purchased on June 24th. When I then asked my assistant to extend the trip so that I would have Friday and all of Monday morning and I was still not able to meet with Mr. Foy, or Boston’s Mayor, Menino, I took a vacation day for the unproductive regular work day, Friday. The cost of tickets and changes, while unfortunate were still purchased with the public purpose of getting me to Boston for eight very important meetings.

3. Two out-of-state trips – Knoxville and Baltimore in November, 2007, including public purpose for all trips

Although during our audit discussion, our conversation was centered on these two out-of-state trips, I wanted to make sure I reiterated the public purpose for the travel, after your comment of “other employees don’t take these many trips”. Please remember that I am the person in charge of getting competitive grant dollars for the City of Miami and, in 2007, I took on the additional role of starting a Sustainability Office. The first role requires me to build relationships with State and Federal agencies, Foundations, and Corporations so that they will fund our initiatives. In the second, I was charged with developing a new department, from scratch, focusing on the most current practices and policies. While I can appreciate your thoroughness, I think you should note that the City has been able to secure a little over $60 million in grant funding since 2003, averaging $10 million a year. When I started, halfway through 2003, Miami received roughly $3 million. This is not to brag, because we have been fortunate to have the resources to staff a great team, but only to put my travel in perspective for return on investment purposes.
On the two trips in question, please note that you received an email on December 10, 2009, from Mr. Larry Spring, Chief Financial Officer (an Assistant City Manager), stating that he approved the Knoxville and Baltimore trips – travels that were coordinated before the policy required a written pre-approval.

My September 8th, 2009 response

Question:

Out of State Trips
As stated in my memorandum to you, the expenses for the 2007 out of state trips to Albuquerque NM, Hampton, Virginia, Washington, DC and Atlanta Georgia (on October 2007) were approved by the City Manager or Assistant City Manager. However, on your written response, you stated that all out of state trips were approved by “either the City Manager or the Chief Financial Officer.” You also stated that most of your out of state trips were for meetings and not for conventions, training programs or conferences.

Please provide documentation indicating that all out of state trips were approved by the City Manager or Assistant City Manager (1). Also, please include documents indicating the reasons for each out of state trips (2).

Answer 1:

As I stated previously, all out of state trips were approved, either in writing or verbally, by the City Manager or Assistant City Manager. On November 5, 2007, the City Manager added the additional requirement, stating:

“Effective immediately, I am directing that all travel requests and related expenses be itemized on the new “Travel Request Form” (attached) and reviewed in advance of finalizing reservations and approved by the Chief Officer/Assistant City Manager of the respective department.”

Please see attached Manager’s memo and pre-approved travel requests signed by the Assistant City Manager, Larry Spring, for Boston (July ’08), Washington (July, ’08) and Boston (Nov. ’08). Your question relates to missing approvals for Knoxville (Nov, ’07) and Baltimore (Nov, ’07), since the new policy was not in effect when these arrangements were made, the documentation is not necessary and a verbal approval was sufficient. See Attached. (Note also aforementioned email from Mr. Spring)

Answer 2:

Here is the info on my out of state trips (whatever documentation I could find, I’ve attached):

   Documentation provided in original packet. We have a 20 member VISTA AmeriCorps team and they hold regular trainings. Because this one was so close to the Funder (Corporation for National & Community Service) there were going to be high level federal staff in attendance, I wanted to make sure I attended so that I educated them about the importance of our program. Incidentally, we are beginning our fourth grant...
year, with members in 18 area nonprofits — providing grant writing, development, volunteer management, and financial literacy training. See Attached.


Total FY 2007 – 2 Conferences, 1 Meeting

4. Atlanta, Georgia – October 2007 – Fundraising and fact-finding meetings with Home Depot Foundation, Coca-Cola Recycling and Southface (a showcase site for green technology, much like Miami Green Lab will be). See attached. Note that Home Depot subsequently made a $1 million dollar non-competitive grant to the City and Coca-Cola gave us $25,000 for recycle bins.

5. Knoxville, Tenn. – November 2007 – EPA workshop with national stakeholders on the impacts of climate change. Day-long meeting held at the Oak Ridge National Laboratory. See attached.

6. Atlanta, Ga – November 2007 – one hour layover at the airport due to Knoxville trip above, not an out-of-state trip. See attached.

7. Baltimore, Md. – November 2007 Partners in Community Forestry Conference where I was speaking on the City’s Tree Ordinance and Initiatives. Also met with Home Depot Foundation. See attached.

8. Boston, MA – July 2008 - (pre-approved with form) meetings with experts that could help the city in preparing its greenhouse gas inventory and subsequently preparing the City’s climate action plan. See Attached email and meeting list that was previously submitted.


Total FY 2008 – 1 Conference, 4 meetings

Boston, MA – November 2008 – (pre-approved with form) Greenbuild Conference attended training on energy modeling for LEED buildings, educational sessions on making institutions more sustainable, zero energy buildings, clean energy markets, corporate efforts to attain carbon neutrality, implementing global energy efficiency programs, and campaigns to limit greenhouse gas emissions. In addition, City Staff
attended networking events hosted by Local Governments for Sustainability (ICLEI) and NEXUS Green Building Resource Center which provided opportunities to network with sustainability staff from other local governments around the US and professionals at the Boston green building resource center. I participated as a speaker on a gov't panel that included Boston and Babylon, New York. The knowledge gained at this conference has been used to further MSI’s sustainability programs for the City, specifically helping senior staff learn how to set up and operate a green resource center — a skill invaluable for the operation of Miami Green Lab. See attached.

4. iExpense – Dorcas Perez and Tom Campbell taking dinner per diem when I had already paid for their dinner on 11/9/2006

a) The reason why per diem amounts were paid to Ms. Perez and Mr. Campbell for a meal that was covered by Mr. Ruano and reimbursed by the City.

Ms. Perez received a per diem ($42.38) for dinner on 11/9/06. Ms. Perez submitted the per diem for that dinner, not realizing that said expense was submitted for reimbursement by Mr. Ruano for the actual amount of the dinner and not as per diem. A check from Ms. Perez the $42.38 is enclosed in correction of the oversight – please see Attachment 5.

Since Mr. Campbell is no longer with the City, Mr. Ruano is submitting a check for $42.38 to cover Mr. Campbell’s per diem allotment. See Attachment 6 – check from Mr. Ruano for Mr. Campbell’s oversight.

These two checks totaling $84.76 are being submitted to Finance in an over-abundance of caution. The actual difference between all three individuals taken the allowed per diem instead would be $15.51.

As explained in our meeting, this was an oversight when I approved their reimbursements after the trip, as I did not realize that they were asking for dinner per diem, when I had already paid for them.

5. Hotel credit in Tallahassee in April, 2007

This issue on your part was brought up at our audit discussion this past Wednesday, October 9, 2009. While I had asked for an explanation of the issue, you choose to bring it up at our meeting. I will attempt to explain what transpired. Your response last Wednesday to a complete draft report, elicited the following, so I will work from those and try to explain. My response is in bold italics below.

Your email to me on Wednesday, December 09, 2009 6:24 PM

In today’s 2pm meeting, we disclosed an additional audit finding in connection with your I- Expense reimbursement (expense report IEX13616) as follows:

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OFFICE OF THE INDEPENDENT AUDITOR GENERAL/444 S.W. 2ND AVENUE, SUITE 711/Miami, Florida 33130-1910
1. On 1/16/07 you requested a direct payment of $478 from the City of Miami to the Doubletree hotel in Tallahassee for a two night stay (4/17-4/19/07).

   At the time, a p-card could not be used to pay for hotels, so my assistant asked for a direct payment for the April trip.

2. The records reviewed indicated that you checked into the hotel on 04/18/07, which was one day later than the originally schedule arrival date (04/17/07). During your stay, you ordered room service amounting to $32.48 and an in-room movie amounting to $15 (it is against City policy to use public funds for in-room movies — APM 1-77).

   Correct on miscellaneous reimbursements, that’s why I 'X’ed out room service and pay movies. Since I had put down a personal card for incidentals, I expected those to be billed to my card and not to the City — since the room had been paid by the City.

3. You checked out on 4/19/07 after only a one night stay but the City’s advanced payment was for two nights. However, the $164.03 unused balance was credited to personal credit card and not returned to the City.

   I achieved all my work on the first day, so I decided to leave. The hotel credited the average to the only card they had, mine, since the City paid with a check and I do not have a P-Card, the only card they could credit the average to.

4. Upon returning to the City, the hotel receipt showing a negative $164.03 (the amount of the credit that was credited to your credit card at checkout) was used as a support for a reimbursement claim for an additional $164.03, which was processed, approved and disbursed to you. Additionally, you were also paid the per diem rates for lunch and dinner despite receiving room service amounting to $32.48 that was charged against the advance payment on the night you stayed.

   First and foremost, the reimbursement was disbursed to me, but it was not processed nor approved by me. My receipts went to my assistant to put in, were reviewed by Accounts Payable and approved by the City Manager. The room service and movie were not paid to me as items, but in a lump sum in the subsequent accounting error.

   I was actually not paid per diem rates, but only the amounts I spent (since I don’t think we should be paid for more than we actually spend). I don’t know the exact numbers but I would think an allowed per diem for Tallahassee is considerably more than $8.75 and $18.00 for lunch and dinner, respectively: the amounts I was reimbursed for.

5. During our audit field work on August 20, 2009 (after 2 years +) as this financial transaction was being scrutinized/tested for compliance, you suddenly realized that you received inappropriate payments from the City back in 2007 and wrote a check for $383.59 to the City. The amount paid to the City included the balance that was inappropriately credited to your personal credit card, the inappropriate reimbursement you subsequently filed, the room service and the in-room movie, as noted above.

   I paid for the $383.59 in 8/20/09 as a result of the accounting error that was found by the Finance Department during a review of my expenses that I asked them to initiate. In her notes on the closeout slip, the Finance Director, Diana Gomez, noted that it was
for amounts 'incorrectly overpaid to him'. When she brought it to my attention, we sat down with my assistant and did some training on what should have happened and how we can avoid in the future. From the paperwork, it is evident that she added when she should have subtracted.

6. At the meeting today, in response to above issues you stated that you did not realize that $164.03 was credited to your personal credit card, that your Administrative Aide inadvertently processed the additional $164.03 reimbursement claim, and also that your wife handles all your personal financial matters.

All correct: I do not open my credit card statements, since my wife (a very meticulous attorney) deals with all the family finances. As I stated in the meeting, another reimbursement request for a November 2008 reimbursement of over $300, was kicked out of the system for an error and I had not been paid for it as of May 2009. Neither my assistant nor I had noticed. As a result of this, I will look at all reimbursements put into the system on my behalf, before the button is pressed. Although there are several people looking at it, and others above me approving, as we can see, mistakes can be made.

Please let me know if you’ll need anything further from me and thank you for your audit. If possible, I would like to see how many total transactions you reviewed from my departments, so that I have an idea of the percentage error found.

As a result of your findings, I will no longer allow reimbursements to be put into the system, without my seeing them first and I will inquire as to cost before flight changes are made. In addition, I will ask all staff, including myself, to submit with their reimbursement, a detail of the benefit to the City of their travels or expenses.

Thank you for your patience as I prepared my response.

Robert Ruano
December 16, 2009
The following information is in reference to the inquiry received on October 14, 2009.

**Purchases made by Marshell Myles**

The bar stools were used for the VIP tent which normally takes place with entertainment. The performers will have family members, agents and sponsors separate from the public audience. In that area food, drinks, and various amenities are provided. The bar stools were used to enhance the VIP site. Please advise the Parks Department as to the time and day you would like to view the barstools so that we can make arrangements.

**For the October, 2007 purchases**

Berkely Florist Supply for $536.35 – items were purchased to decorate the table tops and event areas. See attached copy for receipt.

Jetro Cash and Carry - $713.40 items such as juices, sodas, forks, and plates were purchased for the refreshment for the event. See attached copy of receipt.

Rosa Fabrics – Fabrics were purchased to decorate the VIP tent and staging areas. No itemized additional receipt available.

Nunez Fabrics – Fabrics were purchased to decorate the VIP tent and staging areas. No itemized additional receipt is available.

**Purchases Made by Julie Mansfield**

**February 23, 2008** – See attached itemized list from JPMorgan Chase – items were purchased as decorations for VIP tent for Virginia Key reopening event.

**March 28** – See attached itemized list from JPMorgan Chase – items purchased from Target were for the Best Bed Head and Princess Contest baskets, these were giveaway items at part of the PJs in the park event.
March 9, 2008 – purchased items from ‘The Dog Bar’ to have items on hand for prizes for the various dog competitions held such as Owner Look Alike Contest, Best Dressed and for a doggie raffle held at the end of the event. With more than 500 attendees, the purchases were made for multiple winners for each competition.

March 29, 2009 - purchased lunch from Publix for staff and volunteers due to insufficient time for staff to return from lunch for park set up. Also, staff was required to work until the end of the event; therefore, they had to be fed. Lunch consisted of chicken and subs - no additional items were purchased. Receipt is available.

The events that this document involves are the following: Island Festival, PJ’s in the Park, Grand opening of Virginia Key Trust and Dogs on the Cat Walk. The Island Festival was a “free” concert for the public held at Peacock Park. PJ’s in the Park is a program targeting children 12 and under. It involves children dressed in their pajamas participating in a number of activities. The Virginia Key Trust reopening speaks for itself and the Dogs on the Cat Walk involves a program designed to promote dogs as pets with a number of activities.

Each of these events represents the Department’s efforts to promote social interaction, tourism, respect for the park facilities and an awareness of park programs. Every special event is vetted prior to taking place and reviews following the event. This process includes all financial information.

EWB/jag
In response to the subject matter dated August 28, 2009, the Office of Management and Budget is not responsible for auditing/ reviewing the content of the reimbursement claims made by Ms. Lisa Mazique on July 14, 2008 and July 25, 2008. This office verified approval of the travel request and availability of funds based on the account information provided and approved both travel reimbursements based on this information.

In accordance with City of Miami Policy Number: APM-1-77, Part I, Section A, Budgeted/ Grant- Funded Travel, only if the trip was authorized in the approved budget and the required approval obtained from the respective Chief Officer (Assistant City Manager) will the City employee be authorized to attend a convention, conference or training program.

Since Ms. Mazique did complete a Travel Request on May 15, 2008, which was subsequently approved by Mr. Larry Spring, Chief Officer, prior to her attending the International Conference of Shopping Centers on May 17-22, 2008, and there were funds approved and available for travel and per diem expenses in the applicable award and project budget then this was the basis of approving Ms. Mazique’s iExpense report. Please see the attached Travel Request #EXP-003704 for verification.

The Office of Management and Budget is not responsible for auditing the content and making payment on travel reimbursement requests. Please refer to APM-1-77, Part II, Section L, Statement and Evidence of Travel Expense, which indicates the City’s Finance Department is responsible for this review and payment.

This office does review and either approve/disapprove iExpense requests from the City Manager’s Office; however, this is done strictly as a result of the iMiami hierarchy approval process and is not intended to circumvent the aforementioned policy number.

MBjcm
End.
Mr. Igwe,

The timing of my reimbursement to the City is not the core issue being highlighted, as I made no representation thereof. I am simply pointing out that the initial reimbursement request submitted by Ms. Romero on my behalf was in error, as all expenses had not been captured. I will contact your office today to set a date and time.

Thank you again,

Lisa S. Mazique, Senior Advisor for Economic Development
City of Miami
444 SW 2nd Avenue, 3rd Floor
Miami, FL 33130
(305) 416-1435 phone
(305) 400-5048 fax

Ms. Mazique,

Thank you for your response to our audit inquiry relative to your P-Card charges & I-expense reimbursements. For clarification, we never said nor implied that the $121.82 was for the actual cost of all expenses related to said trip. The $121.82 is the actual cost [itemized billing] of six (6) separate meal charges that you actually incurred during your travel to Las Vegas. We have re-examined your I-expense reports in response to your email texts as noted below. Our review of expense report iEX23794 for $121.82, which was initiated (filed) via your City assigned Oracle I-expense account screen indicates that said expense reimbursement request was in fact filed on July 14, 2008 and your personal check to the City was dated July 16, 2008, which contradicts your statement that you reimbursed the City prior to Ms. Romero submitting the reimbursement request (numbers 2 & 3 of your email texts below) for the said un-allowed charges to City-issued P-Card.

Therefore, your subsequent reimbursement request for the per diem rate of meals in the amount of $293.70, which was filed on July 25, 2009 (11 days after filing for actual meals charged as described above) should never have been initiated, approved and/or processed for payment in accordance with the provisions of the City Code.

Due to the chronology of these events [reimbursement request filing] and absent other supporting actual meal receipts, we maintain that you were not entitled to the $293.70 that was disbursed to you when you filed
expense report IEX24052 on July 25, 2008. Please provide the Office of the independent Auditor General evidence (proof) of reimbursement to the City in the amount of §293.70.

Also, we welcome your suggestion for a meeting. Please contact our department with a meeting date and time.

Thanks,

Victor Igwe
Independent Auditor General

From: Mazique, Lisa
Sent: Monday, October 19, 2009 3:30 PM
To: Igwe, Victor; Roudneaux, Michael
Cc: Cabral, Marcus; Hernandez, Pedro G. (City Manager); Spring, Larry; Romero, Vivian; James, Marcus
Subject: RE: 09-021 P-Card I-expense Audit

Mr. Igwe,

Upon careful review and research of the aforementioned, please be advised of the following:

1. While the P-card was utilized to obtain lodging, no additional expenses were to applied to the P-Card per documented instructions of our P-Card administrator (Vivian Romero); My personal card was presented upon arrival, yet not charged by the hotel;

2. Upon review of the hotel bill, Ms. Romero advised me that those charges were placed in error and the P-Card was to be reimbursed; of which I complied and reimbursed the City for ($121.82);

3. In error, Ms. Romero then submitted a travel reimbursement for that amount ($121.82) to me in absence of complete travel expenses;

4. Upon receipt my receipts for the balance of the trip, Ms. Romero prepared the requisite Travel Request Form yet did not deduct the amount ($121.82) previously submitted, however.

5. The presumption that the first submission by Ms. Romero was for actual expenses is inaccurate, as that would have not fully captured expenses over the time of the travel period (i.e. additional travel days, parking, transportation, etc). This was a six day trip and the charges of 121.82 were for 2 meals charged to the room on three days (5/18/08, 5/19/08, 5/20/08).

6. Upon review of actual disbursements from Finance for this trip ($499.52), I have determined an overpayment of the ($121.82) as it was not deducted from the per diem amount. I am eager to submit a check to the City of Miami for the overage, yet would like to meet with you prior thereto to present related documentation and establish a satisfactory resolution to this matter.

Please advise.

Thank you,

Lisa S. Mazique, Senior Advisor for Economic Development
City of Miami
444 SW 2nd Avenue, 3rd Floor
Miami, FL 33130
TO: Victor Igwe  
Auditor General  

FROM: Diana Gomez  
Finance Director  

DATE: January 14, 2010  

SUBJECT: Response to MOU  
I-Expense Financial Transactions  

In response to your memorandum of understanding regarding the audit of the City-wide audit of the Purchasing Card (P-Card) program and selected I-Expense financial transactions, please find the following responses:

1. Employees are given the choice of per-diem or providing receipts when traveling on City-Business. When per-diem rates are used (as in this case), the APM does not require receipts for meals (refer to APM 1-77 Section F – Meals) and therefore the Accounts Payable section of Finance was not able to determine who paid for the meals. In this situation, the two employees should not have requested the per-diem for the lunch that was paid for and reimbursed by the City by their Department Director. Additionally, the Department Director should have denied the request for per-diem when he reviewed/approved the individuals’ expense report. The Accounts Payable section of the Finance Department does not have any mechanism to know that someone else paid for and was reimbursed for an individual’s meal during a given conference. The financial system in place does not have the ability to flag such transactions. Manually monitoring this type of occurrence would require excessive amounts of time and man power due to the volume and timing of individuals submitting reports. As such, there are other internal controls in place to mitigate this from happening which includes the proper review and approval from the Supervisor/Department Director/Chief prior to it being submitted to the Finance Department for payment. Additionally, Accounts Payable Staff are trained to review expense reports to ensure proper supporting documentation is attached and have returned questionable items to the departments for further clarification. Unfortunately, no control procedure can detect every error. Going forward, the Finance Department will explore the possibility of having the system detect such occurrences, however with current budgetary constraints, this customization to the system may not be feasible. The Finance Department would appreciate the input of the Auditor General’s Office in the development of further process controls that would enable the City to further mitigate these occurrences from happening in the future.

2. All payments require an electronic approval. Advanced payments made directly to a hotel cannot be automatically/systematically linked to an individual traveler’s expense report. The system can only flag those advances which are made to individual employees. There are controls in place to mitigate this from happening which includes the proper review and approval from the Supervisor/Department Director/Chief prior to it being submitted to the Finance Department for payment. Additionally, Accounts Payable Staff are trained to review expense reports to ensure proper supporting documentation and original receipts are attached and have returned questionable items to the departments for further clarification. Upon learning of the overpayment, the Finance Department immediately contacted the individual and requested reimbursement of the overpayment. Going forward, the Finance Department will explore the possibility of having the system detect such occurrences, or even develop a manual process to monitor hotel prepayments.
3. The Finance Department agrees with this finding. The reimbursement should not have been requested or paid twice. Internal controls are in place to mitigate this from happening which includes the proper review and approval from the Supervisor/Department Director prior to it being submitted to the Finance Department for payment. Additionally, Accounts Payable Staff are trained to review expense reports to ensure proper supporting documentation and original receipts are attached. Going forward, the Finance Department will explore the possibility of having the system assist in detecting such occurrences, however with current budgetary constraints, this customization to the system may not be feasible. The Finance Department would appreciate the input of the Auditor General’s Office in the development of further process controls that would enable the City to further mitigate these occurrences from happening in the future.

4. The Finance Department disagrees with this finding. With the inception of Oracle, the need for the paper request for reimbursement form was eliminated due to the fact that the system provided for electronic approvals. Although the paper form was signed and approved by the traveler and included in the supporting documentation, the electronic approval is what is relied on since the inception of Oracle, was properly approved by the appropriate individual/supervisor.

5. The Finance Department disagrees with this finding. With the inception of Oracle, the need for the paper request for reimbursement form was eliminated due to the fact that the system provided for electronic approvals. Although the paper form was signed and approved by the traveler and included in the supporting documentation, the electronic approval is what is relied on since the inception of Oracle, was properly approved by the appropriate individual/supervisor. Additionally, it must be noted that direct payment requests are initiated by departmental staff and are approved by the department director as the department director is responsible for their departmental budget.

Should you need any additional information, please do not hesitate to contact me.

cc. Larry Spring, CFO
Terry Kwong, Assistant Finance Director
Miguel Augustin, Chief Accountant
Maedell Brown, Finance Accounting Supervisor
Date: January 20, 2010

To: Glen Marcos, Director
    Purchasing Department

From: Victor I. Igwe, Independent auditor General
    Office of Independent Auditor General

Subject: City-wide audit of the Purchasing Card (P-Card) program and selected I-Expense financial transactions.

Dear Mr. Marcos:

We have revised our memorandum of understanding as discussed at the audit exit meeting held on January 19, 2010. Please provide your written respond no later than January 21, 2010, if you want your response to be included in the text of the audit report. Also, please provide the records agreed upon at the said meeting.

- Our audit determined that food purchases were charged to 44 P-Card transactions totaling approximately $2,943 by the following departments:
  - Community Development Department
  - Civil Service Department
  - Office of Grant administration/Sustainable Initiatives.
  - Hearings Board
  - Information Technology Department
  - Park and Recreation Department
  - Public Works Department
The Purchasing Department implemented Food Purchase Form to be completed in November, 2007 when it observed an increase in the use of P-Cards for the purchase of food citywide. Among the information required to be included in the said form are: (1) the City related/business purpose of the meeting; (2) the names of the persons that will be attending the meeting; and (3) justification as to why the City should pay for the said lunch/food.

We noted that the records supporting some of the purchases indicated that food purchases were for City Board/Committee meetings, food for City employees serving on interview panels, and department meetings. However, we noted that the budget document approved by the City Commission did not include a line item specifically for food/beverages for any City department. We noted that food purchases were paid from budget line items such as, repair/maintenance services, promotional activities, other current charges and obligations, travel/per diem, postage, office supplies, operating supplies, printing/binding and other expenses.

We are concerned and question the public purpose served by using public funds to purchase food for salaried City employees that serve on job interview panels or for department meetings or for any City Board whose members are paid stipends. For example, a City department provided the following justification for using public funds to purchase food: “Shows Good Faith on Management Part and Sharing in the Breaking of Bread Ease Tension”.

An approved budget line item for food/beverages provides authority to incur such expenses. However no such budget line item was approve by the City Commission. Therefore, the purchasing and charging of food/beverages to other approved budget line items is not an indication of transparency of how public funds are used.

Auditee Response and Action Plan:

☐ I agree; ☑ I disagree. Please initial: [Signature] 11/10/10

Explanation: [Signature] See attachment.
• In accordance with part 9, Section A of the APM 1-07, “The City of Miami is exempt from all sales taxes. Therefore, the cardholder must instruct the vendor not to charge sales taxes on the goods/services that are purchased.” If sales tax is charged, the cardholder must contact the vendor and request a credit…” However, our audit disclosed five (5) P-Card transactions that included sales taxes totaling approximately $399.15. Said sales tax transactions were charged to P-Cards assigned to the Office of Communications and the Office of the City Manager. Every effort should be made to conserve the use of public funds. The use of public funds to pay sales tax when the City is exempt does not demonstrate accountability.

Auditee Response and Action Plan:

☐ I agree; ☑ I disagree. Please initial:

Explanation

See Attach.  

• In accordance with part 3, Section A, bullet 6 of the APM 1-07, it is the cardholder’s responsibility to obtain and retain all supporting receipts for end of the month reconciliation. An itemized sales receipt that clearly describes all the items purchased provides transparency, accountability, and evidence justifying the related business or public purpose served in connection with the disbursement of public funds. Our audit disclosed:

➢ That the supporting receipts for expenses charged to the City issued P-Card assigned to Director and Administrative Assistant of F.A.C.E. were summary receipts for 7 purchase transactions totaling $2,725.20 that did not itemize the list of items purchased
The former Director of the F.A.C.E withdrew two expense reports for the months of February 2008 and March, 2008 as she was unable to provide official receipts in support of P-Card charges totaling $1,691.50, as requested by the Purchasing Department. However, the cardholder was allowed to continue to use her P-Card, which resulted in more questionable charges.

The Purchasing Department informed us that it took the appropriate steps to revoke the P-Card privileges of the cardholder. Due to the above and other instances of non-compliance, the Purchasing Department made attempts to suspend the P-Card privileges of the cardholder but was overruled by the City Manager’s Office. Upon audit inquiry, the Park and Recreation department provided us with itemized listing of the items for $1,813.51 of the $2,725.20 discussed above. However, our audit procedures should not be a substitute for effective internal controls. Summary receipts should not be accepted by the City as support for purchases made with public fund. Absent itemized description of the items purchased, a clear determination cannot be made as to the judicious use of public funds.

Auditee Response and Action Plan:

☑ I agree; □ I disagree. Please initial: ___________ 1/10/10

Explanation: ____________________________

- In accordance with part 9, Section E of the APM 1-07, “Written secondary approvals (via email or a memo) must be obtained before making purchases that include vehicle parts/accessories. However, our audit determined that written secondary approvals were not obtained as required for six (6) P-Card financial transactions totaling $12,442 incurred by 3 employees of the Fire and Rescue Department for the outsourcing of vehicle maintenance and the purchase of vehicle accessories. The following facts relative
to the expenses charged to the P-Card assigned to the Fire Rescue (FR) Department raises the following concerns:

➢ The unwillingness of the Specialty Ford Mustang Performance Shop to provide a written statement clarifying, which type of vehicles were serviced and the reasons for the receipt discrepancies.
➢ Why the City’s GSA department that serviced said vehicles in the past was not involved in identifying the appropriate automotive service/repair shop to outsource said services.
➢ Why said vehicles were not taken to any of the authorized Ford dealer automotive shops in the City of Miami but rather to an automotive service shop (not authorized by the dealer) located 54 miles away.
➢ The service receipt for the $1,993.71 that was charged to City P-Card on March 16, 2009 did not specify which City owned was actually serviced.
➢ Why Chevrolet vehicles were used to open an account when said vehicles were never repaired by the subject Specialty Ford Mustang Performance Shop, as explained by the Fire Chief.

Upon audit inquiry, you stated that Fire Rescue Department indicated that written secondary approvals were not required because the amounts charged to the City issued P-Card were paid for with federal funds. However, if the Purchasing Department had requested and obtained the terms of the grant agreement, it would have determined that the Fire rescue Department was required to follow all City’s procurement procedures.

Auditee Response and Action Plan:

☐ I agree; ☑ I disagree. Please initial: 8

Explanation

See attached.
Please confirm our understanding by signing on the space provided below and returning this memorandum to us. In the event that you disagree with any of the items listed above, please provide your explanation and attach all supporting documents/records.

If you have any questions, please feel free to contact me at 305-416-2044.

Thank you for your attention to this matter.

[Signature]
Glenn March, Purchasing Director

[Signature]
Date

6
OFFICE OF INDEPENDENT AUDITOR GENERAL/444 S.W. 2ND AVENUE, SUITE 711/MIAMI, FLORIDA 33130-1910
INTRODUCTION

This memorandum is a revised response to the city-wide audit of the Purchasing Card (P-Card) Program, as a result of the revisions to your memorandum of understanding based on our discussion at the audit exit meeting held on January 19, 2010.

It is also important to note that the audit performed by the Office of the Independent Auditor General for the period of 2006 thru 2009 involved approximately over 200 P-Card Holders and 17,000 P-Card transactions during the four (4) year timeframe. Therefore, the audit reveals that overall the Purchasing Department has implemented a P-Card Program with very effective internal controls.

The certain areas of concerns identified by the Office of the Independent Auditor General in the audit can be categorized as "mutual shared areas of concerns" by both the Office of the Independent Auditor General and the Purchasing Department. As a matter of fact in all areas of concerns, the record reflects that Purchasing was proactive and diligent in reviewing all of the P-Card transactions to ensure that these purchases were conducted in accordance with the Administrative Policy Manual (APM) No. 1-07 of the Purchasing Card Program.

In general, your recommendations and findings in the following areas of concerns: (1) Food Purchases, (2) Sales Tax Exempt, (3) Failure of itemized sales receipt submittal, and (4) Secondary Approvals for Vehicle Parts/Accessories are either aspirational or highly desirable in nature or has a valid explanation supported by physical documentation.
**P-Card Food Purchase Form**

In this section of your audit, my response herein demonstrates a historical overview illustrating the Purchasing Department proactive and diligent efforts concerning food purchases.

The Purchasing Department implemented the P-Card Program on July '05. Roughly two years into the P-Card Program the P-Card Administrator and I noticed a concerning trend on the amount of food purchases utilizing public funds by P-Card Holders. On November 5, 2007 (See Attachment A), I sent an email to my P-Card Administrator, Yusbel Gonzalez, sharing my concerns on the high volume of purchases for food/lunch on P-Cards. I understood that absent such documentation, a clear determination could not be made as to the judicious use of public funds. As a result, P-Card Holders were instructed to electronically record under the Transaction Notes of the P-Card Software (Payment Net) the following information: (1) Date, Time, and location of the meeting; (2) The City related/business purpose of the meeting; (3) Reason for city funds usage to purchase food/lunch [justification as to why the City should pay for the food/lunch; and (4) Name of person(s) who attended the meeting. Several months later, my new P-Card Administrator, Yadissa Calderon, created a Food Purchase (electronic) Form for P-Card Holders to use upon making a food purchase (See Attachment A). On March 19, 2008, Yadissa Calderon issued our citywide P-Card Newsletter informing P-Card Holders and P-Card Approvers about the P-Card Program new regulation regarding food purchases and form (See Attachment A).

Moreover, while I understand your ongoing concerns and questions involving the public purpose of food purchases, it was the Purchasing Departments efforts of creating a Food Purchase Form that brought the necessary transparency required to determine proper usage of public funds. Currently, the Office of Management and Budget does not provide a specific budget line item for food/beverages for city offices and departments. It is agreed that said budget item is an indication of further transparency for the City Commission to approve for city departments to incur such food/beverage expenses. The development of the budget document falls outside the purview of the Purchasing Department and is the responsibility of the Office of Management and Budget. However, the lack of a specific budget line item does not prevent for city offices and departments to purchase food/beverages from other budget line items (i.e. operating supplies) on their P-Cards so long as it is for a valid public purpose.

**City of Miami Sales Tax Exempt**

In every effort to conserve the use of public funds the Purchasing Department P-Card Policies and Procedures (Part IX, Section A of APM 1-07) makes it abundantly clear that the City of Miami is exempt from sales taxes. Therefore, it is the P-Card Holders
and P-Card Approvers responsibilities to instruct the merchant not to charge sales taxes on the goods/services purchased. All P-Card Holders and P-Card Approvers were trained on all aspects of the P-Card Policies and Procedures, including this portion of the City being tax exempt. All P-Cards have the City’s tax exempt certificate number displayed in the upper right hand corner in front of the card as a reminder to P-Card Holders.

Four (4) P-Card transactions totaling $399.15 of sales tax disclosed in your audit did not receive a credit back to the P-Card. This involved the same P-Card Holder residing in the Office of Communications. The P-Card Holder has responded that she attempted not to be charged the sales taxes, but the out-of-state merchant did not honor the City’s tax exempt status (See Attachment B). While I don’t think these four (4) transactions involved out-of-state merchants, it is important to note that both out-of-state merchants and Florida merchants do not have to honor the City’s tax exempt certificate/status preventing the City’s effort in conserving the use of public funds.

**Summary Receipts for Expenses charged by the Director and Administrative Assistant of F.A.C.E. and Purchasing Departments’ timeliness in response to former Director of F.A.C.E. failed to comply with City P-Card Policy.**

Based on Attachment C, it is quite clear that the Purchasing Department did review, but did not accept the summary receipts submitted by the Director and Administrative Assistant of F.A.C.E. for the seven (7) purchase transactions totaling $2,725.20. Attachment C contains several of my emails revealing the very same concerns indicated in your audit that absent itemized descriptions of the items purchased, a clear determination cannot be made as to the judicious use of public funds. As a result, the former Director withdrew her two expense reports for the months of February and March, 2008 (See Attachment C). So, the Purchasing Department did respond timely and decisively when it determined that the former Director of F.A.C.E. failed to comply with the City P-Card Policy.

The record further illustrates that your audit procedures are not a substitute for effective internal controls. It is obvious from the record that the Purchasing Department acted accordingly by notifying the Parks and Recreation Director about our ongoing concerns. Due to his failure and refusal on taking disciplinary actions against the Director and Administrative Assistant of F.A.C.E. their P-Cards were suspended and revoked. As a matter of fact, Attachment C shows the Office of the City Manager and the Parks and Recreation Director’s reluctance on supporting the Purchasing Department on this matter by not taking disciplinary action against the employee. Instead the record reflects that a meeting was held by former assistant city manager, Roger Hernstadt, and attended by Ernest Burkeen, Parks and Recreation Director, Julie Mansfield, and me. The purpose of the meeting was to prevent me from suspending and revoking Julie
Mansfield’s P-Card and the other P-Card Holders of F.A.C.E. Despite the repeated attempts and requests not to move forward with removing the P-Cards from their possession by both the Office of the City Manager and Parks and Recreation Department, said action was still taken.

Written Secondary Approvals for Vehicle Parts/Accessories Purchases

Secondary written approvals were not obtained for the cited six (6) P-Card financial transactions totaling $12,442 incurred by three (3) employees of the Fire and Rescue Department for the outsourcing of vehicle maintenance and purchase of vehicle accessories because based on our discussion with Joseph Zahralban, Hazmat Coordinator of the Fire-Rescue Department, these vehicles were federally funded and G.S.A. did not provide maintenance to these vehicles any longer. Attachment D is attached herein supporting the fact that historically this has been claimed by Fire and approved by G.S.A. However, we will communicate to the Fire-Rescue Department of the audit findings herein and will require better written statements clarifying the types of vehicles serviced.

CONCLUSION

In conclusion, based on the four (4) year period between the years of 2006 and 2009 and approximate 17,000 P-Card transactions of your audit, it is in my professional opinion that the Purchasing Department implementation of a P-Card Program incorporated with best practices has yielded little or no major findings in the areas of concerns. However, this is a continuing work in progress and I look forward with collaborating with you and your Office to have continued success in the future.
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EFFECTIVE BALANCE OF $0.00

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### Oracle Internet Expenses Audit

#### Expenses Help Desk

**Expense Report:** EX1003, Thompson, Priscilla ANGELENA

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#### General Information
- **Name:** Thompson, Priscilla ANGELENA
- **Number:** 14513
- **Date:** 17-Nov-2006
- **Amount:** $485.53
- **Company:** URB
- **Purpose:** Travel Reimbursement for Priscilla A. Thompson
- **Audit by:** Billott, Marcia M.

#### Audit Information
- **Number of Policy Violations:** 0
- **Receipt Package Status:** Required
- **Receipt Package Received Date:**
- **Report Number:**
- **Last Updated by:** Billott, Marcia M.

#### Reversing the Expense Report and Modifying It, If Necessary
1. Validate accounting ledgers and coding against balance sheet after matching.
2. Update reimbursement amount if you changed the exchange rate.
3. TIP: You can adjust both the reimbursement amount and exchange rate on the same expense line. Internet Expenses uses the lesser of the two amounts in the reimbursement calculation.

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**Total:** $1,439.65

### Office Information
- **Address:** OFFICE OF THE INDEPENDENT AUDITOR GENERAL/444 S.W. 2ND AVENUE, SUITE 711/MIAMI, FLORIDA 33130-1910
## Oracle Internet Expenses Audit

**Report Details**
- **Title**: Expenses Help Desk
- **Report Number**: REXML001
- **Date**: 13-Oct-2006
- **Name**: Thompson, Priscilla ANGELINA
- **Budget**: 448.83 USD
- **Purpose**: Travel Reimbursement for Priscilla A. Thompson

**Audit Information**
- **Number of Policy Violations**: 0
- **Number of Expenses with Violations**: 0
- **Last Audited By**: Elliott, Nicola M
- **Last Updated By**: Elliott, Nicola M

**Expense Details**

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**Notes**

- Verify Expenses
- Process Exclusions
- Review Allocations
- Review Tax
- Approval Notes


1/25/2010
Oracle Internet Expenses Audit

Expense Report: IEX10891, Thompson, Priscilla MARIE

- Indicate required field

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**Audit Information**

- Number of Policy Violations: 0
- Receipt Package Status: Required
- Audit Reason: Reimbursement for Priscilla A. Thompson

**Files**

- Policy Violations: 0
- Receipt Package: Required
- Audit Reason: Reimbursement for Priscilla A. Thompson

**Amount**

- Item: Mileage
- Amount: 198.00
- Rate: 0.50
- Total: 198.00

**Expense Type**

- Mileage

**Justification**

- Travel to FACF Conference in Tampa

**Review**

- Reviewer: Marla N.ETF
- Reviewed by: Marla N.ETF
- Invoices: 1

**Attachment**

- None

---

## City of Miami TRAVEL REIMBURSEMENT REQUEST

**REFERENCE:** City of Miami Labor / Management Policy Nos. 1.77 and 2-85.

**INSTRUCTIONS:**
1. This form must be preceded by the Travel Expense Approval form.
2. Manager's approval is required if 2 or more out of state trips are taken in the same FY.
3. Attach all applicable receipts with this form or page from "RUNZHEIMER".
4. Car mileage will be determined by Labor Relations.

**TRAVELER**

1. Travel Expense Approval No: [ ]
2. This request is for: [ ] Other (specify)
3. Name: Priscilla Thompson
4. Title: City Clerk
5. Department: City Clerk's Office
6. Division:

**Mailing Address (Applicant):** 3500 Pan American Drive, Miami, FL 33133

**TRAVEL DATE**

7. Date of Return: 10/13/06
8. Purpose of Travel:
9. Destination:

**TRANSPORTATION/HOTEL**

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<tr>
<td>12. Total Transportation/Hotel Expenses</td>
<td>$463.57</td>
<td></td>
</tr>
</tbody>
</table>

**MEAL EXPENSES**

<table>
<thead>
<tr>
<th>Meal</th>
<th>No.</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>13. Breakfast</td>
<td>3</td>
<td>$16.01</td>
</tr>
<tr>
<td>14. Lunch</td>
<td>2</td>
<td>$13.80</td>
</tr>
<tr>
<td>15. Dinner</td>
<td>2</td>
<td>$24.70</td>
</tr>
<tr>
<td>16. Total Meal Expenses</td>
<td>$44.51</td>
<td></td>
</tr>
</tbody>
</table>

**OTHER EXPENSES**

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>17. Registration</td>
<td>$0</td>
</tr>
<tr>
<td>18. Parking and Tolls</td>
<td>$24.80</td>
</tr>
<tr>
<td>19. Taxi or Limousine Service</td>
<td>$0</td>
</tr>
<tr>
<td>20. Car Rental</td>
<td>$0</td>
</tr>
<tr>
<td>21. Tips (valet parking, bellhop, housekeeping)</td>
<td>$15.00</td>
</tr>
<tr>
<td>22. Misc. Expenses (itemize)</td>
<td>$0</td>
</tr>
<tr>
<td>23. Total Other Expenses</td>
<td>$39.80</td>
</tr>
</tbody>
</table>

**TRAVEL EXPENSES**

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>24. Total Travel Expenses (sum of lines 16, 22 and 30)</td>
<td>$648.52</td>
</tr>
</tbody>
</table>

**APPROVALS**

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>25. Amount Advanced (if applicable)</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>26. Amount Due to Traveler</td>
<td>$648.52</td>
<td></td>
</tr>
<tr>
<td>27. Funds Overpaid by City</td>
<td>$0</td>
<td></td>
</tr>
</tbody>
</table>

**CERTIFICATION BY TRAVELER**

<table>
<thead>
<tr>
<th>Item</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>28. Signature of Traveler</td>
<td>10/13/06</td>
</tr>
</tbody>
</table>

**DISTRIBUTION**

<table>
<thead>
<tr>
<th>Item</th>
<th>Distribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>29. Finance Department</td>
<td>White</td>
</tr>
<tr>
<td>30. Canary</td>
<td>Department</td>
</tr>
</tbody>
</table>

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**OFFICE OF THE INDEPENDENT AUDITOR GENERAL/444 S.W. 2ND AVENUE, SUITE 711/MIAMI, FLORIDA 33130-1910**
November 14, 2009

Mr. Victor I. Igwe, CPA, CIA, Independent Auditor General
Office of the Auditor General.
444 Southwest 2nd Avenue
Miami, FL 33130-1910

Subject: Request for Additional Information on Selected I-Expense Transactions

Dear Mr. Igwe:

This is in response to your September 18, 2009 letter requesting additional information from me as it relates to selected I-Expense transactions.

First, thank you for granting an extension of the deadline for submitting the requested information. As I explained in my request, Commission meetings, budget meetings, elections preparations, election certifications, and the retirement of the assistant city clerk all have conspired to capture my time.

Upon reviewing your letter I understand you are conducting a sampling of I-Expense financial transactions to determine compliance, and that part of the sampling I understand includes reviewing the I-Expense transactions related to my travel. As a public servant I welcome the audit and have enclosed the necessary documents evidencing compliance with the laws and rules governing my travel. In providing these documents, however, I think that it is important to put them in context relative to the issues raised in your letter.

The context I speak of is the distinction between the expenditures by a charter officer and those of department heads and other city employees controlled by the City Manager. A careful reading of your letter suggests that I had no authority to initiate and spend money for the listed trips, and that those expenditures must be approved by the City Manager. This characterization, that my expenditures may be unauthorized, is incorrect and requires clarification.

As you know, I am a charter officer of the City of Miami, and as such, my authority flows from the Commission and, in that regard, these trips were budgeted and approved by the Commission during the years in question. I recognize that APM-1-77 provides the standards and procedures governing travel and expenses, and on February 8, 2008, it was amended to create even tighter controls. Nothing in the APM-1-77, as amended, however, extends those controls to charter officers or required such officers submit travel approval to the City Manager's office. So the idea
of treating a charter officer’s expenditures for travel the same as a “department head” or “employee” would seem to violate the Charter.

Despite APM-1-77, as amended, not applying, I still used its concepts to govern my use of funds for traveling. Please note that following each trip, requests were made to the City Manager for the reimbursement of travel-related expenses. Each request was approved by the City Manager or his designee, and at no time did anyone voice concern regarding the purpose of the trips or the appropriations for the trips (particularly since the trips were budgeted and approved by the Commission). Copies of the APMs, budgeted travel information and the Manager’s approval for travel reimbursements are attached for your review. (See attachments 1, 2, 3, 4, 5, 6, and 7)

My expenditures were consistent with the public purpose in that the expenditures achieved an objective that is within the specific powers and duties of the public entity (City Clerk’s Office) doing the spending. All of these trips contributed to the enhancement of the Office of the City Clerk and enabled me to create systems that facilitated the efficiency of the Clerk’s office. The systems implemented as a result of these trips are our digitalized records storage, archival, and retrieval system (Lashierfiche); live and archived web streaming (Granicus); and our self-service kiosk. Moreover, as a member of the International Institute of Municipal Clerks (IIMC) it has contributed to my ability to improve the services provided to the City. “The Mission of the International Institute of Municipal Clerks is professionalism in local government through education,” and part of that educational process includes travel to various in-state, out-of-state, and international locations in order to be exposed to what other clerks are doing nationally and internationally. Such learning and exposure is in direct relationship with the vision of the City, “To be a sustainable, international city which embodies diversity, economic opportunity, effective customer service and a highly-rated quality of life.”

The London, England trip was an approved budgeted trip, which was 2 years in planning by IIMC. I represented the City of Miami at the session "Life Across the Pond," which contrasted the Clerk's duties in America versus those in Europe, Asia, and Africa. I was unable to attend the conference held in Atlanta, Georgia due to medically-related travel restrictions placed on me on March 5, 2008. Further, the Atlanta conference was budgeted to be attended by "a representative" of the City Clerk's office, and not necessarily the City Clerk.

As you requested, I have attached copies of all documentation affirming that all travel earned continuing education points towards my certification to become a master municipal clerk. (See attachment 8) All training and education classes required the completion of detailed essay papers or the required IIMC "Ideas in Action" papers. While the coursework does not demand an annual required number of hours of study, a combination of points may be garnered covering different areas over an extended time period. Also attached is a copy of the advanced education requirements for the Master Municipal Clerk candidate issued by the International Institute of Municipal Clerks. This attachment shows detailed information on the structure for awarding points in seven different areas, some of which include out-of-state and in-state travel. (See attachment 9)
Last, because the coursework is scheduled at different locations to accommodate cost concerns for all jurisdictions, satisfying such course requirements locally is impossible. Moreover, no other such program is offered by the local educational institutions that provides the same practical diverse exposure the IIMC organization provides.

Please let me know if you require any additional information.

Sincerely,

Priscilla A. Thompson, CMC
City Clerk

cc: Marcus Cabral, CPA, CISA
    Senior Staff Auditor
    Office of Independent Auditor General

PAT
Purpose:

To provide standards, procedures, and official guidelines for authorized expenses, and reimbursement for travel and attendance related to City business by City employees. Elected officials are governed by City Commission Motion 81-447 as indicated herein. This policy applies to employees traveling fifty (50) miles or more from the City of Miami. Employees traveling outside of the City of Miami but less than 50 miles, shall refer to Section II(C) herein.

This Administrative policy supersedes all previous directives relating to travel on City business.

The Policy is as Follows:

I. Standards for Travel

A. Budgeted Travel

Employees are authorized to attend a convention, conference or training program which requires being away overnight or longer only if the trip was authorized in the approved budget.

B. Non-Budgeted Travel

If specific provision was not made in the approved budget for travel, a written request must be made to the Chief Officer (Assistant City Manager) or designee with the responsibility for the respective employee’s department. The request must be submitted with as much advance notice as possible stating the reasons for the travel and the source of funds to cover the cost. Final approval will be made by the City Manager or designee based on the necessity of the travel and the availability of funds.
C. **Limitation on Number of Trips**

Unless otherwise approved by the Chief Officer (Assistant City Manager) or designee with responsibility for the department, no City employee is permitted to take more than one out-of-state trip at City expense in a fiscal year for the purpose of attending a convention, conference, or training program. All other official City business requiring out-of-state travel must be approved by the Chief Officer or designee with responsibility over the department.

D. **Conduct of Delegates, Reports, and Programs**

The conduct of employees attending conferences, training programs, or conducting official business out of town is a reflection of the standards of government in the City. The fact that the City is bearing a major portion of the expense is recognition of the principle that the benefits accrue to the City as well as the individual employee. Employees will obtain a maximum amount of beneficial training and information of value for improving local administration and services.

E. **Duration of Travel**

The time allowed for attendance at conventions, conferences, and other City business travel will not exceed five (5) working days per trip including travel time. Attendance beyond five (5) working days will require Chief Officer (Assistant City Manager) or designee, with responsibility over the department, approval. Holiday pay, premium pay, shift differential pay, or any other pay beyond the employee's base rate will **NOT** be paid while an employee is in attendance at conventions and conferences, including travel time. In the event the employee desires to use more time herein allotted, the extra time shall be charged to vacation leave, compensation time (if applicable), or leave without pay, and shall be subject to approval by the department director or designee, or the Chief Officer (Assistant City Manager) or designee with responsibility over the department.

F. **Use of City-Owned Cars for Business Travel**

The use of City-owned vehicles for business travel in excess of 250 miles, either in or out-of-state will require pre-approval from the Chief Officer or designee with responsibility over the department.
the purchase is made. Failure to adhere to this policy shall result in the employee being reimbursed at the applicable city, state, federal or other competitive bid contract rate. Airfare purchased through an available contract must be made through the issuance of a purchase order or by simply using a P-Card or any other available means as determined by the Purchasing Department.

2. Should city, state, federal or other competitive bid contract rates not be available, employees should make their own travel arrangements and obtain reimbursement through normal procedures, or utilize the departmental P-Card.

3. When making their own travel arrangements, employees are urged to obtain the lowest discount coach air fare available.

C. **Transportation Expense – Personal Vehicle**

1. Favorable consideration may be given to requests for use of privately owned vehicles for travel on City business if any of the following are met:

   (a) A number of City employees are traveling in the same vehicle, and significant savings over other modes of travel are thereby realized.

   (b) City business will be conducted coincidentally with personal business on a given trip. (Only that portion of travel attributable to City business will be considered for reimbursement.)

   (c) Reimbursement for the use of privately owned vehicles will not exceed the least expensive air fare rate available on date of travel.

   (d) City funds shall not be used and employees will not be reimbursed for lodging and meals for the extra travel time required when driving out of State.

2. If air transportation is available to the vicinity of the location of City business and is less expensive in terms of travel costs and time required to be absent from City employment, the travel by personal vehicle will require approval of the department director or Chief Officer (Assistant City Manager) or designee.

3. If travel is by private automobile, prior approval must be obtained from the Deputy Director of Employee Relations a minimum of one week before departure. Requests for authorization to use privately owned
vehicles in conjunction with travel outside Miami-Dade County, Monroe County and Broward County on City business will be denied if the driver of the vehicle and the vehicle itself are not insured for the following basic limits:

(a) $100,000 minimum limits for bodily injury per person, per occurrence, and $300,000 for property damage per occurrence;

(b) PIP (personal injury protection) in accordance with Chapter 627, Florida Statute (2006), as amended; and

(c) An affirmative statement and verification (certificate of coverage) that such insurance coverage is carried must accompany any request for use of a private vehicle subject to approval by Risk Management.

4. Reimbursement for the use of a private vehicle shall be at the applicable, Internal Revenue Service (IRS) reimbursement rate per mile or the equivalent of coach airfare (round trip), whichever is less expensive. Actual mileage may be determined by an acceptable search engine (i.e. Mapquest, Yahoomaps, etc.) and will be computed from the employee's workstation round trip.

D. Rental Cars

1. Use of rental cars once arriving at the location of City business will be permitted; however, in those cases where alternative services are available, i.e., taxi, buses, subways or limousine service, such services with the lowest cost is encouraged. The rental of any car shall be approved by the respective department director or designee. Reimbursement of rental cars will only be granted for the rental of cars at the full size level or below. Full insurance coverage shall be obtained through the rental car company.

2. Rental cars are allowed in lieu of the use of personal cars only when the rental car option is still less expensive than air or rail transportation that may be available to the vicinity of the location of City business and is less expensive in terms of travel costs and time required to be absent from duty in the City, as approved by the respective department director. Full insurance coverage shall be obtained through the rental car company.

3. Fuel reimbursement expense is limited to the use of the rental car for City business only.
E. **Hotel Expense**

1. Only hotel or motel expenses in the City where official City business, convention, or conference is conducted is allowed. The City will permit reasonable hotel room rates e.g. conference or government rate, or other best possible rates. Any exception to this must be approved by the respective department director.

2. Only the cost for the hotel room and applicable taxes will be permitted. See Section H, Miscellaneous Expenses for other allowable expenses.

3. The employee is required to make their own hotel reservation. Payment for hotels may be as follows:

   (a) Departmental P-Cards may be used for pre-payment purposes only. A P-Card cannot be used during the travel period. If using a P-Card, the traveler must obtain Tax Exempt Certification from Accounts Payable to have hotel taxes waived; however, the exempt certification may not be honored/accepted out of state.

   (b) The employee may pay for the hotel using their personal funds to be reimbursed later.

   (c) If sufficient time exists, and no other means for prepayment of hotel is available, the employee may request a City check through the Accounts Payable Division in Finance by completing and submitting the Direct Payment Form.

F. **Meal Expenses**

1. Employees may elect an average per diem rate for all meal expenses in the destination City, or a neighboring city, as determined by the Runzheimer directory located on the City Net.

2. Employees not electing a per diem will be granted an allowance for meals that will be based on actual cost, with all receipts due at time of reimbursement, as certified by the employee, approved by the Department Director or designee and limited to the average meal cost as provided by the Runzheimer Service for that city. Check the Runzheimer directory that is available on City Net before departure to determine the limitation.
3. Meal expenses will only be allotted for travel outside of Miami-Dade County in which the employee is required to be on City business through a meal period.

G. Registration Fees

Registration fees will be based on actual registration charge. When pre-registration is required, the fee may be charged using a P-Card, if approval has been obtained for the convention, conference, or training program.

H. Miscellaneous Expenses

Miscellaneous expenses, including airport parking, taxi fares, hotel parking, gratuities, etc. may be claimed if circumstances indicate they are necessary for the traveler and approved by the employee’s department director.

1. Laundry fees will be reimbursed after three nights, and valet service will be reimbursed if the traveler has excess baggage as approved by the department director, or if it is the only means to park a City authorized rental or personal vehicle.

2. Personal long distance phone calls per day will be reimbursed at a rate not to exceed $10, and the City will reimburse for internet connection fees that may be incurred to conduct City business.

3. Reimbursement will not be made for personal items, e.g. alcoholic beverages, in-room movies or side trips.

I. Expenses Covered by Federal and State Grants

When travel expenses are incurred, which are eligible for reimbursement under federal and state grant agreements, these regulations will apply except when federal and state grant guidelines are more restrictive. If a City employee anticipates travel expenses in excess of what can be reimbursed to the City by a federal or state agency, the Chief Officer (Assistant City Manager) or designee overseeing the department shall be notified prior to the trip for their approval.

J. Exceptions

If warranted by unusual circumstances or conditions, exceptions to the foregoing standards and rules may be allowed by the department director,
upon the approval of his/her Chief Officer (Assistant City Manager) or
designee.

K. **Authorization of Expenses**

Prior authorization of expenses does not entitle an employee to spend up to
the authorized amount. Such authorization only identifies the limitation
should such expense be necessary.

L. **Statement and Evidence of Travel Expense**

Within ten (10) working days after the return of the employee, travel
expenses shall be itemized and submitted through iExpense on the City’s
iMiAMi Financial Management System.

1. This reimbursement request will be submitted to the department
director for approval and then submitted to the Department of Finance
for auditing and payment.

2. Receipts for the hotel bill, registration fee and transportation expenses
shall be submitted to the Accounts Payable Division of Finance with a
printout of the iExpense form that has been submitted. When the
employee did not select the per diem rate, receipts are also required for
meals and the expenses shall indicate the type of meal and the amount
spent; e.g. breakfasts -- $6.00, luncheons -- $6.50 and dinners -- $14.50.
The amount shown for meals may include gratuities.

M. **Local Expenses**

1. **Persons Authorized**

Chief Officers, Department directors or equivalent positions, and the
Deputy Director of Employee Relations are authorized to incur
expenses for meals for themselves and guests in local restaurants
when required for the furtherance of official City business. Such
expenses shall be reported via the iExpense form in the City’s iMiAMi
financial system for reimbursement, together with receipts and a
notation of the names of the persons, and the purpose involved.

2. **Receipts**

Receipts will be required from the restaurant for any bills which
amount to $25.00 or more.
N. The City Commission - Motion 81-447

When any City Commissioner is required to travel on City business, said Commissioner, upon return from his/her trip, shall submit his/her bills to the administration for immediate reimbursement.
Thank you for your collaboration during the City’s budget process. I am grateful for the support of the Mayor and City Commission, particularly in their recognition of the importance of providing vital City services, in an effort to continue enhancing quality of life for City residents and businesses in the upcoming fiscal year.

As you know the City’s budget challenges are far from over. We must continue our efforts to become more efficient in FY 2008 as I fully expect FY 2009 to pose new, even more difficult, set of budget challenges. While we trimmed line item allocations we have made every possible effort to maintain funding for employee development including associated travel; however discretion in selecting tips and frugality in reservations and expenses must be exercised. To that end, APM 1-77 is being amended.

Effective immediately, I am directing that all travel requests and related expenses be itemized on the new “Travel Request Form” (attached) and reviewed in advance of finalizing reservations and approved by the Chief Officer/Assistant City Manager of the respective department. Travel by the Chief Officer/Assistant City Manager must be reviewed and approved by me prior to finalizing reservations. The revised APM 1-77 will also apply to Chief Officers/Assistant City Manager. The Finance Department will not disperse any reimbursement amount over the approved itemized amount unless the difference is also approved by the corresponding Chief Officer. Any reimbursement difference between the approved and actual expenses as it relates to Chief Officer/Assistant City Manager travel must be approved by me.

With your assistance we may avoid some of the misconceptions and ensure appropriate controls as to the benefits and expenses associated with public service.

Thank you in advance for your cooperation.
Purpose:

To provide standards, procedures, and official guidelines for authorized expenses, and reimbursement for travel and attendance related to City business by City employees. Elected officials are governed by City Commission Motion 81-447 as indicated herein.

This Administrative policy supersedes all previous directives relating to travel on City business.

The Policy is as follows:

I. Standards for Travel

A. Budgeted/Granted-Funded Travel

Employees are authorized to attend a convention, conference or training program only if the trip was authorized in the approved budget or allowed under a grant that has been approved by the City Commission (the grant must permit the funds to be used for travel) and the required approval obtained as follows:

1. Chief Officers (Assistant City Managers) shall submit the Travel Request Form to the City Manager for approval prior to finalizing reservations.
2. Department Directors shall submit the Travel Request form to the respective Chief Officer for approval prior to finalizing reservations.
3. All other employees shall submit the Travel Request form to the respective Department Director for approval prior to finalizing reservations.

B. Non-Budgeted Travel

If specific provision was not made in the approved budget for travel, a written request must be made to the Chief Officer or designee with the responsibility for the respective employee's department. The request must be submitted
with as much advance notice as possible stating the reasons for the travel and the source of funds to cover the cost. Final approval will be made by the City Manager or designee based on the necessity of the travel and the availability of funds.

C. Travel Request Form

All employees requesting permission to attend a convention, conference or training program must complete the Travel Request Form if it requires any reimbursement from the City.

D. Limitation on Number of Trips

Unless otherwise approved by the Chief Officer (Assistant City Manager) or designee with responsibility for the department, no City employee is permitted to take more than one out-of-state trip at City expense in a fiscal year for the purpose of attending a convention, conference, or training program. If the out-of-state trip is held at multiple locations, the location with lowest cost to the City shall be selected. All other official City business requiring out-of-state travel must be approved by the Chief Officer or designee with responsibility over the department.

E. Conduct of Delegates, Reports, and Programs

The conduct of employees attending conferences, training programs, or conducting official business out of town is a reflection of the standards of government in the City. The fact that the City is bearing a major portion of the expense is recognition of the principle that the benefits accrue to the City as well as the individual employee. Employees will obtain a maximum amount of beneficial training and information of value for improving local administration and services.

F. Duration of Travel

The time allowed for attendance at conventions, conferences, and other City business travel will not exceed five (5) working days per trip including travel time. Attendance beyond five (5) working days will require Chief Officer (Assistant City Manager) or designee, with responsibility over the department, approval. Holiday pay, premium pay, shift differential pay, or any other pay beyond the employee's base rate will NOT be paid while an employee is in attendance at conventions and conferences, including travel time. In the event the employee desires to use more time herein allotted, the extra time shall be charged to vacation leave, compensation time (if applicable), or leave without pay, and shall be subject to approval by the department director or designee, or
the Chief Officer (Assistant City Manager) or designee with responsibility over the department.

G. **Use of City-Owned Cars for Business Travel**

The use of City-owned vehicles for business travel in excess of 250 miles, either in or out-of-state will require pre-approval from the Chief Officer or designee with responsibility over the department.

II. **Advances, Expenses and Reimbursements**

A. **Advances**

In the use of City funds, employees are expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on his personal business. For any authorized trip in which employees may qualify for receiving an advancement of funds for the purpose of the trip, the Travel Request Form must be submitted to the department director in advance of the proposed trip. Employees may receive an advance from the City for estimated out-of-pocket expenses under the following circumstances, subject to the approval of the Chief Officer (Assistant City Manager) or designee with responsibility over the department or designee:

1. When travel requires that an employee be absent from the City for a period longer than one full week (5 working days) in actual attendance at the meeting, training, conference, or other official City business and the employee received authorization to attend beyond 5 working days.

B. **Transportation Expense – Public Carrier**

The expense of traveling by public carrier (rail, bus, airplane or boat) will be allowed based on actual cost based on the preferred method of travel (i.e. connecting transportation vs. direct transportation). However, transportation expense in excess of the cost of tourist or coach air fare (round trip) or first-class rail fare (round trip) plus Pullman on overnight trips, whichever is lesser, will not be allowed unless prior justification is given and the approval of a department director or designee is obtained before leaving on the trip. Every effort to secure economy discount fare must be explored.

1. Airfare, upon comparing rates based on the preferred method of travel, offered directly by the airline or third-party internet travel website or search engine (i.e. Travelocity, Orbitz, Expedia, etc.) in the “open market,”
shall be purchased and paid via the Procurement Card (P-Card) or any other available means as determined by the Purchasing and/or Finance Department, at the lowest coach fare available. However, should a city, state, federal or other competitively bid contract be made available by the Purchasing Department, employees must use the contract, unless the employee can provide a valid justification acceptable to the Purchasing Department supporting the position for not using the contract before the purchase is made. Failure to adhere to this policy shall result in the employee being reimbursed at the applicable city, state, federal or other competitive bid contract rate. Airfare purchased through an available contract must be made through the issuance of a purchase order or by simply using a P-Card or any other available means as determined by the Purchasing Department.

2. Should city, state, federal or other competitive bid contract rates not be available, employees should make their own travel arrangements and obtain reimbursement through normal procedures, or utilize the departmental P-Card.

3. When making their own travel arrangements, employees shall obtain the lowest discount coach air fare available.

C. Transportation Expense – Personal Vehicle

1. Favorable consideration may be given to requests for use of privately owned vehicles for travel on City business if any of the following are met:

(a) A number of City employees are traveling in the same vehicle, and significant savings over other modes of travel are thereby realized.

(b) City business will be conducted coincidentally with personal business on a given trip. (Only that portion of travel attributable to City business will be considered for reimbursement.)

(c) Reimbursement for the use of privately owned vehicles will not exceed the least expensive air fare rate available on date of travel.

(d) City funds shall not be used and employees will not be reimbursed for lodging and meals for the extra travel time required when driving out of State.

2. If air transportation is available to the vicinity of the location of City business and is less expensive in terms of travel costs and time
required to be absent from City employment, the travel by personal vehicle will require approval of the department director or Chief Officer (Assistant City Manager) or designee.

3. If travel is by private automobile, prior approval must be obtained from the Deputy Director of Employee Relations or designee a minimum of one week before departure. Requests for authorization to use privately owned vehicles in conjunction with travel outside Miami-Dade County, Monroe County and Broward County on City business will be denied if the driver of the vehicle and the vehicle itself are not insured for the following basic limits:
   (a) $100,000 per person, maximum $300,000, per accident for bodily injury and $50,000 for property damage;
   (b) PIP (personal injury protection) in accordance with Chapter 627, Florida Statute (2006), as amended; and
   (c) An affirmative statement and verification (certificate of coverage) that such insurance coverage is carried must accompany any request for use of a private vehicle subject to approval by Risk Management.

4. Reimbursement for the use of a private vehicle shall be at the applicable, Internal Revenue Service (IRS) reimbursement rate per mile or the equivalent of coach airfare (round trip), whichever is less expensive. Actual mileage may be determined by an acceptable search engine (i.e. Mapquest, Yahoomaps, etc.) and will be computed from the employee's workstation round trip.

D. Rental Cars

1. Use of rental cars once arriving at the location of City business will be permitted; however, in those cases where alternative services are available, i.e., taxi, buses, subways or limousine service, such services with the lowest cost is encouraged. The rental of any car shall be approved by the respective department director or designee. Reimbursement of rental cars will only be granted for the rental of cars at the full size level or below. Full insurance coverage shall be obtained through the rental car company.

2. Rental cars are allowed in lieu of the use of personal cars only when the rental car option is still less expensive than air or rail transportation that may be available to the vicinity of the location of City business and is less expensive in terms of travel costs and time required to be absent from duty in the City, as approved by the
respective department director. Full insurance coverage shall be obtained through the rental car company.

3. Fuel reimbursement expense is limited to the use of the rental car for City business only.

E. Hotel Expense

1. Only hotel or motel expenses in the City where official City business, convention, or conference is conducted is allowed. The City will permit reasonable hotel room rates e.g. conference or government rate, or other best possible rates. Any exception to this must be approved by the respective department director.

2. Only the cost for the hotel room and applicable taxes will be permitted. See Section H, Miscellaneous Expenses for other allowable expenses.

3. The employee is required to make their own hotel reservation. Payment for hotels may be as follows:

   (a) Departmental P-Cards may be used for pre-payment purposes only. A P-Card cannot be used during the travel period. If using a P-Card, the traveler must obtain Tax Exempt Certification from Accounts Payable to have hotel taxes waived; however, the exempt certification may not be honored/accepted out of state.

   (b) The employee may pay for the hotel using their personal funds to be reimbursed later.

   (c) If sufficient time exists, and no other means for prepayment of hotel is available, the employee may request a City check through the Accounts Payable Division in Finance by completing and submitting the Direct Payment Form.

F. Meal Expenses

1. Employees may elect an average per diem rate for all meal expenses in the destination city, or a neighboring city, as determined by the Runzheimer directory.

2. Employees not electing a per diem will be granted an allowance for meals that will be based on actual cost, with all receipts due at time of
reimbursement, as certified by the employee, approved by the Department Director or designee and limited to the average meal cost as provided by the Runzheimer Service for that city. Check the Runzheimer directory that is available on City Net before departure to determine the limitation.

3. Meal expenses will only be allotted for travel outside of Miami-Dade County in which the employee is required to be on City business through a meal period.

F. Registration Fees

Registration fees will be based on actual registration charge. When pre-registration is required, the fee may be charged using a P-Card, if approval has been obtained for the convention, conference, or training program.

H. Miscellaneous Expenses

Miscellaneous expenses, including airport parking, taxi fares, hotel parking, gratuities, etc. may be claimed if circumstances indicate they are necessary for the traveler and approved by the employee’s department director.

1. Laundry fees will be reimbursed after three nights, and valet service will be reimbursed if the traveler has excess baggage as approved by the department director, or if it is the only means to park a City authorized rental or personal vehicle.

2. Personal long distance phone calls per day will be reimbursed at a rate not to exceed $10, and the City will reimburse for internet connection fees that may be incurred to conduct City business.

3. Reimbursement will not be made for personal items, e.g. alcoholic beverages, in-room movies or side trips.

I. Expenses Covered by Federal and State Grants

When travel expenses are incurred, which are eligible for reimbursement under federal and state grant agreements, these regulations will apply except when federal and state grant guidelines are more restrictive. If a City employee anticipates travel expenses in excess of what can be reimbursed to the City by a federal or state agency, the Chief Officer
(Assistant City Manager) or designee overseeing the department shall be notified prior to the trip for their approval.

J. Exceptions

If warranted by unusual circumstances or conditions, exceptions to the foregoing standards and rules may be allowed by the department director, upon the approval of his/her Chief Officer (Assistant City Manager) or designee.

K. Authorization of Expenses

Prior authorization of expenses does not entitle an employee to spend up to the authorized amount. Such authorization only identifies the limitation should such expense be necessary.

L. Statement and Evidence of Travel Expense

Within thirty (30) working days after the return of the employee and within the fiscal year of when the travel occurred, travel expenses must be itemized and submitted through iExpense on the City’s iMiAMi Financial Management System. If reimbursement documentation is not submitted within the thirty (30) working days after the employee’s return, then the respective Chief Officer must approve the reimbursement request for payment.

1. This reimbursement request will be submitted to the department director or Chief Officer/City Manager for approval and then submitted to the Department of Finance for auditing and payment.

2. Receipts for the hotel bill, registration fee and transportation expenses shall be submitted to the Accounts Payable Division of Finance with a printout of the iExpense form that has been submitted. When the employee did not select the per diem rate, receipts are also required for meals and the expenses shall indicate the type of meal and the amount spent; e.g. breakfasts --$6.00, luncheons --$6.50 and dinners -- $14.50. The amount shown for meals may include gratuities.
M. Local Expenses

1. Persons Authorized

Chief Officers, Department directors or equivalent positions, and the Deputy Director of Employee Relations are authorized to incur expenses for meals for themselves and guests in local restaurants when required for the furtherance of official City business. Such expenses shall be reported via the iExpense form in the City's iMiAMi financial system for reimbursement, together with receipts and a notation of the names of the persons, and the purpose involved.

2. Receipts

Receipts will be required from the restaurant for any bills which amount to $25.00 or more.

N. Cancellation Fees Incurred

Whenever the employee is not able to travel on City business and incurs a cancellation fee of any kind, the employee’s supervisor shall determine if there is adequate cause for the employee to be reimbursed by the City.

O. The City Commission - Motion 81-447

When any City Commissioner is required to travel on City business, said Commissioner, upon return from his/her trip, shall submit his/her bills to the administration for immediate reimbursement.
# City of Miami
## TRAVEL REQUEST

REFERENCE: Labor/Management Policy Nos. 1-77 and 2-85  FL Sales Tax No: 85-8012740125C-1

1. This Travel Request Is For:  
   - ☐ Employee  
   - ☐ Other (specify):  

2. Name:  

3. Title (held or applied for):  

4. Department:  

5. Division:  

6. Mailing Address:  

7. Purpose of Travel:  

8. Destination From:  

9. Destination To:  

10. Date of Departure:  

11. Date of Return:  

12. Working Days Absent:  

13. Method of Travel:  
   - ☐ City Vehicle (Skip to #15)  
   - ☐ Private Vehicle (Go to #14)  
   - ☐ Airline (Skip to #15)  
   - ☐ Public Carrier other than airline. (Skip to #15)  

14. Private Vehicle Data (attach proof of insurance)  
   - Insurance Company Name:  
   - Policy Expiration:  

15.  
   - Registration $  
   - Mileage $  
   - Air Travel $  
   - Auto Rental $  
   - Taxi/Other $  
   - Lodging $  

   Meals: $  
   - Breakfast $  
   - Lunch $  
   - Dinner $  
   - Other $  

   Total $  

16. Account Code(s)/PTAEO to Be Charged:  

17. Advance Requested:  
   - ☐ Yes  
   - ☐ No  

18. Date Check Needed by:  

19. If Applicable, Reason For Travel Advance Request:  

### AUTHORIZATION REQUEST

Approval Signature Required When Applicable in Accordance With APM 1-77

<table>
<thead>
<tr>
<th>Authorizations</th>
<th>Reimbursement Approval</th>
</tr>
</thead>
<tbody>
<tr>
<td>Traveler</td>
<td>Date</td>
</tr>
<tr>
<td>Department Director</td>
<td>Date</td>
</tr>
<tr>
<td>Chief Officer/Asst. City Manager</td>
<td>Date</td>
</tr>
<tr>
<td>City Manager</td>
<td>Date</td>
</tr>
</tbody>
</table>

### FINANCE USE ONLY

Advance Control #:  
EXP - 0000001

Check #:  
Processed By:  
Date:  

Distribution: White - Financ (Accounting); Canary - Issuing Department.
### Budgeted International Travel/London, England

<table>
<thead>
<tr>
<th>Line ID</th>
<th>Entry Type</th>
<th>FY '08 Scenario B</th>
<th>Line Item Titles and Comments</th>
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</thead>
<tbody>
<tr>
<td>8534</td>
<td>Adjustment</td>
<td>($900,960.00)</td>
<td>Professional Services $1, Remove cost associated with 2007 General Elections and place in budget reserve.</td>
</tr>
<tr>
<td>5905</td>
<td>Entry</td>
<td>$50,000.00</td>
<td>Microfilming and Scanning Services $1, Microfilming and Scanning Services for the purpose of shuttling documents into Laserfiche and meeting statutory requirements.</td>
</tr>
</tbody>
</table>

**534000 - Other Contractual Services**

<table>
<thead>
<tr>
<th>Entry</th>
<th>PO</th>
</tr>
</thead>
<tbody>
<tr>
<td>5919</td>
<td></td>
</tr>
<tr>
<td><strong>$8,640.00 Spanish and Creole Interpreting Services - City Commission Meetings</strong> $1, Spanish and Creole Interpreting Services for the City of Miami Commission Meetings at a rate of $30 an hour per Miami Dade County Contract 6524-4/10-OTR scheduled to expire 12/31/2007 with options to renew.</td>
<td></td>
</tr>
<tr>
<td>5918</td>
<td></td>
</tr>
<tr>
<td><strong>$2,948.00 Sign Language Interpreting Services - Public Requests</strong> $1, Sign Language interpreting services requested by the public per the Americans with Disabilities Act of 1990 for City Commission Meetings at a rate of $67 an hour.</td>
<td></td>
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<tr>
<td>5920</td>
<td></td>
</tr>
<tr>
<td><strong>$4,272.00 Translation Costs for 2007 General Election Notices - Districts 1, 2, and 4</strong> $1, Spanish and Creole Translation Costs for 2007 General Election and Charter Amendment.</td>
<td></td>
</tr>
<tr>
<td>5921</td>
<td></td>
</tr>
<tr>
<td><strong>$2,880.00 Spanish and Creole Interpreting Services - Commission Special Requests</strong> $1, Spanish and Creole Interpreting Services upon special request by the City Commission for public meetings at a rate of $30 an hour per Miami Dade County Contract 6524-4/10-OTR scheduled to expire 12/31/2007 with options to renew.</td>
<td></td>
</tr>
<tr>
<td>5922</td>
<td></td>
</tr>
<tr>
<td><strong>$4,020.00 Sign Language Interpreting Services - City Commission Meetings (CDBG Items)</strong> $1, Sign Language Interpreting Services for Community Development Block Grant Items at a rate of $67 an hour (Requirement set forth by HUD Citizens Participation Plan).</td>
<td></td>
</tr>
</tbody>
</table>

**540000 - Travel and Per Diem**

<table>
<thead>
<tr>
<th>Entry</th>
<th>PCard</th>
</tr>
</thead>
<tbody>
<tr>
<td>5924</td>
<td></td>
</tr>
<tr>
<td><strong>$3,957.00 International Institute of Municipal Clerk’s 2007 Study Abroad Program - October 2007</strong> $1, International Institute of Municipal Clerks Study Abroad Program in the United Kingdom to be attended by the City Clerk for the purpose of obtaining points toward a Master Municipal Clerk Certification ($820 Airfare, $2261 Registration, $876 Per Diem).</td>
<td></td>
</tr>
<tr>
<td>5937</td>
<td></td>
</tr>
<tr>
<td><strong>$1,300.00 FRMA Annual Conference - May 2008</strong> $1, FRMA Annual Conference to be attended by a representative of the City Clerk’s Staff in Orlando, Florida May 2008 ($560 Hotel, $200 Registration, $150 Mileage, $330 Per Diem and Tips, $60 Gas).</td>
<td></td>
</tr>
<tr>
<td>5926</td>
<td></td>
</tr>
<tr>
<td><strong>$3,078.00 International Institute of Municipal Clerk’s 2008 Region II Meeting - January 2008</strong> $1, International Institute of Municipal Clerks’ Regional Conference in Greenville, South Carolina to be attended by the City Clerk January 2008 ($1,788 Hotel and Airfare, $900 Registration, $390 Per Diem and Tips).</td>
<td></td>
</tr>
<tr>
<td>5928</td>
<td></td>
</tr>
<tr>
<td><strong>$5,776.00 International Institute of Municipal Clerk’s 2008 Annual Conference - May 2008</strong> $1, International Institute of Municipal Clerks’ Annual Conference in Atlanta, Georgia to be attended by a representative of the City Clerk’s staff May 2008 ($1,658 Hotel and Airfare, $900 Registration, $330 Per Diem and Tips).</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL 534000 - Other Contractual Services** $22,760.00

**TOTAL 540000 - Travel and Per Diem** $23,695.00

**TOTAL** $250,540.00
What's on the agenda?

From Climate Change to Conflict Avoidance – plenty of food for thought and lots of information to digest

- Implementing the Local Government Bill, including the well being power, due for Royal Assent in October.
- Launch of the Institute of Local Council Management together with 'continuing professional development'.
- Changes to the planning system. What the White Paper means for towns and parishes.
- Climate Change. What council contributions are expected?
- Teamwork builds success. Inspiration from one of the Row Girls, the first women's team to row the Atlantic.
- The Welsh Dimension – a dedicated session for Welsh colleagues, presented in partnership with One Voice Wales.
- Saturday Special, Open Day for smaller parishes.
- Combat Bullying, Joint launch of Dignity At Work policy, with NALC.
- Great Debate returns, by popular demand, as we tackle another topical issue!
- Conflict avoidance and crushing that workload. Personal Skills workshops.

- American colleagues. How life differs 'across the pond', (EMC UK study tour report).
- The voluntary sector. Friend or competitive foe?
- AGM – for members only!
- SLCC advisory team – out in force, once again!
- A further celebration of the University Of Gloucestershire's 20 years' training local councils.
Conference Programme
Saturday 27th October 2007

8.45 am
Registration

9.30 am
"Larger Councils" Session - Britannia Suite
"How to secure major external funding", including a case study by Brian Robertson (Town Clerk) and Charlie Studdy, (Arts and Leisure Manager), Goole Town Council, on how their Council succeeded in being granted an Arts Lottery Grant towards a £2.5M project. Plus a debate on the content of next year’s Larger Councils’ Conference

9.30 am
"Medium Councils" Session - Bleinheim Suite
Ken McAnespie, Managing Director of KMC Consultancy, will explain health and safety issues in managing recreation grounds and open spaces and Mike Page, SLCC National Training Manager, will review the success of the first Practitioners’ Conference and seek observations on the content of the 2008 event.

9.30 am
"Smaller Councils" Session - Windsor Room
Bethan Osborne, SLCC Human Resources Advisor will lead a workshop on conflict management.

9.30 am
"Welsh Councils" - Orangery
Simon White, Chief Executive, One Voice Wales will update Welsh delegates on the latest issues in the principality and answer members’ queries.

10.30 am
"Pulling Together as a Team" - Britannia Suite
Claire Mills, a member of the “Row Girls”, the first all-womens team to row the Atlantic in 2006, will demonstrate how teamwork brings greatest results and draws parallels from her experience with the work of parish councils.

11.45 am
"Climate Change" - Britannia Suite
Chris Crean, West Midlands Coordinator of Friends of the Earth, explains the realities of climate change and suggests ways in which parish councils can help combat the problem.

12.30
Launch of the Support Structure for Newly Appointed Clerks - Britannia Suite

12.45 am
Hot fork buffet lunch - Exhibition Halls

1.30 pm
Life Across The Pond - Windsor Room
A lunchtime satellite session to hear from some American colleagues on the role of a municipal clerk in the United States.

2.00 pm
Annual General Meeting - Britannia Suite
For Society members only - please bring your copy of the agenda to gain admission

3.30 pm
Tea/coffee - Exhibition Halls

4.00 pm
Councillor Ken Cleary, Chairman of National Association of Local Councils
Ken will deliver his keynote speech as well as endorsing the new joint NALC/SLCC “Dignity at Work” Policy

5.30 - 5.15 pm
Skills Workshops (1)
Windsor Room
Lynne Shackley of the Information Commissioner’s Office - “Complying with Data Protection and the Freedom of Information Act”

5.15 - 6.00 pm
Skills Workshops (2)
Windsor Room
Garth Wood, Head of Consultancy, West Midlands LGA - “Effective minute taking”

5.15 - 6.00 pm
Skills Workshops (2)
Blenheim Suite
Garth Wood, Head of Consultancy, West Midlands LGA - “Recruitment and selection”

5.15 - 6.00 pm
Skills Workshops (2)
Orangery
Janet McCaffrey, Regional Advisor, West Midlands LGA - “Chairing meetings”

7.00 pm
Reception in Exhibition Hall courtesy of Britannia Hotels

8.00 pm
Informal buffet dinner (international buffet) - Britannia Suite
Cabaret with “Grease is the Word”. Re-live all your favourites from “Rydal High” and come dressed for the occasion!
Dancing to Zap Disco to 12.30 am
Announcement of the winners of the President’s “silent auction”
Last coach leaves for Coventry Hill at 12.45 am

Conference closes
Last coach departs for Coventry Hill and train station
IIMC Study Abroad Program—
A Reflection

Last October 19 IIMC members and guests had the opportunity to participate in a study-abroad program to the United Kingdom, culminating in attendance at the UK’s Society of Local Council Clerks conference in Coventry, England. There were representatives from eight US states, one Canadian province, and the country of South Africa.

Through the SLCC, we had the honor of meeting with City dignitaries, clerks and staff, seeing facilities not typically open to tourists. Comparing responsibilities of our entities to theirs was enlightening. At the University of Gloucestershire, Elisabeth Skinner spoke to us on “The State We’re In: Parish and Town Councils in England 2007.” As the difference in our cultures was revealed, so was the realization that we all share many of the same challenges, including: perceptions of government, budgets, personnel, and the division between various layers of government.

One of the differences noted was the ceremonial duties of the Mayor or Chairman. That person is selected by their council or board to serve as the ‘public face’ of the jurisdiction, setting aside their political views for one year and representing their city or county in social situations. The City of York provides a house in the center of town for the Mayor’s residence while holding the position. The people we met in these roles were well-suited to the office. The Somerset County Chairman had an individual welcoming comment for each of us, based on where we came from. The Lord Mayor of Chester put on his full regalia and displayed the symbols of his office, posing for countless pictures and answering our questions.

We all had a deep appreciation for the history around us, seeing structures that were hundreds, even thousands, of years old: Stonehenge, the Roman Baths, Westminster and York Abbeys, and the Tower of London. Seeing the childhood home of Anne Hathaway, Shakespeare’s wife, with its thatched roof and whitewashed walls, was like being in a Thomas Kincaid painting. We stayed at the Hotel de la Bere in Cheltenham, which began as a 15th century Tudor manor house. The dining area of the conference hotel was originally a manor house built in 1894. In Coventry we saw the ruins of the 14th century St. Michael’s Cathedral, destroyed in World War II. Those were contrasted with Coventry Cathedral, built after the war and one of the world’s most modern cathedrals, and the London Eye, constructed as part of Y2K to provide a panorama of the city.

During the SLCC conference, some of our delegates were speakers at one of the sessions. Those speakers were great representatives of IIMC. The majority of the audience seemed to be in awe of the amount of our entities’ budgets. It was eye-opening for us to hear that one clerk could serve several villages and towns, prorated by so many hours per week or month.

Bringing 19 people from Africa, America, and Canada together for nine days was another special benefit of the program. We learned so much from each other. Tami Kelly’s (MMC, Clerk of the Council, Grove City, Ohio) leadership of the group was impressive. The only warning for anyone considering participating in future programs is that it is difficult to say goodbye to all the wonderful people you will meet. We sincerely thank IIMC and SLCC for this great opportunity.

Editor’s Note: Torchie Cyrus, CMC, City of Snohomish, WA, compiled this article.
Expense Report IEX18337

Submission Instructions
For Regular Expense Reports:
* To send required receipts to Accounts Payable, print this page and attach all required receipts.
* Place this page and the original receipts in an interoffice envelope, and send to Accounts Payable.

For P-Card Expense Reports:
* Print this page and attach all original receipts/invoices/back-up documents and submit to the P-Card Administrator. Please ensure that you make copies for your records of all documents submitted.

Your manager (or specified approver) will be notified requesting approval for this expense report. Upon approval, a notification will be sent to you and Accounts Payable. This expense report will be paid after it has been approved, and Accounts Payable verifies the receipts.

General Information
Name: Thompson, Priscilla Angelena
Cost Center: 1210.0
Purpose: Priscilla Thompson - IMC Study Abroad program in England
Approver: Hernandez, Pedro G

Business Expenses
Cash Expenses

<table>
<thead>
<tr>
<th>Date</th>
<th>Receipt Exchange</th>
<th>Expense</th>
<th>Receipt Type</th>
<th>Merchant Project Task</th>
<th>Award</th>
<th>Receipt Required</th>
<th>Reimbursable Amount (USD)</th>
<th>Details Allocations Attachments</th>
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<tbody>
<tr>
<td>10/28/2007</td>
<td>161.03 USD</td>
<td>Room</td>
<td>Charges</td>
<td>1 night in London, Heathrow hotel; Associated with conference; Night in London, Heathrow hotel; Associated with conference</td>
<td>Yes</td>
<td>Yes</td>
<td>161.03</td>
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<tr>
<td>10/28/2007</td>
<td>30.34 USD</td>
<td>Hotel</td>
<td>Taxes</td>
<td>1 Hotel Taxes; Night in London, Heathrow hotel; Associated with conference</td>
<td>Yes</td>
<td>Yes</td>
<td>30.34</td>
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<tr>
<td>10/28/2007</td>
<td>38.66 USD</td>
<td>Other</td>
<td>Service</td>
<td>Room Service; Night in London, Heathrow hotel; Associated with conference</td>
<td>Yes</td>
<td>Yes</td>
<td>38.66</td>
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<td>10/28/2007</td>
<td>0.00 USD</td>
<td>Hotel</td>
<td>Internet</td>
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<td>10/28/2007</td>
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<td>10/28/2007</td>
<td>546.88 USD</td>
<td>Registration</td>
<td>Fees; 33rd Annual Conference - Building</td>
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<td>Yes</td>
<td>546.88</td>
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<table>
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<th>Per diem (if applicable)</th>
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<tr>
<td>10/19/2007</td>
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<td>Breakfast</td>
<td>41.62 USD</td>
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<tr>
<td>10/19/2007</td>
<td>151.02 USD</td>
<td>Lunch</td>
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<tr>
<td>10/19/2007</td>
<td>30.68 USD</td>
<td>Dinner</td>
<td>30.68 USD</td>
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<tr>
<td>10/19/2007</td>
<td>55.00 USD</td>
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<td>10/18/2007</td>
<td>39.00 USD</td>
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<td>10/29/2007</td>
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<td>10/29/2007</td>
<td>34.00 USD</td>
<td>Taxi &amp; Limousine Service</td>
<td>34.00 USD</td>
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</tbody>
</table>

**Total:** 1,156.39
City of Miami
TRAVEL REIMBURSEMENT REQUEST

REFERENCE: City of Miami Labor / Management Policy Nos. 1-77 and 2-85

INSTRUCTIONS:
1. This form must be preceded by the Travel Expense Approval form.
2. Manager's approval is required if 2 or more out of state trips are taken in the same FY.
3. Attach all applicable receipts with this form or pages from "TRAVELER".
4. Car mileage will be determined by Labor Relations.

TRAVELER

1. Travel Expense Approval No.: 
2. This request is for: 
   X Employee
   X Other (Specify)

3. Name: Priscilla A. Thompson
4. Title: City Clerk
5. Department: City Clerk's Office
6. Division: N/A
7. Mailing Address (Applicant): 3500 Pan American Drive

TRAVEL DATA

8. Purpose of Travel: IMC Study Abroad program in England
10. Conference Dates:
11. Date of Departure: Oct 18, 2007
13. Charge to Account Code(s):
    00001.121000.540000.0000.0000

TRANSPORTATION / HOTEL

14. Rail X Car X Bus X Air
15. Fare (City's Agent) X Yes X No
16. Car Mileage: miles @ cents
17. Hotel Room

MEAL EXPENSES

18. Total Transportation/Hotel Expenses $ 1,039.39
19. Breakfast No(s): 2 x 20.81
20. Lunch No(s): 9 x 16.78
21. Dinner No(s): 1 x 30.68
22. Total Meal Expenses $ 223.32

OTHER EXPENSES

23. If the above travel, hotel or meal cost represents more than one person, or any extraordinary circumstance, please explain:

24. Registration
25. Parking and Tolls
26. Tax or Limousine Service
27. Car Rental
28. Tips (valet parking, bellhop, housekeeping) Receipts required if total tips exceed $5 per day.
29. Misc. Expenses (Itemize):

30. Total Other Expenses $ 2,887.25
31. Total Travel Expenses (sum of lines 18, 22 and 28) $ 4,149.96
32. Amount Advanced (if applicable)
   NOTE: Subtract line 32 from line 31. If amount if positive, complete line 33. If negative, complete line 34.
   $ 2,993.57
33. Net Amount Due to Traveler
   $ 1,156.39
34. Funds Overpaid by City
   $ 0.00

EXPENSES / REFUNDS

35. I certify that expenses claimed herein were paid by me, are true and correct and in accordance with Labor/Management Policy Nos. 1-77 and 2-85.

CERTIFICATION BY TRAVELER

Signature of Traveler

Date

APPROVALS

1. City Manager/Designee
   Date

2. Department Manager/Designee
   Date

LABOR RELATIONS' USE ONLY (Mileage)

Department Finance/Designee
   Date
<table>
<thead>
<tr>
<th>Major / Minor</th>
<th>FY 2007 Item Amount</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>001000.220101.6330.28712</td>
<td>$34,604</td>
<td>Supplemental Advertising: Supplemental advertising in community based newspapers or public hearings per City Commission resolution.</td>
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<tr>
<td>001000.220101.6330.28712</td>
<td>$94,819</td>
<td>Elections Advertising for 2007 General Election - District 1, 2, &amp; 4: Elections Advertising for 2007 General Election - District 1, 2, &amp; 4 to include required advertising and supplemental advertising in community based newspapers.</td>
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410 - TRAVEL AND PER DIEM - TRAINING $27,417

<table>
<thead>
<tr>
<th>Major / Minor</th>
<th>FY 2007 Item Amount</th>
<th>Comment</th>
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</thead>
<tbody>
<tr>
<td>001000.220101.6330.41012</td>
<td>$2,190</td>
<td>National Forum for Black Public Administrators: National Forum for Black Public Administrators to be held in Phoenix Arizona to be attended by one member of the City Clerk's staff April 2007 for the purpose of professional development ($1,500 Hotel &amp; Airfare, $300 Registration, $390 Per Diem and Tips).</td>
</tr>
<tr>
<td>001000.220101.6330.41012</td>
<td>$3,500</td>
<td>Professional Development: Professional Development for City Clerk's staff to include continuing education, seminars and conferences for the purpose of developing specialized skills required in the City Clerk's Office and achieving goals.</td>
</tr>
<tr>
<td>001000.220101.6330.41012</td>
<td>$800</td>
<td>Online Records Certification Courses: Online Records Certification Courses for the Office of the City Clerk.</td>
</tr>
<tr>
<td>001000.220101.6330.41012</td>
<td>$6,810</td>
<td>Florida Association of City Clerk's Annual Conference: Florida Association of City Clerk's Annual Conference to be attended by 3 members of the City Clerk's Staff June 2007 (Estimate based on 5% increase over FY 2006 cost).</td>
</tr>
<tr>
<td>001000.220101.6330.41012</td>
<td>$1,050</td>
<td>Florida State Association of Supervisors of Elections Conference: Florida State Association of Supervisors of Elections Conference to be attended by a representative of the Office of the City Clerk (Estimate based on 5% increase over FY 2006 cost).</td>
</tr>
<tr>
<td>001000.220101.6330.41012</td>
<td>$5,690</td>
<td>ARMA International Annual Conference - San Antonio, Texas October 2006: ARMA International Annual Conference - San Antonio, Texas October 2006 to be attended by two members of the City Clerk's Staff ($950 Registration Fee, $1500 Hotel &amp; Airfare, $315 Per Diem and Tips, $80 Transportation).</td>
</tr>
<tr>
<td>001000.220101.6330.41012</td>
<td>$1,500</td>
<td>Grant Writing Seminar: Grant Writing Seminar to be attended by 1 member of the City Clerk's Staff (Estimate based on 5% increase over FY 2006 cost).</td>
</tr>
<tr>
<td>001000.220101.6330.41012</td>
<td>$3,672</td>
<td>Florida Association of City Clerk's Career Institute: Florida Association of City Clerk's Career Institute to be attended by 3 members of the City Clerk's Staff October 2006 (Estimate based on 5% increase over FY 2006).</td>
</tr>
<tr>
<td>001000.220101.6330.41012</td>
<td>$2,205</td>
<td>International Institute of Municipal Clerk's: International Institute of Municipal Clerks' Conference to be attended by the City Clerk May 2007 ($1,500 Hotel &amp; Airfare, $315 Registration, $390 Per Diem and Tips).</td>
</tr>
</tbody>
</table>
**City of Miami**

**REQUEST FOR DIRECT PAYMENT**

**INSTRUCTION:** Please attach all the original documents related to expenditures, i.e., receipts, bills, invoices, etc.

<table>
<thead>
<tr>
<th>FROM</th>
<th>TO</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Requestor:</strong> Julia D. Hernandez</td>
<td><strong>CHIEF ACCOUNTANT, ACCOUNTING DIVISION, FINANCE DEPARTMENT</strong></td>
</tr>
<tr>
<td><strong>2. Department:</strong> Office of the City Clerk</td>
<td></td>
</tr>
<tr>
<td><strong>3. Title:</strong> Legislative Services Rep. II</td>
<td></td>
</tr>
<tr>
<td><strong>4. Date:</strong> April 16, 2007</td>
<td></td>
</tr>
</tbody>
</table>

**TO**

<table>
<thead>
<tr>
<th>ISSUE CHECK TO</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>5. Name:</strong> Priscilla A. Thompson</td>
<td></td>
</tr>
<tr>
<td><strong>6. Address:</strong> 3500 Pan American Drive Miami, FL 33133</td>
<td></td>
</tr>
</tbody>
</table>

**DESCRIPTION OF ITEM(S) TO BE PAID**

<table>
<thead>
<tr>
<th>ACCOUNT CODE/ SUBSIDIARY NO.</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>8. 00001.121000. 540000.0000.0000</td>
<td>$1,557.00</td>
</tr>
</tbody>
</table>


**Check Distribution:**

- [ ] Mall Direct to Vendor
- [x] Return to Department

**TOTAL PAYMENT**

11. $1,557.00

**FOR FINANCE USE ONLY**

<table>
<thead>
<tr>
<th>Vendor No.</th>
<th>Check No.</th>
<th>Date</th>
</tr>
</thead>
</table>

**FOR REQUESTING DEPARTMENT USE ONLY**

<table>
<thead>
<tr>
<th>Batch No.</th>
<th>Pre-encumbered By:</th>
<th>Date:</th>
</tr>
</thead>
</table>

**Control Number**

DP-96850

C FN/AC 202 Rev. 12/89 Route: White and Canary copies to Expenditure Control and retain Pink copy.
Distribution: White and Canary - Finance (Accounting)
Confirmation

Expense report number IEX13890 for 1,556.90 has been submitted to Hernandez, Pedro G for approval.

Expense Report IEX13890

Hint: Use your browser navigation to exit the printable page view of this page.

Submission Instructions

For Regular Expense Reports:
* To send required receipts to Accounts Payable, print this page and attach all required receipts.
* Make a photocopy of this page and the receipts for your records.
* Place this page and the original receipts in an Interoffice envelope, and send to Accounts Payable.

Your manager (or specified approver) will be notified requesting approval for this expense report. Upon approval, a notification will be sent to you and Accounts Payable. This expense report will be paid after it has been approved, and Accounts Payable verifies the receipts.

For P-Card Expense Reports:
* Print this page, attach all required receipts, and submit them to your Approver.
* Make a photocopy of this page and the receipts for your records.

Your manager (or specified approver) will be notified electronically requesting approval for this P-Card expense report. Upon receipt of all documentation, your manager (or specified approver) will review all the receipts and approve all transactions electronically. A message will be sent to you and the P-Card Administrator once the transactions are approved.

This P-Card expense report will be paid by the Finance Department after it has been approved and all receipts are submitted to the P-Card Administrator.

General Information

Name Thompson, Priscilla Angelena (14137)
Expense Dates 05/10/2007 - 05/11/2007
Cost Center 121000
Purpose Report Status Required
Receipts Status Required
Report Submit Date 05/10/2007
Attachments None
Report Total 1,556.90
USD
Reimbursement Amount 1,556.90
USD

Approval Notes [0]

Expense Details

Business Expenses

Cash Expenses

Receipt Exchange Expense

Date 05/10/2007
Amount 1,286.60 USD
Rate 1 Miscellaneous (w/description)
Type Total Cost of Hotel Stay
Justification Name for
Award Requir...
<table>
<thead>
<tr>
<th>Date</th>
<th>Amount</th>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>05/10/2007</td>
<td>270.30</td>
<td>1 Airfare</td>
<td>Airfare to travel to New Orleans, LA for IIMC Conference</td>
</tr>
</tbody>
</table>
**Confirmation**

Expense report number IEX14271 for 393.03 has been submitted to Hernandez, Pedro G for approval.

**Expense Report IEX14271**

Hint: Use your browser navigation to exit the printable page view of this page.

**Submission Instructions**

For Regular Expense Reports:
* To send required receipts to Accounts Payable, print this page and attach all required receipts.
* Make a photocopy of this page and the receipts for your records.
* Place this page and the original receipts in an interoffice envelope, and send to Accounts Payable.

Your manager (or specified approver) will be notified requesting approval for this expense report. Upon approval, a notification will be sent to you and Accounts Payable. This expense report will be paid after it has been approved, and Accounts Payable verifies the receipts.

For P-Card Expense Reports:
* Print this page, attach all required receipts, and submit them to your Approver.
* Make a photocopy of this page and the receipts for your records.

Your manager (or specified approver) will be notified electronically requesting approval for this P-Card expense report. Upon receipt of all documentation, your manager (or specified approver) will review all the receipts and approve all transactions electronically. A message will be sent to you and the P-Card Administrator once the transactions are approved.

This P-Card expense report will be paid by the Finance Department after it has been approved and all receipts are submitted to the P-Card Administrator.

**General Information**

Name: Thompson, Priscilla Angelena (14137)
Cost Center: 121000
Purpose: Reimbursement for IIMC 2007 Conference
Approver: Hernandez, Pedro G

**Expense Details**

Weekly Summary: Approval Notes [0]

**Business Expenses**

Cash Expenses

<table>
<thead>
<tr>
<th>Date</th>
<th>Receipt Amount</th>
<th>Exchange Rate</th>
<th>Type</th>
<th>Justification</th>
<th>Merchant Name</th>
<th>Project Number</th>
<th>Task Number</th>
<th>Award Number</th>
<th>Receipt</th>
<th>Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>05/21/2007</td>
<td>14.27 USD</td>
<td>1</td>
<td>Breakfast</td>
<td>Per Diem per New Orleans Runzheimer Rate</td>
<td>Runzheimer</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>05/22/2007</td>
<td>14.27 USD</td>
<td>1</td>
<td>Breakfast</td>
<td>Per Diem per New Orleans Runzheimer Rate</td>
<td>Runzheimer</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date</th>
<th>Amount</th>
<th>Description</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>05/23/2007</td>
<td>14.27</td>
<td>Breakfast</td>
<td>New Orleans Runzheimer Rate</td>
</tr>
<tr>
<td>05/24/2007</td>
<td>14.27</td>
<td>Breakfast</td>
<td>New Orleans Runzheimer Rate</td>
</tr>
<tr>
<td>05/25/2007</td>
<td>14.27</td>
<td>Breakfast</td>
<td>New Orleans Runzheimer Rate</td>
</tr>
<tr>
<td>05/26/2007</td>
<td>14.27</td>
<td>Breakfast</td>
<td>New Orleans Runzheimer Rate</td>
</tr>
<tr>
<td>05/27/2007</td>
<td>14.27</td>
<td>Breakfast</td>
<td>New Orleans Runzheimer Rate</td>
</tr>
<tr>
<td>05/20/2007</td>
<td>14.90</td>
<td>Lunch</td>
<td>New Orleans Runzheimer Rate</td>
</tr>
<tr>
<td>05/23/2007</td>
<td>14.90</td>
<td>Lunch</td>
<td>New Orleans Runzheimer Rate</td>
</tr>
<tr>
<td>05/24/2007</td>
<td>14.90</td>
<td>Lunch</td>
<td>New Orleans Runzheimer Rate</td>
</tr>
<tr>
<td>05/25/2007</td>
<td>14.90</td>
<td>Lunch</td>
<td>New Orleans Runzheimer Rate</td>
</tr>
<tr>
<td>05/26/2007</td>
<td>14.90</td>
<td>Lunch</td>
<td>New Orleans Runzheimer Rate</td>
</tr>
<tr>
<td>05/20/2007</td>
<td>28.41</td>
<td>Dinner</td>
<td>New Orleans Runzheimer Rate</td>
</tr>
<tr>
<td>05/21/2007</td>
<td>28.41</td>
<td>Dinner</td>
<td>New Orleans Runzheimer Rate</td>
</tr>
<tr>
<td>05/23/2007</td>
<td>28.41</td>
<td>Dinner</td>
<td>New Orleans Runzheimer Rate</td>
</tr>
<tr>
<td>05/24/2007</td>
<td>28.41</td>
<td>Dinner</td>
<td>New Orleans Runzheimer Rate</td>
</tr>
<tr>
<td>05/20/2007</td>
<td>5.00</td>
<td>Tips</td>
<td>Miscellaneous Tips</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date</th>
<th>Amount</th>
<th>Quantity</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>05/21/07</td>
<td>5.00</td>
<td>1</td>
<td>Tips</td>
</tr>
<tr>
<td>05/22/07</td>
<td>5.00</td>
<td>1</td>
<td>Tips</td>
</tr>
<tr>
<td>05/23/07</td>
<td>5.00</td>
<td>1</td>
<td>Tips</td>
</tr>
<tr>
<td>05/24/07</td>
<td>5.00</td>
<td>1</td>
<td>Tips</td>
</tr>
<tr>
<td>05/25/07</td>
<td>5.00</td>
<td>1</td>
<td>Tips</td>
</tr>
<tr>
<td>05/26/07</td>
<td>5.00</td>
<td>1</td>
<td>Tips</td>
</tr>
<tr>
<td>05/27/07</td>
<td>5.00</td>
<td>1</td>
<td>Tips</td>
</tr>
<tr>
<td>05/20/07</td>
<td>32.50</td>
<td>1</td>
<td>Taxi ride to Miami International Airport</td>
</tr>
<tr>
<td>05/27/07</td>
<td>32.50</td>
<td>1</td>
<td>Taxi ride from Miami International Airport</td>
</tr>
</tbody>
</table>
City of Miami

TRAVEL REIMBURSEMENT REQUEST

REFERENCE: City of Miami Labor / Management Policy Nos. 1-77 and 2-85.

INSTRUCTIONS:
1. This form must be preceded by the Travel Expense Approval form.
2. Manager's approval is required if 2 or more out of state trips are taken in the same FY.
3. Attach all applicable receipts with this form or page from "RUNZHEIMER".
4. Car mileage will be determined by Labor Relations.

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Travel Expense Approval No.</td>
<td>NA</td>
</tr>
<tr>
<td>Name</td>
<td>Priscilla A. Thompson</td>
</tr>
<tr>
<td>Department</td>
<td>Office of the City Clerk</td>
</tr>
<tr>
<td>Mailing Address (Applicant)</td>
<td>3500 Pan American Drive, Miami, FL 33133</td>
</tr>
<tr>
<td>Purpose of Travel</td>
<td>To Attend International Institute of Municipal Clerks Annual Conference for continuing education</td>
</tr>
<tr>
<td>Dates</td>
<td>From: 5/20 To: 5/27</td>
</tr>
<tr>
<td>Transportation/Hotel Expenses</td>
<td>$1556.90</td>
</tr>
<tr>
<td>Total Transportation/Hotel Expenses</td>
<td>$1556.90</td>
</tr>
<tr>
<td>Breakfast No(s):</td>
<td>7 x 14.27</td>
</tr>
<tr>
<td>Lunch No(s):</td>
<td>5 x 14.90</td>
</tr>
<tr>
<td>Dinner No(s):</td>
<td>4 x 28.41</td>
</tr>
<tr>
<td>Total Meal Expenses</td>
<td>$288.03</td>
</tr>
<tr>
<td>Registration</td>
<td>$0</td>
</tr>
<tr>
<td>Parking and Tolls</td>
<td>$0</td>
</tr>
<tr>
<td>Taxi or Limousine Service</td>
<td>$65.00 (Taxi)</td>
</tr>
<tr>
<td>Car Rental</td>
<td>$0</td>
</tr>
<tr>
<td>Tips (valet parking, bellhop, housekeeping)</td>
<td>$40.00</td>
</tr>
<tr>
<td>Misc. Expenses (Itemize)</td>
<td>$0</td>
</tr>
<tr>
<td>Total Other Expenses</td>
<td>$105.00</td>
</tr>
<tr>
<td>Total Travel Expenses (sum of lines 18, 21 and 20)</td>
<td>$1949.93</td>
</tr>
<tr>
<td>Amount Advanced (if applicable)</td>
<td>$1556.90</td>
</tr>
<tr>
<td>Funds Overpaid by City</td>
<td>$0</td>
</tr>
<tr>
<td>Certification by Traveler</td>
<td>Priscilla A. Thompson</td>
</tr>
<tr>
<td>Date</td>
<td>5/29/07</td>
</tr>
<tr>
<td>Department Director/Designee</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td></td>
</tr>
<tr>
<td>City Manager/Designee</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td></td>
</tr>
</tbody>
</table>

CERTIFICATION BY TRAVELER

Priscilla A. Thompson

Signature of Traveler: Priscilla A. Thompson Date: 5/29/07

The above expenses were paid by me, are true and correct and in accordance with Labor/Management Policy Nos. 1-77 and 2-85.

Priscilla A. Thompson

Signature of Traveler: Priscilla A. Thompson Date: 5/29/07

Department Director/Designee Date:      City Manager/Designee Date:      

Department Finance/Designee Date:      Labor Relations Use Only (Mileage):      

C: FNAC 254 Rev. 0703 Distribution: White: Finance Department; Canary: Department.
Confirmation

Expense report number IEX14274 was previously submitted for approval.

Expense Report IEX14274

Hint: Use your browser navigation to exit the printable page view of this page.

Submission Instructions

For Regular Expense Reports:
* To send required receipts to Accounts Payable, print this page and attach all required receipts.
* Make a photocopy of this page and the receipts for your records.
* Place this page and the original receipts in an interoffice envelope, and send to Accounts Payable.

Your manager (or specified approver) will be notified requesting approval for this expense report. Upon approval, a notification will be sent to you and Accounts Payable. This expense report will be paid after it has been approved, and Accounts Payable verifies the receipts.

For P-Card Expense Reports:
* Print this page, attach all required receipts, and submit them to your Approver.
* Make a photocopy of this page and the receipts for your records.

Your manager (or specified approver) will be notified electronically requesting approval for this P-Card expense report. Upon receipt of all documentation, your manager (or specified approver) will review all the receipts and approve all transactions electronically. A message will be sent to you and the P-Card Administrator once the transactions are approved.

This P-Card expense report will be paid by the Finance Department after it has been approved and all receipts are submitted to the P-Card Administrator.

General Information

Name: Thompson, Priscilla Angelena (14137)
Cost Center: 121000
Purpose: Travel
Approver: Hernandez, Pedro
Receipts Status: Required
Receipt Report Submit Date: 05/30/2007
Attachments: None
Report Total: 62.00 USD
Reimbursement Amount: 62.00 USD
Expense Details: Weekly Summary
Approval Notes: [0]

Business Expenses

Cash Expenses

<table>
<thead>
<tr>
<th>Date</th>
<th>Receipt Amount</th>
<th>Exchange Rate</th>
<th>Expense Type</th>
<th>Justification</th>
<th>Merchant Name</th>
<th>Project Number</th>
<th>Task Number</th>
<th>Award Number</th>
<th>Receipt Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>05/20/2007</td>
<td>31.00 USD</td>
<td>1</td>
<td>Taxi Ride</td>
<td>from New Orleans Airpot to New Orleans Marriott for IIMC Conference Taxi Ride</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date</th>
<th>Amount</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>05/27/2007</td>
<td>31.00 USD</td>
<td>1 Taxi &amp; Limousine Service from New Orleans Marriott to New Orleans Airport from IIMC Conference</td>
</tr>
</tbody>
</table>

Expense Details  Weekly Summary  Approval Notes [0]

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# Travel Reimbursement Request

**City of Miami**

**TRAVEL REIMBURSEMENT REQUEST**

**REFERENCE:** City of Miami Labor / Management Policy Nos. 1-77 and 2-85.

**INSTRUCTIONS:**
1. This form must be preceded by the Travel Expense Approval form.
2. Manager's approval is required if 2 or more out of state trips are taken in the same FY.
3. Attach all applicable receipts with this form or page from "RUNZHEIMER".
4. Car mileage will be determined by Labor Relations.

### 1. Travel Expense Approval No.:

<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Car mileage</td>
<td>$0</td>
</tr>
<tr>
<td>2.</td>
<td>Hotel Room</td>
<td>$1286.60</td>
</tr>
<tr>
<td>3.</td>
<td>Breakfast</td>
<td>$270.30</td>
</tr>
<tr>
<td>4.</td>
<td>Lunch</td>
<td>$99.89</td>
</tr>
<tr>
<td>5.</td>
<td>Dinner</td>
<td>$113.64</td>
</tr>
</tbody>
</table>

**Department:**
- Office of the City Clerk

**Division:**
- NA

**TRAVELER NAME:**
- Priscilla A. Thompson

**Title:**
- City Clerk

**Mailing Address (Applicant):**
- 3500 Pan American Drive, Miami, FL 33133

**Purpose of Travel:**
- To Attend International Institute of Municipal Clerks Annual Conference for Continuing Education.

**Location:**
- From: Miami, FL
- To: New Orleans, LA

**Date of Departure:**
- 5/20/07

**Date of Return:**
- 5/27/07

**Charge to Account Code(s):**
- 0C, 0P, 00, 12, 10, 00, 00, 00, 00, 00

**Fare (City's Agent):**
- $270.30

**Other Agent, please explain:**
- Booked On-Line (Best Available Rate)

**Car Mileage:**
- 0 miles

**Total Transportation/Hotel Expenses:**
- $1556.90

**Breakfast No(s):**
- 7 x 14.27 $99.89

**Lunch No(s):**
- 5 x 14.90 $74.50

**Dinner No(s):**
- 4 x 28.41 $113.64

**Toll Transportation/Hotel Expenses:**
- $113.64

**Toll or Limousine Service:**
- $40.00

**Miscellaneous Expenses:**
- $0

**Total Other Expenses:**
- $105.00

**Total Meals Expenses:**
- $288.03

**Regulation:**
- $0

**Parking and Tolls:**
- $0

**Taxi:**
- $65.00

**Car Rental:**
- $0

**Tips (valet parking, bellhop, housekeeping):**
- $0

**Total Travel Expenses:**
- $1942.93

**Amount Advanced (if applicable):**
- $1556.90

**Net Amount Due to Traveler:**
- $386.03

**Funds Overpaid by City:**
- $0

**Certification by Traveler:**
- Priscilla A. Thompson

**Signature:**
- [Signature]

**Date:**
- 5/27/07

**Department Director/Designee:**
- [Signature]

**Date:**
- [Date]

**City Manager/Designee:**
- [Signature]

**Date:**
- [Date]

**Distribution:**
- White - Finance Department, Cassay - Department

---

*Note:* The document includes various financial details and receipts related to travel reimbursement.
City of Miami
TRAVEL REIMBURSEMENT REQUEST

REFERENCE: City of Miami Labor / Management Policy Nos. 1-77 and 2-85.

INSTRUCTIONS: 1. This form must be preceded by the Travel Expense Approval form.
   2. Manager's approval is required if 2 or more out of state trips are taken in the same FY.
   3. Attach all applicable receipts with this form or page from "RUNZHEIMER".
   4. Car mileage will be determined by Labor Relations.

| 1. Travel Expense Approval No.: | NA |
| 2. This request is for: | Employee [ ] Other [ ] |
| 3. Name: | Priscilla A. Thompson |
| 4. Title: | City Clerk |
| 5. Department: | Office of the City Clerk |
| 6. Division: | NA |
| 7. Mailing Address (Applicant): | 3500 Pan American Drive, Miami, FL 33133 |

| 8. Purpose of Travel: | To Attend International Institute of Municipal Clerks Annual Conference for continuing education. |
| 9. Destination: | From Miami, FL To New Orleans, LA |
| 10. Conference Date(s): | From: 5/20 To: 5/27 5/20/07 5/27/07 |

| 11. Date of Departure: | 5/20/07 |
| 12. Date of Return: | 5/27/07 |
| 13. Charge to Account(s): | 00001, 121000, 540000, 0000, 0000 |

| 14. Rail Car Bus Air | $ 270.30 |
| 15. Other Agent, please explain: | Booked On-Line (Best Available Rate) |
| 16. Car Mileage: | miles $ 0 |
| 17. Hotel Room: | $ 1286.60 |

| 18. Total Transportation/Hotel Expenses: | $ 1556.90 |

| 20. Lunch No(s): | 5 x 14.90 $ 74.50 |
| 21. Dinner No(s): | 4 x 20.41 $ 113.64 |

| 22. Total Meal Expenses: | $ 288.03 |

| 23. If the above travel, hotel or meal cost represents more than one person, or any extraordinary circumstance, please explain: | NA |

| 24. Registration: | $ 0 |
| 25. Parking and Tolls: | $ 0 |
| 26. Taxi or Limousine Service: | $ 65.00 (Taxi) |
| 27. Car Rental: | $ 0 |
| 28. Tips (valid parking, bellhop, housekeeping): | $ 40.00 |
| 29. Misc. Expenses (Itemize): | $ 0 |

| 30. Total Other Expenses: | $ 105.00 |

| 31. Total Travel Expenses (sum of lines 18, 21 and 29): | $ 1949.93 |

| 32. Amount Advanced (if applicable): | $ 1556.90 |

| 33. Net Amount Due to Traveler: | $ 393.03 |

| 34. Funds Overpaid by City: | $ 0 |

| 35. I certify that expenses claimed herein were paid by me, are true and correct, and in accordance with Labor Management Policy Nos. 1-77 and 2-85: | Priscilla A. Thompson |

| 36. Signature of Traveler: | 5/29/07 |

| 37. Department Division/Designee: | |
| 38. City Manager/Designee: | |

| 39. Date: | |
| 40. Labor Relations Use Only (Mileage): | |

Distributions: White - Finance Department, Canary - Administration.
## Budgeted Orlando Travel

<table>
<thead>
<tr>
<th>Major / Minor</th>
<th>FY 2007 Item Amount</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>00100.220101.6330.28712</td>
<td>$34,604</td>
<td>SupplemenAL Advertising -- Supplemental advertising in community based newspapers at public hearings per City Commission resolution</td>
</tr>
<tr>
<td>00100.220101.6330.28712</td>
<td>$94,619</td>
<td>Elections Advertising for 2007 General Election - District 1, 2, &amp; 4 -- Elections Advertising for 2007 General Election - District 1, 2, &amp; 4 to include required advertising and supplemental advertising in community based newspapers</td>
</tr>
</tbody>
</table>

**410 - TRAVEL AND PER DIEM - TRAINING**

<table>
<thead>
<tr>
<th>Major / Minor</th>
<th>FY 2007 Item Amount</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>00100.220101.6330.41012</td>
<td>$27,417</td>
<td>National Forum for Black Public Administrators -- National Forum for Black Public Administrators to be held in Phoenix Arizona to be attended by one member of the City Clerk's staff April 2007 for the purpose of professional development ($1,500 Hotel &amp; Airfare, $300 Registration, $390 Per Diem and Tips)</td>
</tr>
<tr>
<td>00100.220101.6330.41012</td>
<td>$3,500</td>
<td>Professional Development -- Professional Development for City Clerk's staff to include continuing education, seminars and conferences for the purpose of developing specialized skills required in the City Clerk's Office and achieving goals.</td>
</tr>
<tr>
<td>00100.220101.6330.41012</td>
<td>$800</td>
<td>Online Records Certification Courses -- Online Records Certification Courses for the Office of the City Clerk</td>
</tr>
<tr>
<td>00100.220101.6330.41012</td>
<td>$6,810</td>
<td>Florida Association of City Clerk's Annual Conference -- Florida Association of City Clerk's Annual Conference to be attended by 3 members of the the City Clerk's Staff June 2007 (Estimate based on 5% increase over FY 2006 cost)</td>
</tr>
<tr>
<td>00100.220101.6330.41012</td>
<td>$1,050</td>
<td>Florida State Association of Supervisors of Elections Conference -- Florida State Association of Supervisors of Elections Conference to be attended by a representative of the Office of the City Clerk (Estimate based on 5% increase over FY 2006 cost)</td>
</tr>
<tr>
<td>00100.220101.6330.41012</td>
<td>$5,690</td>
<td>ARMA International Annual Conference - San Antonio, Texas October 2006 -- ARMA International Annual Conference - San Antonio, Texas October 2006 to be attended by two members of the City Clerk's Staff ($950 Registration Fee, $1500 Hotel &amp; Airfare, $315 Per Diem and Tips, $80 Transportation)</td>
</tr>
<tr>
<td>00100.220101.6330.41012</td>
<td>$1,500</td>
<td>Grant Writing Seminar -- Grant Writing Seminar to be attended by 1 member of the City Clerk's Staff (Estimate based on 5% increase over FY 2006 cost)</td>
</tr>
<tr>
<td>00100.220101.6330.41012</td>
<td>$3,672</td>
<td>Florida Association of City Clerk's Career Institute -- Florida Association of City Clerk's Career Institute to be attended by 3 members of the City Clerk's Staff October 2006 (Estimate based on 5% increase over FY 2006)</td>
</tr>
<tr>
<td>00100.220101.6330.41012</td>
<td>$2,205</td>
<td>International Institute of Municipal Clerks' Conference to be attended by the City Clerk May 2007 ($1,500 Hotel &amp; Airfare, $315 Registration, $390 Per Diem and Tips)</td>
</tr>
</tbody>
</table>
City of Miami
REQUEST FOR DIRECT PAYMENT

INSTRUCTION: Please attach all the original documents related to expenditures, i.e., receipts, bills, invoices, etc.

<table>
<thead>
<tr>
<th>FROM</th>
<th>1. Name:</th>
<th>Julia D. Hernandez</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2. Department:</td>
<td>Office of the City Clerk</td>
</tr>
<tr>
<td></td>
<td>3. Title:</td>
<td>Legislative Services Rep. II</td>
</tr>
<tr>
<td></td>
<td>4. Date:</td>
<td>September 4, 2007</td>
</tr>
</tbody>
</table>

TO CHIEF ACCOUNTANT, ACCOUNTING DIVISION, FINANCE DEPARTMENT

<table>
<thead>
<tr>
<th>ISSUE FROM</th>
<th>5. Name:</th>
<th>Florida Institute of Government at FSU</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>6. Address:</td>
<td>325 John Knox Road, Bldg. 300 Tallahassee, FL 32303</td>
</tr>
</tbody>
</table>

DESCRIPTION OF ITEM(S) TO BE PAID

<table>
<thead>
<tr>
<th>ACCOUNT CODE/ SUBSIDIARY NO.</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>00001.121000.121000.0000.0000</td>
<td>$269.00</td>
</tr>
</tbody>
</table>

Conference Registration fee for 2007 Florida Ethics and Attorney General's Sunshine Summit to be attended by Priscilla A. Thompson on September 26 - 28, 2007 in Orlando, FL.

Note: Please submit attached registration form with payment.

10. Check Distribution: [ ] Mail Direct to Vendor [ ] Return to Department

11. TOTAL PAYMENT $269.00

12. Approved: [ ]

FOR FINANCE USE ONLY

Vendor No: 
Check No: 
Date: 

FOR REQUESTING DEPARTMENT USE ONLY

Batch No: 
Pre-encumbered By: 
Date: 

Control Number DP-96823
Confirmation

Expense report number IEX18299 for 879.88 has been submitted to Hernandez, Pedro G for approval.

Expense Report IEX18299

Hint: Use your browser navigation to exit the printable page view of this page.

Submission Instructions

For Regular Expense Reports:
* To send required receipts to Accounts Payable, print this page and attach all required receipts.
* Make a photocopy of this page and the receipts for your records.
* Place this page and the original receipts in an interoffice envelope, and send to Accounts Payable.

Your manager (or specified approver) will be notified requesting approval for this expense report. Upon approval, a notification will be sent to you and Accounts Payable. This expense report will be paid after it has been approved, and Accounts Payable verifies the receipts.

For P-Card Expense Reports:
* Print this page and attach all original receipts/invoices/back-up documents and submit to the P-Card Administrator. Please ensure that you make copies for your records of all documents submitted.
Your manager or specified approver will be notified via e-mail requesting approval for this p-card expense report. Once the report is approved electronically by all of the approvers in your department's hierarchy, it will be routed to the P-Card Administrator. Said person will make the final review and approval of this report before it is posted for payment.

General Information

Name: Thompson, Priscilla
Angelena (14137)
Cost Center: 121000
Purpose: Florida Ethics and Attorney General Sunshine Summit - Travel Reimbursement for Priscilla A. Thompson (please note this expense needs to be charged to FY2007 budget)
Approver: Hernandez, Pedro G

Expense Details

Weekly Summary

Approval Notes [0]

Business Expenses

Cash Expenses

<table>
<thead>
<tr>
<th>Date</th>
<th>Receipt Exchange Expense Amount</th>
<th>Rate Type</th>
<th>Justification Name</th>
<th>Merchant Project</th>
<th>Task</th>
<th>Award</th>
<th>Receipt Receipt Status</th>
<th>Required</th>
<th>Missing</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/25/2007</td>
<td>0.00 USD</td>
<td>1 Hotel Internet Service</td>
<td>Hotel expenses for conference 9/25 - 9/27</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>09/25/2007</td>
<td>52.14 USD</td>
<td>1 Hotel Taxes</td>
<td>Hotel expenses for conference 9/25 - 9/27</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>09/25/2007</td>
<td>4.17 USD</td>
<td>1 Other (w/description)</td>
<td>OCCC Fee</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>09/25/2007</td>
<td>417.00 USD</td>
<td>1 Room</td>
<td>Hotel expenses for</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Expense Report IEX18299

<table>
<thead>
<tr>
<th>Date</th>
<th>USD</th>
<th>Description</th>
<th>Charge Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/25/2007</td>
<td>0.00</td>
<td>1 Telephone</td>
<td>Conference expenses for 9/25 - 9/27</td>
</tr>
<tr>
<td>09/28/2007</td>
<td>13.42</td>
<td>Lunch</td>
<td>Per diem lunch using Runzheimer rate</td>
</tr>
<tr>
<td>09/25/2007</td>
<td>26.50</td>
<td>1 Parking &amp; Tolls</td>
<td>SunPass tolls to and from conference</td>
</tr>
<tr>
<td>09/25/2007</td>
<td>20.00</td>
<td>1 Tips</td>
<td>Per diem tips for 4 days (9/25 - 9/28)</td>
</tr>
<tr>
<td>09/26/2007</td>
<td>25.92</td>
<td>1 Breakfast</td>
<td>Per diem breakfast for 2 days (9/26 - 9/27)</td>
</tr>
<tr>
<td>09/25/2007</td>
<td>94.71</td>
<td>1 Dinner</td>
<td>Per diem dinner for 3 days (9/25 - 9/27)</td>
</tr>
</tbody>
</table>

#### Mileage Expenses

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
<th>Type</th>
<th>Justification</th>
<th>Project</th>
<th>Task</th>
<th>Award</th>
<th>Mileage</th>
<th>Distance</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/25/2007</td>
<td>09/25/2007</td>
<td>Mileage</td>
<td>Mileage from City Hall to Florida Ethics &amp; Attorney General Sunshine Summit</td>
<td></td>
<td></td>
<td>233</td>
<td>0.485</td>
<td>(Miles)</td>
<td></td>
</tr>
<tr>
<td>09/28/2007</td>
<td>09/28/2007</td>
<td>Mileage</td>
<td>Mileage to City Hall from Florida Ethics &amp; Attorney General Sunshine Summit</td>
<td></td>
<td></td>
<td>233</td>
<td>0.485</td>
<td>(Miles)</td>
<td></td>
</tr>
</tbody>
</table>

#### Total

*Note: All calculations and details are hypothetical and for demonstration purposes.*
City of Miami

TRAVEL REIMBURSEMENT REQUEST

REFERENCE: City of Miami Labor / Management Policy Nos. 1.77 and 2.85

INSTRUCTIONS:
1. This form must be preceded by the Travel Expense Approval Form.
2. Manager's approval is required if 2 or more out of state trips are taken in the same FY.
3. Attach all applicable receipts with this form or page from "RUNzheimer".
4. Car mileage will be determined by Labor Relations.

TRAVELER

1. Travel Expense Approval No. N/A
2. This request is for: ☐ Employee ☐ Other (Specify)
3. Name: Priscilla A. Thompson
4. Title: City Clerk
5. Department: Office of the City Clerk
6. Division: N/A
7. Mailing Address (Applicant): 3500 Pan American Drive, Miami, FL 33133

TRAVEL DATA

6. Purpose of Travel: Florida Ethics & Attorney General Sunshine Summit
9. Destination:
From: Miami, FL
To: Orlando, FL
11. Date of Departure: Sep 25, 2007
12. Date of Return: Sep 28, 2007
13. Charge to Account Code:
00001, 121000, 540000, 0000, 0000

TRANSPORTATION

14. Fare (City's Agent) ☐ Yes ☐ No
15. Other Agent, please explain:
16. Car Mileage: 466.00 miles, 0.485 cents
$226.02
17. Hotel Room
$473.31
18. Total Transportation/Hotel Expenses: $699.33

B/C MEAL EXPENSES

$25.92
20. Lunch (Noted): 1 x $13.42
$13.42
21. Dinner (Noted): 3 x $31.57
$94.71
22. Total Meal Expenses: $134.05

23. If the above travel, hotel or meal costs represent more than one person, or any extraordinary circumstances, please explain:

24. Registration
$269.00
25. Parking and Tolls
$26.50
26. Taxi or Limousine Service
$0.00
27. Car Rental
$0.00
28. Tips (lunch, parking, bellhop, housekeeping) Receipts required if total tips exceed 5% per day.
$20.00
29. Misc. Expenses (Reimburse): 
$0.00
30. Total Other Expenses: $315.50

31. Total Travel Expenses (Sum of lines 18, 22 and 24): $1,114.88
32. Amount Advanced (if applicable):
NOTE: Subtract line 22 from line 31. If amount is positive, complete line 33. If negative, complete line 24
33. Net Amount Due to Traveler
$879.88
34. Funds Overpaid by City
$0.00

EXPENSES REFUNDS

CERTIFICATION BY TRAVELER

Priscilla A. Thompson
Signature of Requester
11-5-07

APPROVALS

City Manager/Designee
Date

Department Finance/Designee
Date

Labor Relations Use Only (Mileage)
<table>
<thead>
<tr>
<th>Major / Minor</th>
<th>FY 2007 Item Amount</th>
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<tr>
<td>00100.220101.6330.28712</td>
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<td></td>
</tr>
<tr>
<td>00100.220101.6330.28712</td>
<td>$94,819 Elections Advertising for 2007 General Election - District 1, 2, &amp; 4 ::: Elections Advertising for 2007 General Election - District 1, 2, &amp; 4 to include required advertising and supplemental advertising in community based newspapers</td>
<td></td>
</tr>
<tr>
<td>00100.220101.6330.41012</td>
<td>$2,190 National Forum for Black Public Administrators ::: National Forum for Black Public Administrators to be held in Phoenix Arizona to be attended by one member of the City Clerk's staff April 2007 for the purpose of professional development ($1,500 Hotel &amp; Airfare, $300 Registration, $390 Per Diem and Tips)</td>
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<td>$800 Online Records Certification Courses ::: Online Records Certification Courses for the Office of the City Clerk</td>
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<td>$1,050 Florida State Association of Supervisors of Elections Conference ::: Florida State Association of Supervisors of Elections Conference to be attended by a representative of the Office of the City Clerk (Estimate based on 5% increase over FY 2006 cost)</td>
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<tr>
<td>00100.220101.6330.41012</td>
<td>$5,690 ARMA International Annual Conference - San Antonio, Texas October 2006 ::: ARMA International Annual Conference - San Antonio, Texas October 2006 to be attended by two members of the City Clerk's Staff ($950 Registration Fee, $1500 Hotel &amp; Airfare, $315 Per Diem and Tips, $80 Transportation)</td>
<td></td>
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<tr>
<td>00100.220101.6330.41012</td>
<td>$1,500 Grant Writing Seminar ::: Grant Writing Seminar to be attended by 1 member of the City Clerk's Staff (Estimate based on 5% increase over FY 2006 cost)</td>
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<tr>
<td>00100.220101.6330.41012</td>
<td>$3,672 Florida Association of City Clerk's Career Institute ::: Florida Association of City Clerk's Career Institute to be attended by 3 members of the City Clerk's Staff October 2006 (Estimate based on 5% increase over FY 2005)</td>
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</tr>
<tr>
<td>00100.220101.6330.41012</td>
<td>$2,205 International Institute of Municipal Clerk's ::: International Institute of Municipal Clerk's Conference to be attended by the City Clerk May 2007 ($1,500 Hotel &amp; Airfare, $315 Registration, $390 Per Diem and Tips)</td>
<td></td>
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</tbody>
</table>

Budgeted Palm Beach Gardens Travel
City of Miami  
REQUEST FOR DIRECT PAYMENT

INSTRUCTION: Please attach all the original documents related to expenditures, i.e., receipts, bills, invoices, etc.

FROM  
1. Name: Julia D. Hernandez  
2. Department: Office of the City Clerk  
3. Title: Legislative Services Rep. II  
4. Date: April 27, 2007  

TO  
CHIEF ACCOUNTANT, ACCOUNTING DIVISION, FINANCE DEPARTMENT

5. Name: Priscilla A. Thompson  
6. Address: 3500 Pan American Drive  
             Miami, FL 33133

DESCRIPTION OF ITEM(S) TO BE PAID  

<table>
<thead>
<tr>
<th>ACCOUNT CODE/</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUBSIDIARY NO.</td>
<td></td>
</tr>
<tr>
<td>00001.121000</td>
<td>$355.36</td>
</tr>
<tr>
<td>540000.0000.0000</td>
<td></td>
</tr>
</tbody>
</table>

7. Pay for cost of hotel while attending 2007 Annual Florida Association of City Clerks conference in Palm Beach Gardens, Fl.  
Hotel confirmation attached.

10. Check Distribution:  
   - [ ] Mall Direct to Vendor  
   - [X] Return to Department

11. TOTAL PAYMENT: $575.36

12. Approved:  
   Department Director/Designee: [Signature]  
   Date: 4/27/07

   Approved:  
   Finance/City Manager: [Signature]  
   Date: 

FOR FINANCE USE ONLY  
Vendor No: Check No: Date: 

FOR REQUESTING DEPARTMENT USE ONLY  
Batch No: Pre-encumbered By: Date:  

Control Number: DP- 96820

Distribution: White and Canary copies to Expenditure Control and retain Pink copy.
Confirmation
Expense report number IEX13892 for 575.36 has been submitted to Hernandez, Pedro G for approval.

Expense Report IEX13892
Hint: Use your browser navigation to exit the printable page view of this page.

Submission Instructions
For Regular Expense Reports:
* To send required receipts to Accounts Payable, print this page and attach all required receipts.
* Make a photocopy of this page and the receipts for your records.
* Place this page and the original receipts in an interoffice envelope, and send to Accounts Payable.

Your manager (or specified approver) will be notified requesting approval for this expense report. Upon approval, a notification will be sent to you and Accounts Payable. This expense report will be paid after it has been approved, and Accounts Payable verifies the receipts.

For P-Card Expense Reports:
* Print this page, attach all required receipts, and submit them to your Approver.
* Make a photocopy of this page and the receipts for your records.

Your manager (or specified approver) will be notified electronically requesting approval for this P-Card expense report. Upon receipt of all documentation, your manager (or specified approver) will review all the receipts and approve all transactions electronically. A message will be sent to you and the P-Card Administrator once the transactions are approved.

This P-Card expense report will be paid by the Finance Department after it has been approved and all receipts are submitted to the P-Card Administrator.

General Information

Name Thompson, Priscilla Angelena (14137)
Expense Dates 06/10/2007 - 05/10/2007
Cost Center 121000
Purpose Reimbursement of Hotel Cost for FACC Conference in Palm Beach Gardens, FL
Approver Hernandez, Pedro G

Expense Details
Weekly Summary Approval Notes [0]

Business Expenses
Cash Expenses

<table>
<thead>
<tr>
<th>Date</th>
<th>Receipt Exchange Expense Amount</th>
<th>Rate Type</th>
<th>Merchant</th>
<th>Project</th>
<th>Task</th>
<th>Award</th>
<th>Receipt Require</th>
</tr>
</thead>
<tbody>
<tr>
<td>05/10/2007</td>
<td>575.36 USD</td>
<td>1 Miscellaneous for FACC Conference / June 9-12, 2007</td>
<td>Hotel Stay</td>
<td></td>
<td></td>
<td></td>
<td>Yes</td>
</tr>
</tbody>
</table>

Confimation

Expense report number IEX14939 for 274.08 has been submitted to Hernandez, Pedro G for approval.

Expense Report IEX14939
Hint: Use your browser navigation to exit the printable page view of this page.

Submission Instructions
For Regular Expense Reports:
* To send required receipts to Accounts Payable, print this page and attach all required receipts.
* Make a photocopy of this page and the receipts for your records.
* Place this page and the original receipts in an interoffice envelope, and send to Accounts Payable.

Your manager (or specified approver) will be notified requesting approval for this expense report. Upon approval, a notification will be sent to you and Accounts Payable. This expense report will be paid after it has been approved, and Accounts Payable verifies the receipts.

For P-Card Expense Reports:
* Print this page, attach it to your Commercial Card Statement (P-Card Statement from PaymentNet) and all receipts and submit to the P-Card Administrator. Please ensure that you make copies for your records of all documents submitted.
* Make a photocopy of this page and the receipts for your records.

Your manager or specified approver will be notified via e-mail requesting approval for this p-card expense report. Once the report is approved electronically by all of the approvers in your department’s hierarchy, it will be routed to the P-Card Administrator. Said person will make the final review and approval of this report before it’s posted for payment.

General Information

Name: Thompson, Priscilla Angelena
Receipts Status: Required
Report Submit Date: 07/02/2007
Attachments: None
Report Total: 274.08 USD
Reimbursement Amount: 274.08 USD

Expense Dates:
06/09/2007 - 06/13/2007
Cost Center: 121000
Purpose: Reimbursement for FACC Annual Conference - Palm Beach Gardens, FL
Approver: Hernandez, Pedro G

Expense Details
Weekly Summary Approval Notes [0]

Business Expenses
Cash Expenses

<table>
<thead>
<tr>
<th>Date</th>
<th>Receipt Exchange Expense Amount</th>
<th>Rate Type</th>
<th>Merchant Project Name</th>
<th>Project Number</th>
<th>Task Name</th>
<th>Task Number</th>
<th>Award Number</th>
<th>Receipt Type</th>
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</thead>
<tbody>
<tr>
<td>06/10/2007</td>
<td>13.34 USD</td>
<td>1 Breakfast</td>
<td>Runzheimer Rate for Palm Beach Gardens, FL</td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>06/11/2007</td>
<td>13.34 USD</td>
<td>1 Breakfast</td>
<td>Runzheimer Rate for Palm Beach Gardens, FL</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

06/12/2007 13.34 1 Breakfast
Runzheimer Rate for Palm Beach Gardens, FL
13.34 1 Breakfast
Runzheimer Rate for Palm Beach Gardens, FL
06/10/2007 14.09 1 Lunch
Runzheimer Rate for Palm Beach Gardens, FL
06/11/2007 14.09 1 Lunch
Runzheimer Rate for Palm Beach Gardens, FL
06/12/2007 14.09 1 Lunch
Runzheimer Rate for Palm Beach Gardens, FL
06/13/2007 14.09 1 Lunch
Runzheimer Rate for Palm Beach Gardens, FL
06/10/2007 30.49 1 Dinner
Runzheimer Rate for Palm Beach Gardens, FL
06/13/2007 30.49 1 Dinner
Runzheimer Rate for Palm Beach Gardens, FL
06/09/2007 5.00 1 Other (w/description)
Miscellaneous Tips for USD (w/description) Services
6.60 1 Parking & Tolls
Tolls

Mileage Expenses

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
<th>Type</th>
<th>Justification</th>
<th>Project Task</th>
<th>Award</th>
<th>Trip Mileage Number</th>
<th>Number</th>
<th>Number</th>
<th>Distance</th>
<th>Rate</th>
</tr>
</thead>
</table>
| 06/09/2007 | 06/09/2007 | Mileage | Mileage to Conference - 400 Avenue of

<table>
<thead>
<tr>
<th>Expense Details</th>
<th>Weekly Summary</th>
<th>Approval Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Champions, Palm Beach Gardens, FL</td>
<td>Mileage from Conference - 8700 NW 14th Avenue, Miami, FL</td>
<td></td>
</tr>
<tr>
<td>06/13/2007 06/13/2007 Mileage</td>
<td>74 0.485 Miles</td>
<td>Total</td>
</tr>
<tr>
<td>Copyright (c) 2005, Oracle. All rights reserved.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Transaction/Meals</th>
<th>Amount</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>18. Car Mileage</td>
<td>$485.00</td>
<td>Mileage Allowance for 1234 miles at 40 cents per mile.</td>
</tr>
<tr>
<td>19. Breakfast</td>
<td>$53.36</td>
<td>4 x 13.34</td>
</tr>
<tr>
<td>20. Lunch</td>
<td>$56.36</td>
<td>4 x 14.09</td>
</tr>
<tr>
<td>21. Dinner</td>
<td>$60.98</td>
<td>2 x 30.49</td>
</tr>
<tr>
<td>22. Total Meal Expenses</td>
<td>$170.10</td>
<td></td>
</tr>
<tr>
<td>23. Other Expenses</td>
<td>$31.60</td>
<td></td>
</tr>
<tr>
<td>24. Registration</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>25. Parking and Tolls</td>
<td>$6.60</td>
<td></td>
</tr>
<tr>
<td>26. Taxi or Limousine Service</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>27. Car Rental</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>28. Tips (Bellhop, Housekeeping)</td>
<td>$25.00</td>
<td>Receipts submitted if total tips exceed $6 per day.</td>
</tr>
<tr>
<td>29. Misc. Expenses (Bar tabs)</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>30. Total Other Expenses</td>
<td>$31.60</td>
<td></td>
</tr>
<tr>
<td>31. Total Travel Expenses (sum of lines 18, 22 and 30)</td>
<td>$849.39</td>
<td></td>
</tr>
<tr>
<td>32. Amount Advanced (if applicable)</td>
<td>$575.36</td>
<td></td>
</tr>
<tr>
<td>33. Net Amount Due to Traveler</td>
<td>$274.03</td>
<td></td>
</tr>
<tr>
<td>34. Funds Overpaid by City</td>
<td>$0</td>
<td></td>
</tr>
</tbody>
</table>

**Certification by Traveler**

Priscilla A. Thompson

**Signature of Traveler**

7/12/07

**Department Director/Designee**

City Manager/Designee

**Date**

**Date**

**Labor Relations Use Only (Mileage)**

Labor Relations Use Only (Mileage)
## Budgeted Tampa Travel

<table>
<thead>
<tr>
<th>Major / Minor</th>
<th>FY 2007 Item Amount</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>00100.220101.6330.28712</td>
<td>$34,604</td>
<td>Supplemental Advertising: Supplemental advertising in community based newspapers for public hearings per City Commission resolution.</td>
</tr>
<tr>
<td>00100.220101.6330.28712</td>
<td>$34,819</td>
<td>Elections Advertising for 2007 General Election - District 1, 2, &amp; 4: Elections Advertising for 2007 General Election - District 1, 2, &amp; 4 to include required advertising and supplemental advertising in community based newspapers.</td>
</tr>
<tr>
<td>00100.220101.6330.41012</td>
<td>$27,417</td>
<td></td>
</tr>
<tr>
<td>00100.220101.6330.41012</td>
<td>$2,190</td>
<td>National Forum for Black Public Administrators: National Forum for Black Public Administrators to be held in Phoenix, Arizona to be attended by one member of the City Clerk's staff April 2007 for the purpose of professional development ($1,500 Hotel &amp; Airfare, $300 Registration, $390 Per Diem and Tips).</td>
</tr>
<tr>
<td>00100.220101.6330.41012</td>
<td>$3,500</td>
<td>Professional Development: Professional Development for City Clerk's staff to include continuing education, seminars and conferences for the purpose of developing specialized skills required in the City Clerk's Office and achieving goals.</td>
</tr>
<tr>
<td>00100.220101.6330.41012</td>
<td>$800</td>
<td>Online Records Certification Courses: Online Records Certification Courses for the Office of the City Clerk.</td>
</tr>
<tr>
<td>00100.220101.6330.41012</td>
<td>$6,810</td>
<td>Florida Association of City Clerk's Annual Conference: Florida Association of City Clerk's Annual Conference to be attended by 3 members of the City Clerk's Staff June 2007 (Estimate based on 5% increase over FY 2006 cost).</td>
</tr>
<tr>
<td>00100.220101.6330.41012</td>
<td>$1,050</td>
<td>Florida State Association of Supervisors of Elections Conference: Florida State Association of Supervisors of Elections Conference to be attended by a representative of the Office of the City Clerk (Estimate based on 5% increase over FY 2006 cost).</td>
</tr>
<tr>
<td>00100.220101.6330.41012</td>
<td>$5,690</td>
<td>ARMA International Annual Conference - San Antonio, Texas October 2006: ARMA International Annual Conference - San Antonio, Texas October 2006 to be attended by two members of the City Clerk's Staff ($950 Registration Fee, $1500 Hotel &amp; Airfare, $315 Per Diem and Tips, $80 Transportation).</td>
</tr>
<tr>
<td>00100.220101.6330.41012</td>
<td>$1,500</td>
<td>Grant Writing Seminar: Grant Writing Seminar to be attended by 1 member of the City Clerk's Staff (Estimate based on 5% increase over FY 2006 cost).</td>
</tr>
<tr>
<td>00100.220101.6330.41012</td>
<td>$3,672</td>
<td>Florida Association of City Clerk's Career Institute: Florida Association of City Clerk's Career Institute to be attended by 3 members of the City Clerk's Staff October 2006 (Estimate based on 5% increase over FY 2006).</td>
</tr>
<tr>
<td>00100.220101.6330.41012</td>
<td>$2,205</td>
<td>International Institute of Municipal Clerks' Conference: International Institute of Municipal Clerks' Conference to be attended by the City Clerk May 2007 ($1,500 Hotel &amp; Airfare, $315 Registration, $390 Per Diem and Tips).</td>
</tr>
</tbody>
</table>
Expense report number IEX10801 for 648.53 has been submitted to Conway, Mary H for approval.

Expense Report IEX10801

Submission Instructions
For Regular Expense Reports:
* To send required receipts to Accounts Payable, print this page and attach all required receipts.  
* Make a photocopy of this page and the receipts for your records. 
* Place this page and the original receipts in an interoffice envelope, and send to Accounts Payable.

Your manager (or specified approver) will be notified requesting approval for this expense report. Upon approval, a notification will be sent to you and Accounts Payable. This expense report will be paid after it has been approved, and Accounts Payable verifies the receipts.

For P-Card Expense Reports:
* Print this page, attach all required receipts, and submit them to your Approver. 
* Make a photocopy of this page and the receipts for your records.

Your manager (or specified approver) will be notified electronically requesting approval for this P-Card expense report. Upon receipt of all documentation, your manager (or specified approver) will review all the receipts and approve all transactions electronically. A message will be sent to you and the P-Card Administrator once the transactions are approved.

This P-Card expense report will be paid by the Finance Department after it has been approved and all receipts are submitted to the P-Card Administrator.

General Information
Name: Thompson, Priscilla Angelena
(14137)
Cost Center: 121000
Purpose: Travel
Reimbursement for Priscilla A. Thompson
Approver: Conway, Mary H

Expense Details
Weekly Summary
Approval Notes [0]

Business Expenses
Cash Expenses

<table>
<thead>
<tr>
<th>Date</th>
<th>Rate</th>
<th>Description</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/11/2006</td>
<td>16.01</td>
<td>Breakfast</td>
<td>Rate for Tampa, FL</td>
</tr>
<tr>
<td>10/11/2006</td>
<td>13.80</td>
<td>Lunch</td>
<td>Runzheimer Rate for Tampa, FL</td>
</tr>
<tr>
<td>10/11/2006</td>
<td>34.76</td>
<td>Dinner</td>
<td>Runzheimer Rate for Tampa, FL</td>
</tr>
<tr>
<td>10/12/2006</td>
<td>16.01</td>
<td>Breakfast</td>
<td>Runzheimer Rate for Tampa, FL</td>
</tr>
<tr>
<td>10/12/2006</td>
<td>34.76</td>
<td>Dinner</td>
<td>Runzheimer Rate for Tampa, FL</td>
</tr>
<tr>
<td>10/13/2006</td>
<td>16.01</td>
<td>Breakfast</td>
<td>Runzheimer Rate for Tampa, FL</td>
</tr>
<tr>
<td>10/13/2006</td>
<td>13.80</td>
<td>Lunch</td>
<td>Runzheimer Rate for Tampa, FL</td>
</tr>
<tr>
<td>10/11/2006</td>
<td>12.40</td>
<td>Parking &amp; Tolls</td>
<td>Travel from Miami to Tampa</td>
</tr>
<tr>
<td>10/13/2006</td>
<td>12.40</td>
<td>Parking &amp; Tolls</td>
<td>Travel from Tampa to Miami</td>
</tr>
<tr>
<td>10/11/2006</td>
<td>5.00</td>
<td>Tips</td>
<td>Daily Allowance</td>
</tr>
<tr>
<td>10/12/2006</td>
<td>5.00</td>
<td>Tips</td>
<td>Daily Allowance</td>
</tr>
<tr>
<td>10/13/2006</td>
<td>5.00</td>
<td>Tips</td>
<td>Daily Allowance</td>
</tr>
<tr>
<td>10/11/2006</td>
<td>125.10</td>
<td>Miscellaneous</td>
<td>Hotel Room</td>
</tr>
<tr>
<td>10/11/2006</td>
<td>7.51</td>
<td>Hotel Taxes</td>
<td>Florida Sales Tax</td>
</tr>
<tr>
<td>10/11/2006</td>
<td>1.25</td>
<td>Hotel Taxes</td>
<td>Seminole County Tax</td>
</tr>
<tr>
<td>10/11/2006</td>
<td>3.75</td>
<td>Hotel Taxes</td>
<td>Florida Resort Tax</td>
</tr>
<tr>
<td>10/12/2006</td>
<td>98.10</td>
<td>Miscellaneous</td>
<td>Hotel Room</td>
</tr>
<tr>
<td>10/12/2006</td>
<td>5.89</td>
<td>Hotel Taxes</td>
<td>Florida Sales Tax</td>
</tr>
<tr>
<td>10/12/2006</td>
<td>0.98</td>
<td>Hotel Taxes</td>
<td>Seminole County Tax</td>
</tr>
<tr>
<td>10/12/2006</td>
<td>2.94</td>
<td>Hotel Taxes</td>
<td>Florida Resort Tax</td>
</tr>
</tbody>
</table>

**Mileage Expenses**

Start Date | End Date | Type | Project | Task | Award | Trip | Mileage | Rate
---|---|---|---|---|---|---|---|---

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Mileage</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/11/2006</td>
<td>Conference in Tampa</td>
<td>245</td>
<td>0.445</td>
</tr>
<tr>
<td>10/13/2006</td>
<td>Travel from FACC Conference in</td>
<td>245</td>
<td>0.445</td>
</tr>
</tbody>
</table>
<pre><code>                                  | Tampa   |         |      |
</code></pre>

**Total**
City of Miami
TRAVEL REIMBURSEMENT REQUEST

REFERENCE: City of Miami Labor / Management Policy Nos. 1-77 and 2-86.

NOTIONS:
1. This form must be preceded by the Travel Expense Approval Form.
2. Manager's approval is required if 2 or more of the same trip are taken in the same FY.
3. Attach all applicable receipts with this form or page in a "TALLY SHEET".
4. Our mileage will be determined by Labor Relations.

1. Travel Expense Approval No.
2. This request is for:
   - [ ] Employee [ ] Other Category:
3. Name: Priscilla Thompson
4. Title: City Clerk
5. Department: City Clerk's Office
6. Division:
7. Mailing Address (Applicant):
   3600 Pan American Drive, Miami, FL 33133

8. Purpose of Travel:
9. Destination:
   - From: Miami
   - To: Orlando
10. Conference Details:
    - Dates: 10/11/06 to 10/13/06
11. Date of Departure: 10/11/06
12. Date of Return: 10/13/06
13. Change to Account Code(s):
    - 0001

TRAVEL

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Rate</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>14.</td>
<td>Car Mileage</td>
<td>490 miles</td>
<td>$ 218.06</td>
</tr>
<tr>
<td>15.</td>
<td>Hotel Room</td>
<td>245.54</td>
<td></td>
</tr>
<tr>
<td>16.</td>
<td>Total Transportation/Hotel Expenses</td>
<td>$ 463.57</td>
<td></td>
</tr>
</tbody>
</table>

MEALS

<table>
<thead>
<tr>
<th>Meal</th>
<th>Description</th>
<th>Rate</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>17.</td>
<td>Breakfast</td>
<td>3 x $16.00</td>
<td>$ 48.00</td>
</tr>
<tr>
<td>18.</td>
<td>Lunch</td>
<td>2 x $11.50</td>
<td>$ 23.00</td>
</tr>
<tr>
<td>19.</td>
<td>Dinner</td>
<td>2 x $9.75</td>
<td>$ 19.50</td>
</tr>
<tr>
<td>20.</td>
<td>Total Meal Expenses</td>
<td>$ 80.55</td>
<td></td>
</tr>
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</table>

OTHER EXPENSES

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Rate</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>21.</td>
<td>Registration</td>
<td></td>
<td>$ 0.00</td>
</tr>
<tr>
<td>22.</td>
<td>Parking and Tolls</td>
<td></td>
<td>$ 24.30</td>
</tr>
<tr>
<td>23.</td>
<td>Tax or Limousine Service</td>
<td></td>
<td>$ 0.00</td>
</tr>
<tr>
<td>24.</td>
<td>Car Rental</td>
<td></td>
<td>$ 0.00</td>
</tr>
<tr>
<td>25.</td>
<td>Tips (Car, taxi, hotel, housekeeping)</td>
<td></td>
<td>$ 15.00</td>
</tr>
<tr>
<td>26.</td>
<td>Miscellaneous Expenses (Tally Sheet)</td>
<td></td>
<td>$ 0.00</td>
</tr>
<tr>
<td>27.</td>
<td>Total Other Expenses</td>
<td></td>
<td>$ 39.30</td>
</tr>
</tbody>
</table>

TRAVEL REIMBURSEMENT REQUEST

31. Total Travel Expenses (sum of lines 14, 15, 16, 17, 18, 19, 21, 22, 24-31) | $ 648.52 |

32. Amount Advanced (if applicable) | $ 0.00 |

33. Net Amount Due to Traveler | $ 648.52 |

34. Funds Disbursed by City | $ 0.00 |

35. I certify that expenses claimed above were paid by me, are true and correct and in accordance with Labor Management Policy Nos. 1-77 and 2-86.

Department Manager/Designee: 
Date: 10/13/06

City Manager/Designee: 
Date: 

Labor Relations Use Only (Mileage): 

Department Finance/Designee: 
Date: 

Distribution: [ ] Finance Department, [ ] Division [ ] Department.
We have it recorded, so all you need to do is put it down on your application.

Jennifer Ward
Education Analyst
IIMC
8331 Utica Ave., Suite 200
Rancho Cucamonga, CA 91730
Ph: (909) 944-4162
Fax: (909) 944-8545
www.iimc.com

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Priscilla A. Thompson, CMC
City Clerk
(305) 250-5370
fax (305) 858-1610

Will I receive some sort of certificate or other written document showing the award of points or do you have this information recorded in your records for me?
The points that were awarded for the 2007 Study Abroad program were 4 CMC Experience points or 4 MMC Professional and Social Contributions points.

Jennifer Ward
Education Analyst
IIMC
8331 Utica Ave., Suite 200
Rancho Cucamonga, CA 91730
Ph: (909) 944-4162
Fax: (909) 944-8545
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From: Thompson, Priscilla [mailto:PThompson@miamigov.com]
Sent: Monday, September 21, 2009 1:40 PM
To: Jennifer Ward
Subject: RE: IIMC 1st Study Abroad Program To Take Place!

Thanks I appreciate your assistance.

Priscilla A. Thompson, CMC
City Clerk
(305) 250-5370
fax (305) 858-1610

From: Jennifer Ward [mailto:jward@iimc.com]
Sent: Monday, September 21, 2009 4:38 PM
To: Thompson, Priscilla
Subject: RE: IIMC 1st Study Abroad Program To Take Place!

Priscilla:

I need to look for this information and get back to you.

Jennifer Ward
Education Analyst
IIMC
8331 Utica Ave., Suite 200
Rancho Cucamonga, CA 91730
Ph: (909) 944-4162
Fax: (909) 944-8545
www.iimc.com
Priscilla:

Dr. Eftekhari has reviewed your essays and you have passed. Your certificates of completion are attached.

He stated that you wrote a good essay.

Best regards,

Jennifer Ward
Education Analyst
IIMC
8331 Utica Ave., Suite 200
Rancho Cucamonga, CA 91730
Ph: (909) 944-4162
Fax: (909) 944-8545

62nd Annual Conference
Atlanta, GA
Georgia On My Mind – Achieving Global Excellence
www.iimc.com

"Learning is a treasure that will follow its owner everywhere."
-- Chinese Proverb

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61st Annual Conference, New Orleans, Louisiana

This certifies that

Priscilla Thompson, CMC


Mohammad Eftekhari, Ph.D.
Director of Education and Research

CMC/MMCA: 3 points
Recertification: 6 hours
Priscilla:

Dr. Eftekhari has reviewed your essay and you have passed. Your certificate of completion is attached.

He stated that you wrote a good outline of the session and have a thorough understanding of the subject matter and the premise of the Academy Session. You related the subject matter to professional experiences and that you transformed the information into useful knowledge for day-to-day use.

If you took another Academy course at the conference and are waiting for the certificate, it will be sent to you in a separate message.

Best regards,

Jennifer Ward
Education Analyst
IIMC
8331 Utica Ave., Suite 200
Rancho Cucamonga, CA 91730
Ph: (909) 944-4162
Fax: (909) 944-8545

62nd Annual Conference
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INTERNATIONAL INSTITUTE OF MUNICIPAL CLERKS

61st Annual Conference, New Orleans, Louisiana

This certifies that

Priscilla Thompson, CMC

completed the Ethics, Values and Dilemmas in Public Service Master Municipal Clerk Academy on May 22, 2007.

Mohammad Eftekhar, Ph.D.
Director of Education and Research

CMC/MMCA: 3 points
Recertification: 6 hours
CERTIFICATE OF ATTENDANCE

2007 Florida Ethics Conference and the Attorney General's Sunshine Summit
Eligible for 2 CMC Credit hours or 2 MMC Credit hours

Awarded to

Priscilla A. Thompson

conducted by the
John Scott Dailey Florida Institute of Government
at Florida State University

September 28, 2007
Florida Association of City Clerks

Certifies That

Priscilla Thompson, CMC

Has Completed 11.5 Hours of Educational Sessions

At the FACC Annual Conference

Presented this 13th Day of June, 2007

[Signature]

FACC President
CERTIFICATE OF COMPLETION

Florida Association of City Clerks
2006 Career Development Institute
Master Municipal Clerk Academy (16 Hours)

Awarded to

Priscilla Thompson

conducted by the
John Scott Dailey Florida Institute of Government
Florida State University

Florida State University

FACC Career Development Institute Director
John Scott Dailey Florida Institute of Government

President
Florida Association of City Clerks
Advanced Education requirements for the MMC candidates who completed one IIMC approved Academy course prior to January 1, 2007. In addition to the following Advanced Education points, these candidates shall obtain 20 Professional and Social Contribution points, and 20 points from the combination of Advanced Education, and Professional and Social Contribution categories.

<table>
<thead>
<tr>
<th>Advanced Education Points (60 points, 120 Academy hours)</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Completion of an IIMC-approved Academy program*</td>
<td>60</td>
</tr>
<tr>
<td>2. Academic credits in a related field earned at an accredited college or university**</td>
<td>3 per 6 hours or 1 day</td>
</tr>
<tr>
<td>3. Certification from another organization relevant to your responsibilities as a Municipal Clerk (Minimum 50 hours of Training)</td>
<td>2 per credit unit</td>
</tr>
<tr>
<td>4. Completion of a professionally related seminar or course at a local resource not approved as an MMCA program</td>
<td>1 per 6 hours or 1 day</td>
</tr>
<tr>
<td>5. Personal accomplishments of educational benefit to the profession</td>
<td>2</td>
</tr>
<tr>
<td>6. Teacher or trainer at an IIMC-recognized Institute or Municipal Clerk Education program</td>
<td>1 per 6 hours of teaching, training/preparation</td>
</tr>
<tr>
<td>7. IIMC Annual Conference education***</td>
<td>4 points for attending the four days of the conference; maximum 20 points</td>
</tr>
</tbody>
</table>

*Two-thirds, 40(60 x 2/3) of the total Advanced Education required for the MMC Designation program may be obtained through distance education. All distance Education shall be pre-approved by the Director of Education and Research.

**Credits from fields of public administration, urban affairs municipal management, political science, records management, municipal finance, governmental accounting, urban planning and personnel administration and others. Education points or hours may not be credited to both CMC and MMCA programs. Points or credits for each level must be earned after achieving the preceding CMC or MMCA level.

*** Starting May 2008, IIMC Annual Conference education points shall be used for either Advanced Education or Professional and Social Contribution points not both. Points used for the MMC designation shall not be used for any other purposes.
Rebuttal of

The City of Miami Office of City Clerk

to the draft audit regarding certain I-Expense transactions

Prepared by

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Rebuttal of the Office of City Clerk

In his audit, the Independent Auditor raises two issues regarding the Office of the City Clerk, neither of which have any merit. First, he questions whether certain out-of-Miami conferences attended by City Clerk Priscilla A. Thompson from 2006 to 2009 “served a public purpose” and, second, whether the Clerk’s attendance at these conference was properly authorized.

Stewardship of the Office of the City Clerk

The Auditor begins his critique by questioning the Office of the City Clerk’s “accountability and good stewardship”. This criticism strays far from the mark. The table below shows the appropriation made by the City Commission for the Office of the City Clerk and the actual amount spent by the Office.

<table>
<thead>
<tr>
<th></th>
<th>Budget</th>
<th>Actual</th>
<th>Balance at Year’s End</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY'03</td>
<td>906,540</td>
<td>868,195</td>
<td>38,345</td>
</tr>
<tr>
<td>FY'04</td>
<td>1,613,302</td>
<td>1,374,153</td>
<td>239,149</td>
</tr>
<tr>
<td>FY'05</td>
<td>1,597,096</td>
<td>1,313,370</td>
<td>283,726</td>
</tr>
<tr>
<td>FY'06</td>
<td>2,036,598</td>
<td>1,813,187</td>
<td>223,411</td>
</tr>
<tr>
<td>FY'07</td>
<td>1,615,386</td>
<td>1,590,894</td>
<td>24,492</td>
</tr>
<tr>
<td>FY'08</td>
<td>1,867,540</td>
<td>1,867,539</td>
<td>1</td>
</tr>
<tr>
<td>FY'09</td>
<td>1,665,789</td>
<td>1,469,296</td>
<td>196,493</td>
</tr>
<tr>
<td>SAVINGS</td>
<td></td>
<td></td>
<td>$1,005,617</td>
</tr>
</tbody>
</table>

From Fiscal Year 2003 to 2009, the Office of the Clerk was able to put into effect efficiencies that permitted it to do more with less, returning more than $1 million to the City treasury. This alone should demonstrate that the Office of the City Clerk is an able “steward” of the public funds entrusted to it.

Curiously, the Auditor admits that all of the continuing education that he now questions was included in the detailed budget documents submitted by the Office of the City Clerk to the City’s Budget Department. Moreover, the Auditor does not question that the City Clerk actually incurred the expenses claimed.

Nevertheless, the Auditor’s report implicitly accuses the Office of the City Clerk of fiscal impropriety, mostly centering on the fact that Ms. Priscilla A. Thompson, the City Clerk, approved the reimbursement of funds that she advanced to attend these educational programs, and did not get the approval of the City Manager. The problem appears to stem from the formwork provided by the City’s General Services Administration and the Auditor’s misunderstanding of the role of the Office of the City Clerk in City government.

The City’s Travel Reimbursement Request Form (FN/AC 204) requires the signature of the person who traveled and the signature of the Department head. There is no question that Ms.

---

1 In Fiscal Year 2008, the City adjusted all City department budgets to their year end actuals.
Thompson signed the Travel Reimbursement Request Forms related to her attendance at each of the educational programs listed in his report. There is also no question that she signed all but one as the head of her department, the Office of City Clerk. Both signatures were provided as required by the Travel Reimbursement Request Form.

The City Charter in Section 49 established the Office of the City Clerk. In accordance with Section 4(e) of the Charter, the City Clerk is elected by a vote of the City Commission, just as the City Attorney is appointed. The City Clerk is directly answerable to the Commission as a collective body and does not fall under the supervision or control of the City Manager. The City Commission, as governing body of the City of Miami, appropriated funds for the continuing education that the Auditor now questions. The Commission’s enactment of the City’s budget, and the budget’s approval by the City Mayor, were all the approval that the City Clerk needed to attend these seminars.

Under the governmental system embodied by the City Charter, the Clerk does not report to the Manager. Therefore, contrary to the assertion of the Auditor, the City Clerk was not required to obtain his approval either before she attended the seminars or after, when she sought reimbursement of expenses already authorized by the Commission.

Nevertheless, each Travel Reimbursement Request Form was provided to the city administration with all of the underlying receipts. Neither the administration nor the Auditor questioned that the amounts requested for reimbursement were actually expended with regard to the specific educational programs.

**The Role of the City Clerk in the City of Miami Government**

The fact that the Auditor questions whether the training seminars attended by the City Clerk served a public purpose appears to arise from his office’s failure to fully understanding of all of the roles and functions that the Office of the City Clerk plays in local government. Just with regard to the City Commission meetings, the Office of the Clerk performs the following functions:

- Attend and record Commission meetings using F1R Gold recording system
- Use Legistar system to record Commission's actions; number and record resolutions and ordinances; mark up and distribute official Commission agenda; transcribe minutes verbatim and distribute same
- Update plasma screen during Commission meetings
- Prepare and administer oaths of office
- Maintain official calendar of Commission, Boards, and Committee meetings
- Receive all personal resumes tendered by individuals seeking appointment to City Boards and/or Committees
- Notify Board and Committee appointees upon being selected by the Commission
• Remit special legislation to Washington, Tallahassee, Miami-Dade County and/or other entities as directed

• Administer, supervise and submit all pertinent legislation (ordinance form only) to be codified

• Update ISYS database on actions taken at Commission meetings (Temporary)

• Attend and participate in Bond validation proceedings before courts of law and sign City bonds

• Maintain custody of City Seal; attest official legislation, documents, and agreements

• Execute documents as Secretary of the Municipal Corporation

The Clerk also serves as the chief election officer of the city, carrying out the following duties under both Florida law and the City Code as they relate to the election of the City Mayor and the City Commissioners:

• Continuous review and upholding of Florida Statue, county ordinances, and City Charter and Code relating to elections laws

• Responsible for the direct supervision of all Municipal Elections (charter amendments, candidates, bond referenda, etc.)

• Review qualification documents and qualify candidates running in City elections

• Attend logic and accuracy testing of tabulation equipment to determine the accuracy of results

• Canvass the presumed invalid absentee ballots

• Prepare all legal notices

• Prepare election information CD-ROMS for candidates

• Review Campaign Treasurer’s reports notification of required amendment and fines levied

• Analyze the geographical system based upon political mapping of demographic data

• Certify and declare election results

• Conduct Advisory Board Elections

• Coordinate, direct and assist with the supervision of the Civil Service Board Elections

• Maintain all City's elections records
• Process all elections related fees

The Clerk of the City of Miami also serves as the **Clerk of the Community Redevelopment Agency**. The duties performed by the Clerk with regard to this function include:

• Attend and record CRA meetings using FTR Gold recording system

• Use Legistar system to record CRA’s actions; number and record resolutions; mark up and distribute official CRA agenda; transcribe minutes verbatim and distribute same

• Update ISYS database on actions taken at CRA meetings (Temporary)

• Maintain custody of CRA Seal; attest documents and agreements

• Execute documents as Secretary of the CRA Board

The City has placed the responsibility for **registering lobbyists** who come before the City Commission and the CRA on the Office of City Clerk, whose duties include:

• Register and maintain lobbyist files

• Collect lobbyist registration fees and fines for violations of the lobbyist code

• Balance and maintain lobbyist registration revenue

• Distribute lobbyist quarterly report to Mayor and City Commission via e-mail

• Ensure that records are updated

• Notify lobbyists of filing requirements and fines related to the Annual Expenditure Report

Each year the City of Miami puts out bids for millions of dollars of contracts for goods and services. The City Clerk’s role in **procurement** includes:

• Schedule, receive, open, read, log, and coordinate routing bids and proposals for appropriate tabulation

• Log and file bids and proposals

• File and maintain all correspondence related to Cone of Silence requirements

• Prepare deposit for bid bond checks received with proposals and forward information to appropriate department.
The City Clerk’s Office has a vital role in research and distributing public information about the City government and its programs to the residents of the City of Miami. Those functions comprise:

- Disseminating information to the public via City’s website, official bulletin boards, Legistar web module and PSA’s
- Advertise official notices as mandated by Florida Statutes and City of Miami Charter and Code
- Handle all public information requests (telephone, written, fax, over-the-counter and electronic)
- Distribute and collect financial disclosure forms; and Real/Corporate Property Disclosure forms
- Reproduce, certify, notarize and research official City records
- Collect and deposit fees received from research request and public information request completed in various formats

Although United States passports are issued by the federal Department of State, the Office of the City Clerk has a federal mandate to act as a gateway for residents who want to apply for a passport. Under law, the Office of the Clerk performs the following functions:

- Continuous review of changes to pertinent passport laws
- Train staff on passport application processing
- Examine applications for completion and laws
- Screen applications for evidence of citizenship
- Takes photos as requested
- Verify all photographs of applicants
- Record identification
- Seal and stamp applications
- Execute and administer the oath of truthfulness
- Collect passport application fees
- Daily processing of passport applications and revenue collected
In carrying out its duties, there are a plethora of **administrative tasks** that the Office of the City Clerk performs, which include:

- Coordinate all personnel matters for the Office of the City Clerk with the Departments of Employee Relations, Finance, Risk Management and the Office of Labor Relations
- Prepare the annual fiscal year budget for the Office of the City Clerk
- Coordinate and oversee all departmental expenditures from the General fund, the Capital Improvement Projects funds and Special Revenue funds
- Analyze and solve all day-to-day administrative problems
- Attest contracts and agreements
- Oversee all matters relating to the departmental payroll process
- Assess the training needs for the City Clerk's staff and coordinate with the Department of Employee Relations to schedule and implement training programs
- Coordinate the implementation and installation of new programs and/or operating systems initiated by other City departments
- Serve as departmental liaison for all computer related technology and software applications
- Analyze existing organizational patterns, work relationships, space utilization and data reporting systems in an effort to anticipate and implement changes for a healthy and more efficient work environment
- File and route copies of subpoenas to the Legal Department and attend court in response to subpoenas
- Enter requisitions, process purchase orders for departmental purchases
- Notarize documents relating to official City business.

Finally, the Office of the Clerk is involved in a number of **special projects**, as shown below:

- Actively seek public/private partnerships and grant funds for projects directly relating to the Office of the City Clerk's storage, retrieval and archival functions
- Conduct research to identify potential revenue producing projects resulting from contracts for services from other governmental agencies
- Actively seek and coordinate special projects beneficial to the Office of the City Clerk, the City of Miami and City of Miami's residents
Draft legislation; meet with state Legislative Officials; consult with City's lobbyist in furtherance of securing adoption of legislation related to the duties and responsibilities of municipal clerks

A determination whether the seminars attended by the City Clerk served a “public purpose” can only be made with a full understanding of the duties and functions of the Office of the City Clerk. As discussed further, the involvement of the City Clerk in the continuing education programs questioned by the Auditor clearly served a vital public purpose.

**Continuing Training Serves a Public Purpose**

The Auditor questions whether the City’s attendance at a total of seven seminars over a three-year period served a “public purpose,” using that expression throughout his report. Whether the Auditor intended it to not, the phrase has a specific legal meaning. Continuing education of a public official and the members of her staff has been found by the courts in Florida to serve a public purpose.

In *Ellison v. Reid*, 397 So.2d 352 (Fla. 1st DCA 1981), an ethics complaint was made against Daniel Reed, the Palm Beach County Property Appraiser, arising out of his attendance at a training program sponsored by the Department of Revenue. Reid successfully fought the ethics charge and sought to have his legal expenses paid from his office’s budget. Ernest Ellison, Auditor General of the State of Florida, objected saying that it was improper for Reid to spend public funds for private counsel in his successful defense of charges before the Florida Ethics Commission. Reid then filed a complaint in the Circuit Court seeking a declaratory judgment concerning the Auditor General's objection. The First District Court of Appeal overruled the Auditor General’s objection, saying:

> At the time the alleged misconduct occurred, appellee was attending a training program sponsored by the Department of Revenue. … These continuing education schools are sponsored by the International Association of Assessing Officers in cooperation with the Florida Department of Revenue and serve a valid public purpose. **The courses are intended to encourage property appraisers and their staffs to become better skilled in their official responsibilities. There is no doubt a valuable public purpose is served in protecting the effective operation and maintenance of the administration of a public office.**

*Id.* at 354 (emphasis added). As will be discussed below, each of the questioned expenditures involved the attendance by the City Clerk at courses and seminars intended to encourage her to become better skilled in her official responsibilities. Increasing the skills of the Clerk and the employees of the Office of the City Clerk has resulted in the promotion a more efficient operation, which has clearly served a public purpose.

**The Sunshine Summit**

Even a cursory examination of the programs listed in the Auditor’s report shows that they were directly related to the duties imposed upon the Office of the City Clerk. The Report mentions
the City Clerk’s attendance at the Florida Ethics and Attorney General Sunshine Summit from September 25-28, 2007.

The Florida Commission on Ethics and the Office of the Attorney General, in cooperation with the John Scott Dailey Florida Institute of Government, the Florida Association of Counties, and the Florida League of Cities, sponsored the 2007 Florida Ethics Law and Attorney General’s Sunshine Summit, which was held at the Rosen Centre Hotel, Orlando, Florida. This educational seminar was designed for state and local governmental officers. Led by staff of the Office of the Attorney General, the Commission on Ethics, and other knowledgeable persons, it offered participants the opportunity to explore Florida’s ethics and open government laws and to ask questions of the experts. A copy of the brochure for the Sunshine Summit is included in the Appendix to this response. Appendix at 1-6.

The City Commission approved the Fiscal Year 2007 budget, which included a line item of $3,500 for “Professional Development for City Clerk’s staff to include continuing education, seminars and conferences for the purpose of developing specialized skills required in the City Clerk’s Office and achieving goals.” Appendix at 7.

A request for direct payment was made to cover the registration fee for the Sunshine Summit on September 4, 2007. Appendix at 8. The City issued a check for the fee directly to the order of the Florida Institute of Government at Florida State University. After attending the Sunshine Summit, the Clerk submitted paperwork for reimbursement of the $879.88 she advanced to attend the seminar. Appendix at 9-11.

Since the Office of the Clerk is the official records custodian of the City and is responsible, as discussed above, for scheduling and advertising open public meetings, the City Clerk’s participation in the seminar was directly related to the responsibilities of the Office. There should be no question that the expenditure of $879.88 questioned by the Auditor had a public purpose.

Before the City Clerk attended the Sunshine Summit, she sent a timely email to the Mayor, the Commissioners, City Manager, and others notifying them that she would be attending the Summit. Appendix at 12-13. No one questioned her need to attend this three-day seminar.

Certification of the City Clerk

The Auditor also raises questions about the Clerk’s attendance at four meetings of the Florida Association of City Clerks (FACC), covering the period from November 2006 to July 2009, as well as two meetings of the International Institute of Municipal Clerks (IIMC). The purpose of these meetings, which will be discussed below, was to achieve certification as a Certified Municipal Clerk by a recognized governing body. The public purpose was to provide the education and experience to make the Office of the Clerk more efficient, responsive, and innovative in performing the duties placed upon it by the Florida Constitution, state law, the Miami City Charter, and municipal ordinances.

The FACC was founded with the objective of promoting and establishing the education of City Clerks, increasing the efficiency of the City Clerk’s Offices, and fostering cooperation with city administrators. To meet these goals, the FACC partners with the IIMC, the Florida League of
Cities and the Florida Institute of Government. With these partners, the FACC is able to provide enhanced educational opportunities to all clerks. Career Development Institutes, Annual Conferences and one-day programs are scheduled throughout the State of Florida to ensure convenience and participation by all City Clerks. Attendance and participation in the FACC programs enables a City Clerk to achieve the designation of “Certified Municipal Clerk” (CMC) and to ultimately achieve acceptance into the “IIMC Master Municipal Clerks Academy (MMCA).”

Ms. Thompson has earned her CMC designation by completing 100 hours of approved seminar training and has been accepted into the MMCA. The fact that the Miami City Clerk has achieved these recognitions has precedence in the City of Miami. Walter Foeman, Ms. Thompson’s immediate predecessor, earned his CMC designation while serving as Miami’s City Clerk.

The Auditor cites to four specific FACC meetings. The discussion below follows the order he used in his report.

**FACC Meeting – Palm Beach Gardens**

The first FACC meeting mentioned in the Auditor’s report was held in Palm Beach Gardens, Florida from June 9-12, 2007. A copy of the meeting agenda is included in the Appendix at 14-26. Seminar sessions included topics such as safety, property tax millage information, municipal finances, communication skills and dealing with the public, and the role of the city clerk in effective management of city commission meetings.

The Fiscal Year 2008 budget allocated a total of $6,810 for this meeting and provided the following detail: “Florida Association of Clerk’s Annual Conference :: Florida Association of Clerk’s Annual Conference to be attended by 3 members of the City Clerk’s Staff June 2007 (Estimate based on 5% increase over FY 2006 cost)” Appendix at 27. By adopting the budget, the City Commission approved the Clerk’s attendance at this meeting long before the event took place.

The Clerk requested that the City directly pay the amount of $575.36 for the hotel that the seminar was being held in. Appendix at 28. The expense report indicated that the City Clerk incurred $849.44 to attend the meeting in Palm Beach Gardens and was reimbursed that amount. Appendix at 29-33.

The City Clerk notified the Mayor, the Commissioners, the Manager, and others prior to the meeting. Appendix at 34-35. None of the recipients of the notice voiced a concern before or after the meeting.

**FACC Meeting – Orlando (Not in Tampa as claimed by the Auditor)**

The second FACC meeting in the draft report is described as being held in Tampa. The conference took place from October 11-13, 2006 in Orlando, Florida. The City Commission allocated $3,672 for this meeting. The budget provided: “Florida Association of City Clerk’s Career Institute :::: Florida Association of City Clerk’s Career Institute to be attended by 3 members of the City Clerk’s Staff October 2006 (estimate based on 5% increase over FY 2006)”
Appendix at 36. The City Commission also approved the Clerk’s attendance at this meeting long before the event took place.

The expense report shows that the City Clerk incurred out of pocket expenses totaling was reimbursed $648.53 for her attendance at this meeting. Appendix at 37-40.

The City Clerk notified the Mayor, the Commissioners, the Manager, and others prior to the meeting. None of the recipients of the notice objected either before or after the meeting.

**FACC Meeting – Naples**

The third FACC meeting in the report was held from June 28 to July 2, 2008 in Naples, Florida. A copy of the meeting agenda is included in the Appendix at 41-53. The Clerk obtained 11 ¼ hours towards her designation as a Master Municipal Clerk through her participation at this FACC meeting. Appendix at 54.

The City Commission appropriated $2,284 for the participation of the Office of the Clerk at this meeting. The budget provided: “Florida Association of City Clerk’s Annual Conference – June 2008 || Florida Association of City Clerk’s Annual Conference to be attended by 2 members of the City Clerk’s staff June 2008 in Naples, FL”. Appendix at 55. Like the other meetings discussed above, the City Commission also approved the Clerk’s participation at this meeting long before the event took place.

The City Clerk received a $597.20 reimbursement for the expenses she incurred during the trip. Appendix at 56-58.

As is her practice, the City Clerk notified the Mayor, the Commissioners, the Manager, and others that she would be attending the meeting prior to its occurrence.

**FACC Meeting – Sanibel**

The Auditor’s report mentions a final FACC meeting in Sanibel, Florida from June 27 to July 1, 2009. The agenda for this meeting can be found at Appendix 59-71. The Clerk earned a total of 19 hours towards her MMC designation. Appendix at 72.

The City Commission budgeted $2,500 for this meeting. The budget provided: “Florida Association of City Clerk’s Annual Conference – June 2009 || Florida Association of City Clerk’s Annual Conference to be attended by 2 members of the City Clerk’s Staff”. By including this matter in the City Clerk’s Budget, the City Commission approved the Clerk’s participation at this meeting. Appendix at 73.

The City Clerk received a $380.71 reimbursement for the expenses she incurred during the trip. Appendix at 74-76.

The City Clerk notified the Mayor, the Commissioners, the Manager, and others that she would be attending this meeting, as well. Appendix at 77-81.
The International Institute of Municipal Clerks – New Orleans

The Auditor cites the City Clerk’s attendance at a meeting of the IIMC conference from May 20-27, 2007 in New Orleans, Louisiana. The meeting materials can be found in the Appendix at 82-148.

The Commission budgeted $2,205 for the Clerk’s attendance at this meeting. The budget specifically provided: “International Institute of Municipal Clerk’s Conference to be attended by the City Clerk May 2007”. As a budgeted item, the Commission authorized the expenditure, as it did with all of the FACC meetings. Appendix at 149.

The Clerk incurred a total of $393.03 in reimbursable expenses. Appendix at 150-158.

Once again, the City Clerk notified the Mayor, the Commissioners, the Manager, and others that she would be attending this meeting and no party made an inquiry about it, either before meeting or thereafter. Appendix 159-160.

The International Institute of Municipal Clerks – London

Lastly, the Auditor questions the City Clerk’s attendance at the IIMC meeting in London, England. The meeting agenda can be found in Appendix 161-170.

The City Commission included $3,957 in the budget for the Clerk’s attendance at this study abroad program. The 2008 Fiscal Year Budget provided: “International Institute of Municipal Clerk’s 2007 Study Abroad Program – October 2007 || International Institute of Municipal Clerk Study Abroad Program in the United Kingdom to be attended by the City Clerk for the purpose of obtaining points towards a Master Municipal Clerk Certification.” Appendix at 171.

The City Clerk received a $1,156.39 reimbursement for the expenses she incurred during the trip. Appendix at 172-174.

The City Clerk notified the Mayor, the Commissioners, the Manager, and others that she would be attending this meeting, as well. Appendix at 175.

Conclusion

The foregoing discussions, together with the documents included in the Appendix, amply demonstrate that the issues raised by the Auditor are meritless. It is well settled in Florida that professional development education meets the definition of the term “public purpose.” The agendas that have been included in the Appendix demonstrate that the out-of-Miami conferences attended by Priscilla A. Thompson from 2006 to 2009 were related to her position as City Clerk. The documents provide also show that the City Commission included the cost of the Clerk’s attendance at these educational forums in their budget. The Auditor’s inference that, although the Commission may have approved the travel, it did not understand what it was enacting, is insulting to both the Commission as a collegial body and the citizens that they serve.
Rebuttal of

The City of Miami Office of City Clerk

to the draft audit regarding certain I-Expense transactions

Appendix

Prepared by

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2007 Florida Ethics Conference and Attorney General’s Sunshine Summit

Sponsored by:
Florida Commission on Ethics
Office of the Attorney General
John Scott Dailey Florida Institute of Government
Florida Association of Counties
Florida League of Cities

September 26 - 28, 2007 • Rosen Centre Hotel, Orlando, FL

Sponsored by:
Florida Commission on Ethics
Office of the Attorney General
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Florida Association of Counties
Florida League of Cities

Recent Legislative CHANGES
2007 Florida Ethics Conference and Attorney General’s Sunshine Summit

The Florida Commission on Ethics and the Office of the Attorney General, in cooperation with the John Scott Dailey Florida Institute of Government, the Florida Association of Counties, and the Florida League of Cities, are pleased to sponsor the 2007 Florida Ethics Law and Attorney General’s Sunshine Summit to be held at the Rosen Centre Hotel, Orlando, Florida. This educational seminar is designed for state and local governmental officers, employees and attorneys. Led by staff of the Office of the Attorney General, the Commission on Ethics and other knowledgeable persons, the various sessions will offer participants the opportunity to explore in depth the ethics and open government laws and to ask questions of the experts. Participants in the Florida Bar Continuing Legal Education Requirements (CLER) are eligible to receive 15 General hours including 4 Ethics hours credit.

Conference Registration Information

A conference registration fee of $269.00 covers all materials, three breakfasts, two lunches and a Wednesday evening reception. To register for the conference, please make check or purchase order payable to “The Florida Institute of Government at FSU” and mail the registration form along with payment, to The John Scott Dailey Florida Institute of Government, 325 John Knox Road, Building 300, Tallahassee, Florida 32303. The fax number is 850.487.0041 if you would like to fax a copy of the registration prior to mailing the original.

Advanced registration is required, and the registration deadline is August 24 (hotel reservations should also be made by August 24). Registrations will be accepted after this date based upon space availability. Space is limited, so please send your registration early. A confirmation letter with driving directions will be emailed to you August 31.

Cancellations must be sent in writing to the Florida Institute of Government, 325 John Knox Road, Building 300, Tallahassee, Florida 32303 or faxed to 850.487.0041. A full refund will be given if written notice is received by Friday, August 24, 2007. If written notice is received after Friday, August 24, 2007, a $40.00 handling and processing charge will be deducted from the registration. NO REFUNDS will be made after September 12, 2007.

Hotel Registration

The conference will be held at the Rosen Centre Hotel, 9840 International Drive, Orlando, Florida 32819. Registrants must make their own reservations at the Rosen Centre Hotel by calling 800.204.7234 prior to August 24, 2007. Ask for the “Ethics and Sunshine Summit” special rate of $139. Rooms may sell out PRIOR to the reservation deadline, so make your reservations today.

Area Information

Perfectly located, the Rosen Centre Hotel is just minutes from the Orlando International Airport, Universal Orlando, SeaWorld, Walt Disney World, Wet’n Wild, Pointe Orlando and the Florida Mall. Within the hotel property you can enjoy seven restaurants & lounges, a tropical pool, full service spa and much more. Complimentary shuttle to Universal Orlando, Seaworld, Wet’n’Wild and Shingle Creek Golf Club.
Conference at a Glance

Wednesday, September 26, 2007

7:30 – 8:30 Registration and Continental Breakfast
8:30 – 8:45 Welcome Remarks
Simone Marstiller, Associate Deputy Attorney General
8:45 – 9:45 Sunshine Law Overview
Barbara Petersen, President, First Amendment Foundation
10:00 – 11:00 Public Records Law Overview
Patricia Gleason, Executive Office of the Governor
11:15 – 11:45 Governor’s Office of Open Government
Patricia Gleason, Executive Office of the Governor
12:00 – 1:30 Luncheon
Keynote Speaker, Attorney General Bill McCollum
2:00 – 2:45 Prosecuting Sunshine Law Violations
Joe Centorino, Chief, Public Corruption Unit, Miami-Dade County State Attorney’s Office
3:00 – 3:45 State of the States on Open Government
Sandra Chance, Brechner Center for Freedom of Information, University of Florida
4:00 – 4:45 Attorney General’s Government Accountability Project
Simone Marstiller, Associate Deputy Attorney General
Sandra Chance, Brechner Center for Freedom of Information, University of Florida
5:00 Closing Remarks and Adjournment
Simone Marstiller, Associate Deputy Attorney General
6:00 – 7:00 Reception

Thursday, September 27, 2007

7:45 – 8:45 Continental Breakfast
8:45 – 9:00 Welcoming Remarks
Philip Claypool, Executive Director/General Counsel, Florida Commission on Ethics
9:00 – 10:15 Show Me How It Works: Ethics Processes and Procedures
Philip Claypool, Executive Director/General Counsel, Florida Commission on Ethics
Robert Malone, Senior Investigator, Florida Commission on Ethics
James H. “Pete” Peterson, III, Advocate for Commission on Ethics, Office of the Attorney General
10:15 – 10:30 Break
10:30 – 11:45 Seconds, Extra Helpings, and Dessert:
Private Business and Employment During and After One’s Public Service
C. Christopher Anderson, III, Chief Assistant General Counsel, Florida Commission on Ethics
11:45 – 1:15 Luncheon
Keynote Speaker - TBA
1:30 – 2:30 Used and Abused: Misuse of Office, Disclosure of Information and the Hiring of Relatives
Dan Carlton, Attorney, Florida Commission on Ethics
Kerrie J. Stillman, Public Information Officer, Florida Commission on Ethics
2:30 – 2:45 Break
2:45 – 3:45 Truth and Consequences:
A Comprehensive Review of Florida’s Financial Disclosure Laws
Shirley Taylor, Program Administrator, Financial Disclosure, Commission on Ethics
Kim Holmes, Program Specialist, Financial Disclosure Section, Commission on Ethics
C. Christopher Anderson, III, Chief Assistant General Counsel, Florida Commission on Ethics
3:45 – 4:00 Break
4:00 – 5:00 To Vote or Not to Vote, That Is the Question:
Voting Conflicts State & Local, Elected & Appointed, Gain or Lose
Philip Claypool, Executive Director/General Counsel, Florida Commission on Ethics
James H. “Pete” Peterson, III, Advocate for Commission on Ethics, Office of the Attorney General

Friday, September 28, 2007

8:00 – 9:00 Full Breakfast
9:00 – 10:00 Who Moved My Cheese?
The Changing Landscape of Gift Laws – Part I
Virlindia Doss, Deputy Executive Director, Florida Commission on Ethics
Julie Costas, Assistant General Counsel, Florida Commission on Ethics
10:00 – 10:15 Break
10:15 – 11:30 Who Moved My Cheese?
The Changing Landscape of Gift Laws – Part II
Virlindia Doss, Deputy Executive Director, Florida Commission on Ethics
Julie Costas, Assistant General Counsel, Florida Commission on Ethics
2007 Florida Ethics and Attorney General’s Sunshine Summit Registration Form

First Name __________________________ Last Name __________________________
Title ________________________________ Agency ______________________________
Address ___________________________________________________________________
City _________________________________ State _______ Zip ______________________
Phone ______________________________ Fax _________________________________
Email _____________________________________________________________________

Registration Fee is $269.00 per person (you may copy form for additional registrants):
Please indicate method of payment:  Check _____ Purchase Order _____
(unable to accept credit cards)

Mail payment and completed form to:
You may fax a copy of your registration prior to mailing to 850.487.0041

Florida Institute of Government at FSU
325 John Knox Road, Building 300
Tallahassee, FL 32303

Advanced registration is required, and the registration deadline is August 24, 2007. A confirmation letter will be emailed to you August 31. If you have any special needs (physical, dietary, etc.) please attach a written description of those needs to your registration.

Cancellations must be sent in writing to Florida Institute of Government, 325 John Knox Road, Building 300, Tallahassee, Florida 32303 or faxed to 850.487.0041. A full refund will be given if written notice is received by Friday, August 24, 2007. If written notice is received after Friday, August 24, 2007, a $40.00 handling and processing charge will be deducted from the registration. NO REFUNDS will be made after September 12, 2007.

Hotel Registration

The conference will be held at the Rosen Centre Hotel, 9840 International Drive, Orlando, Florida 32819. Make your reservations at the Rosen Centre Hotel by calling 800.204.7234 prior to August 24, 2007. Ask for the “Ethics and Sunshine Summit” special rate of $139. Rooms may sell out PRIOR to the reservation deadline, so make your reservations today.
The Florida Commission on Ethics, the Office of the Florida Attorney General, and the John Scott Dailey Florida Institute of Government are proud to partner again this year to present the 2007 Florida Ethics Conference and Attorney General's Sunshine Summit, with assistance from the Florida Association of Counties and the Florida League of Cities in publicizing the seminar. This two and one-half day educational program will feature sessions on public meetings and records, conflict of interest, financial disclosure, gift laws, and other statutes addressing public officials and the public trust. Staff of the Office of the Attorney General and the Commission on Ethics, along with other well-known experts, will lead in-depth discussions of the laws, including their legal interpretations and relevant litigation.

The first day will focus on public meetings and records, and will be highlighted by Attorney General Bill McCollum as the keynote speaker. The second day and one-half will concentrate on the ethics portion of the program.

The conference will be held Wednesday, September 26, 2007, beginning at 8:00 a.m., through midday on Friday, September 28, at the award-winning Rosen Centre Hotel Orlando, where the special conference room rate is $139 per night. Conference registration, which includes written materials to take home as well as a reception and five meals, is set at $269. We are pleased to announce that Florida Bar members are also eligible to earn CLER credits.

This annual conference has become extremely popular as it not only increases one’s knowledge of and sensitivity to these important statutes, but also offers an excellent opportunity to meet the state officials who administer the laws and to network with colleagues from throughout the State. Registration will be limited, so we urge you to make your hotel reservations and send in your conference registration early.

Sincerely,

Philip Claypool
Executive Director
Commission on Ethics

Simone Marstiller
Associate Deputy Attorney General
Office of the Attorney General
2007 Florida Ethics Conference and Attorney General’s Sunshine Summit

September 26-28, 2007

Rosen Centre Hotel
Orlando, Florida

Sponsored by:
- Florida Commission on Ethics
- Office of the Attorney General
- John Scott Dailey Florida Institute of Government
- Florida Association of Counties
- Florida League of Cities

Appendix 000006
<table>
<thead>
<tr>
<th>Major / Minor</th>
<th>FY 2007 Item Amount</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>00100.220101.6330.28712</td>
<td>$34,604</td>
<td>Supplemental Advertising ::: Supplemental advertising in community based newspapers of public hearings per City Commission resolution</td>
</tr>
<tr>
<td>00100.220101.6330.28712</td>
<td>$94,819</td>
<td>Elections Advertising for 2007 General Election - District 1, 2, &amp; 4 ::: Elections Advertising for 2007 General Election - District 1, 2, &amp; 4 to include required advertising and supplemental advertising in community based newspapers</td>
</tr>
<tr>
<td>410 - TRAVEL AND PER DIEM - TRAINING</td>
<td>$27,417</td>
<td></td>
</tr>
<tr>
<td>00100.220101.6330.41012</td>
<td>$2,190</td>
<td>National Forum for Black Public Administrators ::: National Forum for Black Public Administrators to be held in Phoenix, Arizona to be attended by one member of the City Clerk's staff April 2007 for the purpose of professional development ($1,500 Hotel &amp; Airfare, $300 Registration, $390 Per Diem and Tips)</td>
</tr>
<tr>
<td>00100.220101.6330.41012</td>
<td>$3,500</td>
<td>Professional Development ::: Professional Development for City Clerk's staff to include continuing education, seminars and conferences for the purpose of developing specialized skills required in the City Clerk's Office and achieving goals.</td>
</tr>
<tr>
<td>00100.220101.6330.41012</td>
<td>$800</td>
<td>Online Records Certification Courses ::: Online Records Certification Courses for the Office of the City Clerk</td>
</tr>
<tr>
<td>00100.220101.6330.41012</td>
<td>$6,810</td>
<td>Florida Association of City Clerk's Annual Conference ::: Florida Association of City Clerk's Annual Conference to be attended by 3 members of the City Clerk's Staff June 2007 (Estimate based on 5% increase over FY 2006 cost)</td>
</tr>
<tr>
<td>00100.220101.6330.41012</td>
<td>$1,050</td>
<td>Florida State Association of Supervisors of Elections Conference ::: Florida State Association of Supervisors of Elections Conference to be attended by a representative of the Office of the City Clerk (Estimate based on 5% increase over FY 2006 cost)</td>
</tr>
<tr>
<td>00100.220101.6330.41012</td>
<td>$5,690</td>
<td>ARMA International Annual Conference - San Antonio, Texas October 2006 ::: ARMA International Annual Conference - San Antonio, Texas October 2006 to be attended by two members of the City Clerk's Staff ($950 Registration Fee, $1500 Hotel &amp; Airfare, $315 Per Diem and Tips, $80 Transportation)</td>
</tr>
<tr>
<td>00100.220101.6330.41012</td>
<td>$1,500</td>
<td>Grant Writing Seminar ::: Grant Writing Seminar to be attended by 1 member of the City Clerk's Staff (Estimate based on 5% increase over FY 2006 cost)</td>
</tr>
<tr>
<td>00100.220101.6330.41012</td>
<td>$3,672</td>
<td>Florida Association of City Clerk's Career Institute ::: Florida Association of City Clerk's Career Institute to be attended by 3 members of the City Clerk's Staff October 2006 (Estimate based on 5% increase over FY 2006)</td>
</tr>
<tr>
<td>00100.220101.6330.41012</td>
<td>$2,205</td>
<td>International Institute of Municipal Clerks' Conference to be attended by the City Clerk May 2007 ($1,500 Hotel &amp; Airfare, $315 Registration, $390 Per Diem and Tips)</td>
</tr>
</tbody>
</table>
# City of Miami

## REQUEST FOR DIRECT PAYMENT

**INSTRUCTION:** Please attach all the original documents related to expenditures, i.e., receipts, bills, invoices, etc.

### FROM
- **1. Name:** Julia D. Hernandez
- **2. Department:** Office of the City Clerk
- **3. Title:** Legislative Services Rep. II
- **4. Date:** September 4, 2007

### TO
- **5. Name:** Chief Accountant, Accounting Division, Finance Department
- **6. Address:** Florida Institute of Government at FSU

### DESCRIPTION OF ITEM(S) TO BE PAID

<table>
<thead>
<tr>
<th>Description of Item(s) to be Paid</th>
<th>Account Code/Subsidiary No.</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conference Registration fee for 2007 Florida Ethics and Attorney General's Sunshine Summit to be attended by Priscilla A. Thompson on September 26 - 28, 2007 in Orlando, FL.</td>
<td>00001.121000. 540000.0000. 00000</td>
<td>$269.00</td>
</tr>
</tbody>
</table>

**Note:** Please submit attached registration form with payment.

### Check Issued

For registration fee.

### TOTAL PAYMENT
- **11.** $269.00

### Check Distribution
- **12.**
  - Mail Direct to Vendor
  - Check Return to Department

### Approved

- **Department Director/Designee**
  - Date: 1/10/7

- **Expenditure Control**
  - Date: [Redacted]

- **Finance/City Manager**
  - Date: [Redacted]

### FOR REQUESTING DEPARTMENT USE ONLY

- **Control Number:** DP-96823

### FOR FINANCE USE ONLY

- **Vendor No.:** [Redacted]
- **Check No.:** [Redacted]
- **Date:** [Redacted]

---

*Route: White and Canary copies to Expenditure Control and retain Pink copy. Distribution: White and Canary - Finance (Accounting).*
Appendix 000009

Expense Report IEX18299

Confirmation
Expense report number IEX18299 for 879.88 has been submitted to Hernandez, Pedro G for approval.

Expense Report IEX18299

Hint: Use your browser navigation to exit the printable page view of this page.

Submission Instructions
For Regular Expense Reports:
* To send required receipts to Accounts Payable, print this page and attach all required receipts.
* Make a photocopy of this page and the receipts for your records.
* Place this page and the original receipts in an interoffice envelope, and send to Accounts Payable.

Your manager (or specified approver) will be notified requesting approval for this expense report. Upon approval, a notification will be sent to you and Accounts Payable. This expense report will be paid after it has been approved, and Accounts Payable verifies the receipts.

For P-Card Expense Reports:
* Print this page and attach all original receipts/invoices/back-up documents and submit to the P-Card Administrator. Please ensure that you make copies for your records of all documents submitted.
Your manager or specified approver will be notified via e-mail requesting approval for this p-card expense report. Once the report is approved electronically by all of the approvers in your department’s hierarchy, it will be routed to the P-Card Administrator. Said person will make the final review and approval of this report before it is posted for payment.

General Information

<table>
<thead>
<tr>
<th>Name</th>
<th>Thompson, Priscilla Angelena (14137)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost Center</td>
<td>121000</td>
</tr>
<tr>
<td>Purpose</td>
<td>Florida Ethics and Attorney General Sunshine Summit - Travel Reimbursement for Priscilla A. Thompson (please note this expense needs to be charged to FY2007 budget)</td>
</tr>
<tr>
<td>Approver</td>
<td>Hernandez, Pedro G</td>
</tr>
</tbody>
</table>

Report Submit Date: 12/12/2007
Attachments: View
Report Total: 879.88 USD
Reimbursement Amount: 879.88 USD

Expense Details
Weekly Summary
Approval Notes [0]

Business Expenses
Cash Expenses

<table>
<thead>
<tr>
<th>Date</th>
<th>Receipt Exchange Amount</th>
<th>Expense Rate Type</th>
<th>Expense Justification</th>
<th>Merchant Project</th>
<th>Task</th>
<th>Award</th>
<th>Receipt Required</th>
<th>Receipt Missing</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/25/2007</td>
<td>0.00 USD</td>
<td>1 Hotel Internet Service</td>
<td>Hotel expenses for conference 9/25 - 9/27</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>09/25/2007</td>
<td>52.14 USD</td>
<td>1 Hotel Taxes</td>
<td>Hotel expenses for conference 9/25 - 9/27</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>09/25/2007</td>
<td>4.17 USD</td>
<td>1 Other (w/description)</td>
<td>OCCC Fee</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>09/25/2007</td>
<td>417.00 USD</td>
<td>1 Room</td>
<td>Hotel expenses for</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>


Appendix 000009
Expense Report IEX18299

<table>
<thead>
<tr>
<th>Date</th>
<th>USD</th>
<th>Charges</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/25/2007</td>
<td>0.00</td>
<td>USD</td>
<td>Conference expenses for conference 9/25 - 9/27</td>
</tr>
<tr>
<td>09/28/2007</td>
<td>13.42</td>
<td>USD</td>
<td>Per diem lunch using Runzheimer rate</td>
</tr>
<tr>
<td>09/25/2007</td>
<td>26.50</td>
<td>USD</td>
<td>SunPass tolls to and from conference</td>
</tr>
<tr>
<td>09/25/2007</td>
<td>20.00</td>
<td>USD</td>
<td>Per diem tips for 4 days (9/25 - 9/28)</td>
</tr>
<tr>
<td>09/26/2007</td>
<td>25.92</td>
<td>USD</td>
<td>Per diem breakfast for 2 days (9/26 - 9/27)</td>
</tr>
<tr>
<td>09/25/2007</td>
<td>94.71</td>
<td>USD</td>
<td>Per diem dinner for 3 days (9/25 - 9/27)</td>
</tr>
</tbody>
</table>

**Total**

### Mileage Expenses

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
<th>Type</th>
<th>Justification</th>
<th>Project Number</th>
<th>Task Number</th>
<th>Award Number</th>
<th>Trip Mileage</th>
<th>Reimbursable</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/25/2007</td>
<td>09/25/2007</td>
<td>Mileage</td>
<td>Florida Ethics &amp; Attorney General Sunshine Summit</td>
<td>233</td>
<td>0.485</td>
<td>(Miles)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>09/28/2007</td>
<td>09/28/2007</td>
<td>Mileage</td>
<td>Florida Ethics &amp; Attorney General Sunshine Summit</td>
<td>233</td>
<td>0.485</td>
<td>(Miles)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total**

Expense Details

Weekly Summary

Approval Notes [0]

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Appendix 000010
# City of Miami

## Travel Reimbursement Request

**REFERENCE:** City of Miami Labor / Management Policy Nos. 1-77 and 2-84

**INSTRUCTIONS:**
1. This form must be preceded by the Travel Expense Approval form.
2. Manager's approval is required if 2 or more out of state trips are taken in the same FY.
3. Attach all applicable receipts with this form or page from “RUNCHIER.”
4. Car mileage will be determined by Labor Relations.

### TRAVELER

<table>
<thead>
<tr>
<th>1. Travel Expense Approval No.</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Name:</td>
<td>Priscilla A. Thompson</td>
</tr>
<tr>
<td>4. Title:</td>
<td>City Clerk</td>
</tr>
<tr>
<td>5. Department:</td>
<td>Office of the City Clerk</td>
</tr>
<tr>
<td>6. Division:</td>
<td>N/A</td>
</tr>
<tr>
<td>7. Mail/Address (Applicant)</td>
<td>3500 Pan American Drive, Miami, FL 33133</td>
</tr>
</tbody>
</table>

### TRAVELER DATA

| 8. Purpose of Travel: Florida Ethics & Attorney General Sunshine Summit |
| 9. Destination: From Miami, FL To Orlando, FL |

### TRAVEL AND HOTEL

| 11. Date of Departure: Sep 25, 2007 |
| 12. Date of Return: Sep 28, 2007 |

<table>
<thead>
<tr>
<th>Rail</th>
<th>Car</th>
<th>Bus</th>
<th>Air</th>
<th>Total Transportation/Hotel Expenses</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$ 699.33</td>
</tr>
</tbody>
</table>

| 13. Change to Account Code: 00001.121000.540000.0000.000000 |

<table>
<thead>
<tr>
<th>14. Fare (City's Agent): Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>15. Other Agents, please explain</td>
<td></td>
</tr>
</tbody>
</table>

| 16. Car Mileage: 466.00 miles at 0.485 cents | $ 226.02 |
| 17. Hotel Room: 473.31 |

### MEAL EXPENSES

| 18. Breakfast: 2 x 12.96 | $ 25.92 |
| 20. Lunch: 1 x 13.42 | $ 13.42 |
| 21. Dinner: 3 x 31.57 | $ 94.71 |

| 22. Total Meal Expenses | $ 134.05 |

### OTHER EXPENSES

| 23. If the above travel, hotel or meal cost represents more than one person, or any extraordinary circumstance, please explain: |
| 24. Registration | $ 269.00 |
| 25. Parking and Tolls | $ 26.50 |
| 26. Taxi or Limousine Service | $ 0.00 |
| 27. Car Rental | $ 0.00 |
| 28. Tips (hotel parking, bellhop, housekeeping) | $ 20.00 |
| 29. Misc. Expenses (previous) | $ 0.00 |

| 30. Total Other Expenses | $ 315.50 |

### EXPENSES REPORTS

| 31. Total Travel Expenses (sum of lines 14, 22 and 30) | $ 1,114.88 |
| 32. Amount Advanced (if applicable): $ 269.00 |
| 33. Net Amount Due to Traveler: $ 845.88 |

### CERTIFICATION BY TRAVELER

<table>
<thead>
<tr>
<th>Signature of Traveler</th>
</tr>
</thead>
<tbody>
<tr>
<td>Priscilla A. Thompson</td>
</tr>
<tr>
<td>11-5-07</td>
</tr>
</tbody>
</table>

### APPROVALS

<table>
<thead>
<tr>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>11-5-07</td>
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</table>

<table>
<thead>
<tr>
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<table>
<thead>
<tr>
<th>Date</th>
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<tr>
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<table>
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<tr>
<th>Date</th>
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<table>
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<tr>
<th>Date</th>
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<table>
<thead>
<tr>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

### Distribution:
White Finance Department, City - Department.
I will be out of the office at the Florida Ethics Conference and Attorney General's Sunshine Summit in Orlando from September 26 - 28, 2007. During my absence, Assistant City Clerk Pam Burns, Special Projects Coordinator Loriann Opara, Records System Coordinator Pamela Latimore, Legislative Services Supervisor Todd Hannon and the entire Clerk's Office staff will be available to assist you with any City Clerk related matters.

Priscilla A. Thompson, CMC
City Clerk
(305) 250-5370
Fax (305) 858-1610
<table>
<thead>
<tr>
<th>Recipient</th>
<th>Delivery</th>
<th>Read</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diaz, Manuel A (Mayor)</td>
<td>Delivered: 9/22/2007 4:37 PM</td>
<td></td>
</tr>
<tr>
<td>Gonzalez, Angel (Commissioner)</td>
<td>Delivered: 9/22/2007 4:37 PM</td>
<td></td>
</tr>
<tr>
<td>Regalado, Tomas (Commissioner)</td>
<td>Delivered: 9/22/2007 4:37 PM</td>
<td></td>
</tr>
<tr>
<td>Spence-Jones, Michelle (Commissioner)</td>
<td>Delivered: 9/22/2007 4:37 PM</td>
<td></td>
</tr>
<tr>
<td>Chiaro, Maria J</td>
<td>Delivered: 9/22/2007 4:37 PM</td>
<td></td>
</tr>
<tr>
<td>Conway, Mary</td>
<td>Failed: 9/22/2007 4:37 PM</td>
<td></td>
</tr>
<tr>
<td>Fernández, Jorge L.</td>
<td>Delivered: 9/22/2007 4:37 PM</td>
<td></td>
</tr>
<tr>
<td>Korinis, Peter W</td>
<td>Delivered: 9/22/2007 4:37 PM</td>
<td></td>
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<tr>
<td>Ortiz-Petit, Ignacio</td>
<td>Delivered: 9/22/2007 4:37 PM</td>
<td></td>
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<tr>
<td>Castaneda, Frank</td>
<td>Delivered: 9/22/2007 4:37 PM</td>
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<tr>
<td>Miro, Claudia M.</td>
<td>Delivered: 9/22/2007 4:37 PM</td>
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<tr>
<td>Valdez, Suzanna</td>
<td>Delivered: 9/22/2007 4:37 PM</td>
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</tr>
<tr>
<td>City Clerk's Office</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Agenda Office</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Boudreaux, Michael</td>
<td>Delivered: 9/22/2007 4:37 PM</td>
<td></td>
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<tr>
<td>Castrillon, William</td>
<td>Delivered: 9/22/2007 4:37 PM</td>
<td></td>
</tr>
<tr>
<td>Antony, Shiny</td>
<td>Delivered: 9/22/2007 4:37 PM</td>
<td></td>
</tr>
<tr>
<td>Williams, Channavia</td>
<td>Delivered: 9/22/2007 4:37 PM</td>
<td>Read: 9/24/2007 8:22 AM</td>
</tr>
<tr>
<td>Rodriguez, Ana M. (City Manager Dept.)</td>
<td>Delivered: 9/22/2007 4:37 PM</td>
<td>Read: 9/24/2007 8:08 AM</td>
</tr>
<tr>
<td>Gallastegui, Elvi</td>
<td>Delivered: 9/22/2007 4:37 PM</td>
<td></td>
</tr>
<tr>
<td>Danie, Dwight</td>
<td>Delivered: 9/22/2007 4:37 PM</td>
<td></td>
</tr>
<tr>
<td>Thompson, Priscilla</td>
<td>Delivered: 9/22/2007 4:37 PM</td>
<td></td>
</tr>
<tr>
<td>Latimore, Pamela</td>
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<td>Read: 9/24/2007 8:19 AM</td>
</tr>
<tr>
<td>Martinez, Maribel</td>
<td>Delivered: 9/22/2007 4:37 PM</td>
<td>Read: 9/24/2007 8:08 AM</td>
</tr>
</tbody>
</table>
Upcoming FACC Events

\(\n\) 2007 Career Development Institute
October 7 - 12, 2007
Wyndham Jacksonville Riverwalk

\(\n\) 2008 IIMC Region III Meeting
January 23 - 25, 2008
Hyatt Regency Greenville
Greenville, South Carolina

\(\n\) 2008 FACC Annual Conference
June 29 - July 2, 2008
Naples Grande Resort and Club

FACC Officers and Directors

2006-2007

President
Melissa E. Burns, MMC
City Clerk, City of Temple Terrace

1st Vice President
Tammy Vock, MMC
City Clerk, City of Vero Beach

2nd Vice President
Cynthia E. Goudeau, MMC
City Clerk, City of Clearwater

Northeast Director
Kurt Lannon, CMC
Clerk of the Commission, City of Gainesville

Northwest Director
Jackie Lawhon, CMC
City Clerk, City of Sopchoppy

Central East Director
Andrea Lorenzo-Luaces, CMC
City Clerk, City of Winter Springs

Central West Director
Theresa McMaster, CMC
City Clerk, City of St. Pete Beach

Southeast Director
Barbara McDaniel, MMC
Assistant Town Clerk, Town of Davie

Southwest Director
Pamela B. Smith, CMC
City Clerk, City of Sanibel

Immediate Past President
Betty M. Richardson, MMC
City Clerk, City of Leesburg
Conference Committees

Educational Program Committee
Teresa M. Soroka, MMC, Aventura, Co-Chair
Lori Stelzer, MMC, Venice, Co-Chair
Tracy Ackroyd, CMC, Clermont
Linda Depew, CMC, Venice
Sondra Hill, MMC, Greenacres
Kelly Koos, CMC, Lakeland
Lisa Volpe, CMC, Neptune Beach

Conference Host Committee
Roberta Loftus, CMC, Palm Beach Shores, Chair
Sally Boylan, CMC, Jupiter, Vice Chair
Debra Buff, CMC, Belle Glade
Gwen Carlisle, CMC, Tequesta
Ray Ellis, Palm Beach Gardens
Carol Gangwer, CMC, Palm Beach Shores
Sondra Hill, MMC, Greenacres
Jennifer McDonald, West Palm Beach
Lori McWilliams, CMC, Tequesta
Barbara Sears Ross, MMC, Hypoluxo
Patricia Snider, CMC, Palm Beach Gardens
Virginia Walton, CMC, Palm Springs

Conference Hospitality Committee
Sally Maio, MMC, Sebastian, Chair
Laura Aldrich, CMC, Indian River Shores
Jeanne McIntyre, CMC, Vero Beach
Susan Stills, CMC, Cape Canaveral
Cheryl White, CMC, Stuart
Jeannette Williams, CMC, Sebastian

1991-1992
Patricia A. Jones, CMC
Temple Terrace

1992-1993
Sue E. Blackwell, CMC
Holly Hill

1993-1994
Linda M. Davidson, CMC
(Deceased)
Belle Isle

1994-1995
Bonnie Haynes, CMC
Safety Harbor

1995-1996
Billy Robinson, CMC
Sarasota

1996-1997
Paula G. Cook
Tallahassee

1997-1998
Fay W. Craig, CMC
Orlando

1998-1999
Patrizia L. Arends, CMC
Longboat Key

1999-2000
Johnnie F. Soule, CMC
Jasper

2000-2001
Gwen Azama-Edwards, MMC
Daytona Beach

2001-2002
Daniel J. Doucet, CMC
Niceville

2002-2003
Lori Stelzer, CMC
Venice

2003-2004
Teresa M. Soroka, CMC
Aventura

2004-2005
Faith G. Miller, MMC
Deltona

2005-2006
Betty M. Richardson, MMC
Leesburg

Appendix 000016
### FACC Past Presidents

<table>
<thead>
<tr>
<th>Year</th>
<th>President</th>
<th>Location</th>
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</thead>
<tbody>
<tr>
<td>1972-1974</td>
<td>Robert N. Clark (Deceased)</td>
<td>Sunrise</td>
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<tr>
<td>1974-1975</td>
<td>Marguerite Peg Docen, CMC</td>
<td>Fort Lauderdale</td>
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<tr>
<td>1975-1976</td>
<td>Robert C. James (Deceased)</td>
<td>Fort Pierce</td>
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<tr>
<td>1976-1977</td>
<td>Jack F. Mathews (Deceased)</td>
<td>Key West</td>
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<td>1977-1978</td>
<td>Kathryn H. O'Halloran</td>
<td>Highland Beach</td>
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<tr>
<td>1978-1979</td>
<td>Janet L. Cason, CMC</td>
<td>Naples</td>
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<tr>
<td>1979-1980</td>
<td>Ann Parks Byland, CMC</td>
<td>Belle Isle</td>
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<tr>
<td>1980-1981</td>
<td>Charlotte Lanz Burrie, CMC</td>
<td>Pompano Beach</td>
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<tr>
<td>1981-1982</td>
<td>Darleen Mitchell, CMC</td>
<td>Oakland Park</td>
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<tr>
<td>1982-1983</td>
<td>Donna Bender Barnett, CMC</td>
<td>Madeira Beach</td>
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<tr>
<td>1983-1984</td>
<td>June H. Boglioli, CMC</td>
<td>Belle Glade</td>
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<tr>
<td>1984-1985</td>
<td>Muriel W. Rickard, CMC</td>
<td>Deerfield Beach</td>
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<tr>
<td>1985-1986</td>
<td>George H. Ireland, CMC</td>
<td>Niceville</td>
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<tr>
<td>1986-1987</td>
<td>Virginia K. Walker, CMC</td>
<td>South Bay</td>
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<tr>
<td>1987-1988</td>
<td>Sandra L. Woodall, CMC</td>
<td>Brooksville</td>
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<tr>
<td>1988-1989</td>
<td>Patricia A. Piller, CMC</td>
<td>Davie</td>
</tr>
<tr>
<td>1989-1990</td>
<td>Donna L. Williams, CMC</td>
<td>Maidland</td>
</tr>
<tr>
<td>1990-1991</td>
<td>Eula J. Jorgensen, CMC</td>
<td>Cape Coral</td>
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### General Information

**WELCOME** to the annual conference of the Florida Association of City Clerks. Please check your program carefully to determine in advance the exact location of your workshops, group sessions, meal functions and sponsored social events. This conference should provide outstanding opportunities, both educational and social, to meet and interact with other local government officials.

- **Conference Facilities**
  All workshop sessions will be held at the PGA National Resort & Spa. Floor plans of the meeting rooms are located in the back of this program on page 17.

- **Registration/Welcome Center Schedule**
  Registration will be held at the PGA National Resort & Spa on:
  - Sunday, June 10, 2007 ............ 12:00 p.m. - 7:30 p.m.
  - Monday, June 11, 2007 .......... 7:30 a.m. - 5:00 p.m.
  - Tuesday, June 12, 2007 ......... 7:30 a.m. - 4:00 p.m.
  - Wednesday, June 13, 2007 ........ 7:30 a.m. - 11:00 a.m.

- **Messages and Cell Phones**
  The FACC registration desk can be reached by calling (561) 627-2000 and asking for the FACC registration desk. Messages will be posted on the message board located adjacent to the registration desk. Messages will not be delivered personally, so please check this area often.

  *As a courtesy to your colleagues and speakers, please turn off cell phones and beepers at the beginning of each session.*

- **Access for Individuals with Disabilities**
  All convention activities and facilities are accessible to individuals with disabilities. If you have special transportation needs, please inquire at the FACC registration desk. If you have special dietary requirements or require assistance during special events or luncheon, please advise the staff at the FACC registration desk.
Spouse/Guests/Children’s Events
There’s plenty to keep you occupied while visiting PGA National Resort & Spa. The PGA features luxurious guest rooms; championship golf courses; multiple restaurants and lounges, including a Shula’s Steakhouse; pool; a 32,000-square-foot health and fitness center; tennis courts; and a world-class European spa consistently ranked as the best in Palm Beach County.

For the shopping buff, there is the internationally renowned Worth Avenue in Palm Beach (20 minutes from the resort), and closer still, the elegant Gardens Mall and Downtown at the Gardens, the area’s newest retail and dining district (five minutes away). For more information, please call the concierge at (561) 627-2000, ext. 72.

Continuing Professional Education Credit
Municipal clerks who are working toward the Certified Municipal Clerk (CMC) designation or Master Municipal Clerk Academy (MMCA) designation and wish to receive the maximum points allowable by IIMC will need to be sure they are scanned into every session and that they complete and turn in the Knowledge Transfer Action Plan (KTAP) to the Conference Registration Desk before leaving the conference. Clerks who are obtaining hours for the purpose of re-certification and who are scanned into every session will receive up to 16 hours of education credit when submitted to IIMC along with their conference program and certificate of attendance. Clerks who are not actively working towards certification or re-certification may decline scanning and completion of the KTAP document. Certificates will be mailed to attendees approximately 30 days after the conference. For more information, please contact Lisa Burns, MMC, City Clerk, City of Temple Terrace, 11250 N. 56th Street, Temple Terrace, FL 33617; (813) 989-7175.

Babysitting Services
The PGA National Resort & Spa can make babysitting arrangements for you. Just call guest services at ext. 72 for more information.

President’s Advisory Committee
Betty Richardson, MMC, Leesburg, Chair
All Past Presidents

Professional Education
Teresa M. Soroka, MMC, Aventura, Co-Chair
Lori Stelzer, MMC, Venice, Co-Chair
Tracy Ackroyd, CMC, Clermont
Linda Depew, CMC, Venice
Sondra Hill, MMC, Greenacres
Kelly Koos, CMC, Lakeland
Lisa Volpe, CMC, Neptune Beach

Resolutions Committee
Barbara Estep, MMC, Miami Shores Village, Chair
Susan Kabana, CMC, Malabar
Helen Raimbeau, CMC, North Port
Maria Waldrop, Maitland

Speakers Outline Book Committee
Sondra Hill, MMC, Greenacres, Chair
Gwen Carlisle, CMC, Tequesta
Kelly Koos, CMC, Lakeland

Sponsors and Exhibitors Committee
Helen Raimbeau, CMC, North Port, Chair
James Freeman, CMC, Palmetto
Theresa McMaster, CMC, St. Pete Beach
Erika Santamaria, Pinecrest

Webmaster
Linda Depew, CMC, Venice

* as stipulated in By-laws or General Committee makeup
Special Events
Exhibit Hall
Don't forget to visit our exhibit hall and show your appreciation to the exhibitors who help make this conference possible. All refreshment breaks and the Welcome Reception will be held in the exhibit hall. The exhibit hall hours are as follows: Sunday, June 10, 2007, 6:00 p.m. to 7:30 p.m.; Monday, June 11, 2007, 8:00 a.m. to 5:00 p.m.; and Tuesday, June 12, 2007, 8:00 a.m. to 10:30 a.m.

Internet Café
Do you want to learn more about computers and technology? Are you looking for technology services for your city? Need a place to relax and have a cup of coffee or soda? Or do you just want to browse the Internet, check your Web-based e-mail or get some work done? Again this year, the Florida League of Cities Technology Services Department and the FACC will provide an Internet café. The Internet café is a place where both new and experienced computer users are welcome. Now you don't have to go back to your room or find a place to "get connected," your connection to the Information Superhighway is in the Internet café. You will enjoy personal attention and professional service. Be sure to look for us in the exhibit hall!

Welcome Reception
PGA Ballrooms 2&3
Sunday, June 10, 2007, 6:00 p.m. - 7:30 p.m.
Kick-off the conference by renewing acquaintances, meeting new friends, catching up on what has happened during the past year, or just relaxing in a very casual atmosphere. Welcome our exhibitors and sponsors for this year's conference, network and make your plans for the rest of the week. Enjoy an early evening of light hors d'oeuvres, beer and wine. Spouses and guests are welcome if they are registered. Tickets must be presented to enter the event. No children please. Additional tickets are $35.
Monday Night Event

Pool Deck (If inclement weather, PGA Ballroom 1)
Monday, June 11, 2007, 6:30 p.m. - 9:00 p.m.

Wear your flip-flops, flowered shirts and your best beach attire and get ready for a fabulous Beach Party Barbecue! Monday night we'll be relaxing around the pool at the PGA Resort, indulging in a delicious BBQ and a complimentary tropical drink, and dancing the night away to your favorite Beach Boys tribute songs brought to you by one of Palm Beach County's best know groups "THE FABULONS." Those of us who have seen this six-member group know just how good a night is awaiting everyone, so limber up for the Limbo and practice those hula-hoop hip swings and be ready to party! Tickets must be presented to enter the event. Additional tickets are $60.

Acknowledgements

The Florida Association of City Clerks expresses sincere appreciation to the Local Conference Host Committee, the Conference Program Committee, the Florida League of Cities, speakers, panelists, moderators, sponsors, contributors, exhibitors and participants for their excellent cooperation and support of the FACC annual conference.

In Appreciation

The Florida Association of City Clerks is pleased to provide public recognition to these firms and companies for their support and sponsorship of our conference's social and entertainment events.

The generous contributions of all these companies are greatly appreciated. Please take time to express your personal appreciation to all sponsors and exhibitors for their exemplary efforts. Without their contributions, our conference would not be possible.

Conference Hospitality Committee
Sally Maio, MMC, Sebastian, Chair
Laura Aldrich, CMC, Indian River Shores
Jeanne McIntyre, CMC, Vero Beach
Susan Stills, CMC, Cape Canaveral
Cheryl White, CMC, Stuart
Jeannette Williams, CMC, Sebastian

Goals Committee
Susan Wadsworth, CMC, Edgewater, Chair
Laura Aldrich, CMC, Indian River Shores
Helen Raimbeau, CMC, North Port
Cheri Smith, CMC, Key West
Evanna Stephenson, CMC, Lake Worth
Tammy Vock, MMC, Vero Beach, Ex. Officio

Institute Committee
Janice Goebel, CMC, Apopka, Chair
Sarah Mirus, CMC, Longwood, Vice Chair
Donna Gardner, CMC, Casselberry
Karen Howard, Umatilla
Andrea Lorenzo-Luaces, CMC, Winter Springs
Sharon Miller, CMC, Altamonte Springs
Patsy Wainright, CMC, Altamonte Springs

Investment Committee
Lori Stelzer, MMC, Venice, Chair
Lisa Burns, MMC, Temple Terrace
Kurt Lannon, CMC, Gainesville
Scott Hamilton, Florida League of Cities

Legislative Committee
Debbie Fick, CMC, Hypoluxo, Chair
Laura Aldrich, CMC, Indian River Shores
Valerie Forster, MMC, Ocala
James Freeman, CMC, Palmetto
Patricia Garthwaite, CMC, Port St. Lucie
Cyndie Goudeau, MMC, Clearwater
Bea Meeks, CMC, Mascotte
Susie Novack, Tavares
Jeannette Williams, CMC, Sebastian

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2006-2007 Committee Members

**Awards/Scholarship**
Cheri Smith, CMC, Key West, Chair
Alice Baird, CMC, Anna Maria, Vice Chair
Dan Doucet, MMC, Niceville
Diane Gibson-Smith, CMC, Leesburg
Cory McBride, Belleair Bluffs

**Budget Committee**
Lisa Burns, MMC, Temple Terrace, Chair
Tammy Vock, MMC, Vero Beach, Vice Chair
Cyndie Goudeau, MMC, Clearwater
Bety Richardson, MMC, Leesburg

**By-laws Committee** (Serve two-year term)
Sarah Adelt, Avon Park, Chair
Jane Hines, CMC, Sunny Isles Beach, Vice Chair
Marie Adams, CMC, Fort Myers
Janice Goebel, CMC, Apopka
Susan Kabana, MMC, Malabar
Evanna Stephenson, CMC, Lake Worth
Ronetta Taylor, CMC, Miami Gardens
Arlene Tuck, CMC, Lake Placid

**2007 Conference Committee**
Roberta Loftus, CMC, Palm Beach Shores, Chair
Sally Boylan, CMC, Jupiter, Vice Chair
Debra Buff, CMC, Belle Glade
Gwen Carlisle, CMC, Tequesta
Ray Ellis, Palm Beach Gardens
Carol Gangwer, CMC, Palm Beach Shores
Sondra Hill, MMC, Greenacres
Jennifer McDonald, West Palm Beach
Lori McWilliams, CMC, Tequesta
Barbara Scars Ross, MMC, Hypoluxo
Patricia Snider, CMC, Palm Beach Gardens
Virginia Walton, CMC, Palm Springs

2007 Exhibitors and Sponsors

AAA Auto Club South – Our group membership program is an excellent, no cost, ancillary employee benefit giving your employees a chance to join AAA under a special plan.

Am Cad – A full-service solution provider for recorders, clerks and courts – including fully integrated applications automating all aspects of every type of public recorded, filed, produced or managed record.

B.I.S. Digital, Inc. – Providers of digital audio/video recording systems for council and board meetings.

City of Palm Beach Gardens – A signature city which celebrates quality of life by fostering an environment of excellence.

Commerce Bank – Provides banking, cash management and corporate trust services.

Florida League of Cities, Inc. – Local government leaders in advocacy, insurance and financial services.

GovOffice Web Solutions – Easy-to-use Web sites.

Granicus, Inc. – A leading provider of Internet broadcasting solutions and legislative management software providing local government with the ability to deliver public meetings through the Internet, live or on-demand. Our legislative management software creates a more efficient meeting annotation process saving clerks substantial time.

Hancock Bank – Provides municipal financing and local government depository/cash management services.

Image One Corporations – High-speed scanners and related software.

Information Management Services – Serving Florida cities with financial software for over 25 years.

LexisNexis Municipal Codes – Formerly Book Publishing Company. Offers municipal code services to keep laws as accurate, accessible and current as possible. The company has satisfied codification needs for 1,400 communities.
Municipal Code Corporation - Offers codification services, supplementation and electronic services; code on computer and on Internet; Folio, LaserFiche and minutes services.

MCCi - Offers document imaging, software/services and large-format scanning services.

North Palm Beach County Chamber of Commerce - Continuously evolving, the North Palm Beach County Chamber of Commerce is constantly reinventing itself in response to the demands of our ever-changing business climate, offering unique opportunities for involvement for businesses and residents alike.

PMI Imaging Systems of Florida - A full-line document management and services integration organization offering a wide range of products and services pertaining to all facets of document imaging and content management.

Questys Solutions - Provides complete content management solutions, including automated agenda management that can be integrated with Granicus Minute Maker.

R & S Integrated Products & Services - Provides turnkey integrated solutions for document imaging, records/document management, automated data capture and agenda process automation challenges.

Sire Technologies, Inc. - Provides government agencies with innovative enterprise content and agenda management solutions that deliver increased operational efficiencies by streamlining work processes, facilitating better data management and integrating for ease of use.

Sponsors

- Florida League of Cities, Technology Services
- Palm Beach County Public Affairs
- South Florida Government Finance Officers and City Clerks Association
Wednesday, June 13, 2007

7:30 a.m. - 11:30 a.m.
Registration Desk Open PGA Ballroom Foyer

8:30 a.m. - 9:15 a.m.
Across the Continental Divide
Attend your district’s meeting, while you enjoy your continental breakfast, to meet those clerks closest to you and find out what is happening in your very own neighborhood! This year the continental breakfast will be set up in each room.

Northwest & Northeast District Masters A
Central West District Canterbury A
Southwest District Canterbury B
Southeast District Ryder Cup
Central East District Masters B

9:30 a.m. - 11:30 a.m.
Joint Final Session: Bon Voyage PGA Ballroom 1
An entertaining but educational, fun-filled session with national recording artist, author and motivational speaker, Joseph Tapper C.P.C., known as "The Speaking Sax." Roll your sleeves up and get ready for thought-provoking exercises, mind-blowing concepts and out-of-the-box thinking. You will never look at problems or obstacles the same but your mind will be changed!
Speaker: Joseph Tapper
Moderator: Lori McWilliams, Village Clerk, Village of Tequesta

11:45 a.m. - 2:00 p.m.
New Board of Directors Meeting/Orientation Oakmont

Sunday, June 10, 2007

12:00 p.m. - 7:30 p.m.
Registration Desk Open PGA Ballroom Foyer

1:00 p.m. - 4:00 p.m.
FACC Board of Directors Meeting St. Andrews

6:00 p.m. - 7:30 p.m.
Exhibit Hall Open PGA Ballrooms 2 & 3

6:00 p.m. - 7:30 p.m.
Welcome Reception PGA Ballrooms 2 & 3

7:30 p.m. - 11:00 p.m.
Hospitality Suite Open Suite #3081

Monday, June 11, 2007

7:30 a.m. - 5:00 p.m.
Registration Desk Open PGA Ballroom Foyer

8:00 a.m. - 5:00 p.m.
Internet Café PGA Ballrooms 2 & 3

8:00 a.m. - 5:00 p.m.
Exhibit Hall Opens PGA Ballrooms 2 & 3

8:00 a.m. - 8:45 a.m.
Continental Breakfast PGA Ballrooms 2 & 3

8:15 a.m. - 8:45 a.m.
First-Time Attendee Orientation Canterbury

Maiden Voyage - Orientation for first-time attendees with the Membership Committee and the FACC Board of Directors. Receive an overview of the conference and the opportunities that await you.
Monday, June 11, 2007 (cont.)

9:00 a.m. - 10:00 a.m.
Opening Ceremony
Presiding: Lisa Burns, MMC
FACC President, City Clerk, City of Temple Terrace
Call to Order: Lisa Burns, MMC
FACC President, City Clerk, City of Temple Terrace
Opening Ceremony: Honor Guard Palm Beach Gardens Police
Pledge of Allegiance: Lisa Burns, MMC
FACC President, City Clerk, City of Temple Terrace
National Anthem: Young Singers of Palm Beach
Invocation: Pastor Jim Shackelford
Director of Pastoral Care
Introductions and Acknowledgements: Lisa Burns, MMC
FACC President, City Clerk, City of Temple Terrace
Welcome Addresses:
Joseph Russo, Mayor, City of Palm Beach Gardens
Thomas R. Mills, Mayor, Town of Palm Beach Shores
Keynote Address: Theresa LePore, Director of Development, Cardinal Newman High School, Former Palm Beach County Supervisor of Elections

10:00 a.m. - 10:15 a.m.
Refreshment Break

10:15 a.m. - 11:45 a.m.
Joint Session: Play Jeopardy
This is an interactive session, involving conference participants. So you think you know all the answers, but do you know all the questions? We will pose the answer on topics including public records, Sunshine, ethics, financial disclosure, minutes, etc. and you supply the right question. You could walk away the Jeopardy champion and maybe even with a prize.
Speaker: Steve Spires, Ocala Human Resources Training Coordinator
Moderator: Pamela Smith, CMC, City Clerk, City of Sanibel

10:30 a.m. - 11:45 a.m.
"Throw Me A Life Preserver"
Safety and Self-Defense
Canterbury
After those late-night meetings, do you feel a little uneasy crossing the empty parking lot? This session will cover information such as being aware of your surroundings, knowing how to prevent incidents and how to protect yourself from harm.
Speaker: Officer Brian Meyers, Maitland Police Department
Moderator: Susan Owens, Town Clerk, Town of Southwest Ranches

12:00 p.m. - 2:15 p.m.
FACC Luncheon
Business Meeting and Installation of Officers

2:30 p.m. - 4:30 p.m.
Joint Session: All Aboard
A panel consisting of a city manager, mayor, city clerk and representatives of the Florida League of Cities answer questions presented by a moderator. The panel will answer questions we face daily and how, coming from different perspectives, all can effectively work together for the same objectives, finding common answers that work.
Panel: Barbara Estep, MMC, Village Clerk, Village of Miami Shores Village; Ron Ferris, City Manager, City of Palm Beach Gardens; Guido Inguanzo Jr., CMC, Village Clerk, Village of Pinecrest; Lynn Tipton, Director of Membership Development, Florida League of Cities; Thomas P. White, Mayor, City of Vero Beach
Moderator: Teresa M. Soroka, MMC, City Clerk, City of Aventura

3:30 a.m. - 3:45 a.m.
Refreshment Break

8:00 p.m. - 11:00 p.m.
Hospitality Suite Open
Tuesday, June 12, 2007 (cont.)

8:30 a.m. - 10:00 a.m.
Clearing Customs –
Do You Have Anything to Declare?   Canterbury
Take the opportunity to learn how to best “declare” your city’s finances to citizens and the council/commission.
Learn how to comply with the Truth in Millage (TRIM) requirements and how to use performance measures to sail your city into a clear financial picture.
Speaker: Lisa Absher, Finance Director, City of Fort Walton Beach
Moderator: Beatris Arguelles, CMC, Assistant Town Manager/Town Clerk, Town of Surfside

10:00 a.m. - 10:15 a.m.
Refreshment Break   PGA Ballrooms 2 & 3

10:15 a.m. - 11:45 a.m.
Journey to Learning   Ryder Cup
People who communicate effectively are successful at home and work. This skill is essential to successful living.
Take the journey to learn about the basic communication styles and to identify them in others.
Speaker: Betsy Barbieux, Image Inside & Out
Moderator: Russell Muniz, CMC, Town Clerk, Town of Davie

11:45 a.m. - 1:15 p.m.
Lunch on Your Own   Sidewalk Café in Exhibit Hall   PGA Ballrooms 2 & 3 (cash purchases)

1:15 p.m. - 2:45 p.m.
Get Your Travel Documents in Order   Canterbury
A supervisor’s worst nightmare, and confess, we have all had one – the employee who is a repeat “offender” who knows how to play the “system.” Supervisors will increase their documentation skills and learn how to discuss the problem with an employee to help correct behavior. The training focuses on the steps to take before starting formal disciplinary actions involving Human Resources.
Speaker: Ronnie Glotzbach, Managing Director, EdTrek, Inc.
Moderator: Lane Gamiotea, CMC, City Clerk, City of Okeechobee

1:15 p.m. - 2:45 p.m.
Keeping Your Manifest   Ryder Cup
Are you tired of records-management theory? Are you tired of reading the general records schedule? Learn about records management at the municipal level; how to get other departments on board; and how to communicate with other departments to accomplish the job. This session will provide useful and pertinent details on how to improve your program from someone who works with it every day.
Speaker: Katherine W. Latorre, Attorney, Brown, Garganese, Weiss & D’Agresta
Moderator: Pamela Latimore, CMC, Records Systems Coordinator, City of Miami

1:15 p.m. - 2:45 p.m.
Making of a Great Cruise Director, Part I (FISH)   Masters Ballroom
FISH is an entertaining look at how to provide great customer service. As a start to the provision of great customer service, the FISH philosophy is a stress reducer and an indicator to your employees of the importance of choosing an attitude. The goal is for employees to start talking and thinking about what they can do to implement the FISH philosophy and understand the four elements of Play, Make Their Day, Be There, and Choose Your Attitude.
Speaker: Don Wykus
Moderator: Teri McMaster, CMC, City Clerk, City of St. Pete Beach
Monday, June 11, 2007 (cont.)
2:45 p.m. - 3:00 p.m.
Refreshment Break PGA Ballrooms 2 & 3

3:00 p.m. - 4:30 p.m.
Navigating Your Way Through a Meeting Ryder Cup
This presentation is a light-hearted look at the city clerk’s role in commission/council meetings – chaos and warfare versus an orderly, efficient love fest – even when disagreement is passionate and political.
Speaker: Patricia McDougle, Professional Registered Parliamentarian
Moderator: Rose Askew, Assistant City Clerk, City of Daytona Beach

3:00 p.m. - 4:30 p.m.
“Frequent Fliers” Tips from Seasoned Clerks Canterbury
Make your life easier with tips from seasoned clerks. We all face common problems and can use ideas for handling them from clerks who have dealt with the problem before. Topics will include dealing with candidates and elected officials – the day-to-day interaction, not the qualifying information; records management; employee incentive programs; and many more.
Panel: Sally Maio, MMC, City Clerk, City of Sebastian; Russell Muniz, CMC, Town Clerk, Town of Davie; Lori Stelzer, MMC, City Clerk, City of Venice; Tammy Vock, MMC, City Clerk, City of Vero Beach

3:00 p.m. - 4:30 p.m.
Making of a Great Cruise Director, Part II (Pickles) Masters Ballroom
Pickles is a fun, motivating look at the most important thing employees can do in business: take care of the customer. Our job is to make customers happy, so what is the best way to do that? By giving out “pickles.” At the conclusion of this program, participants will understand that great departments and successful employees emphasize service, attitude, consistency and teamwork.
Speaker: Don Wykis
Moderator: Beverly Raddatz, CMC, Village Clerk, Village of Islamorada

6:30 p.m. - 9:00 p.m.
Monday Night Event (If inclement weather, PGA Ballroom 1)

8:00 p.m. - 11:00 p.m.
Hospitality Suite Open Suite #3081

Tuesday, June 12, 2007
7:30 a.m. - 4:30 p.m.
Registration Desk Open PGA Ballroom Foyer
8:00 a.m. - 10:15 p.m.
Internet Café PGA Ballrooms 2 & 3
8:00 a.m. - 10:15 p.m.
Exhibit Hall Open PGA Ballrooms 2 & 3
8:00 a.m. - 8:30 a.m.
Continental Breakfast PGA Ballrooms 2 & 3

8:30 a.m. - 10:00 a.m.
Improve Your Professional Image from Stem to Stern Ryder Cup
Image creates a first impression that, if not good, is hard to overcome. We can all use tips that make us more comfortable and self-assured in the public’s eye. This class focuses on dress, etiquette, self-esteem and self-worth.
Speaker: Betsy Barbieux, Image Inside & Out
Moderator: Jennifer Thomas, City Clerk, City of Daytona Beach

8:30 a.m. - 10:00 a.m.
Becoming an International Traveler Masters Ballroom
Our best opportunities often come through networking. Take advantage of this by learning how to employ proven networking techniques; develop a customized messaging statement; use open questions to learn critical information from new contacts; identify marketing opportunities; relate your messaging statement to new contacts’ business needs; and employ effective name tag strategies.
Speaker: Kimberly Devlin, Managing Director, EdTrek, Inc.
Moderator: Laura Aldrich, CMC, Town Clerk, Town of Indian River Shores

Appendix 000026
<table>
<thead>
<tr>
<th>Major / Minor</th>
<th>FY 2007 Item Amount</th>
<th>Comment</th>
</tr>
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<tbody>
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# City of Miami

## REQUEST FOR DIRECT PAYMENT

**INSTRUCTION:** Please attach all the original documents related to expenditures, i.e., receipts, bills, invoices, etc.

<table>
<thead>
<tr>
<th>FROM</th>
<th>1. Name: Julia D. Hernandez</th>
<th>2. Department: Office of the City Clerk</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>3. Title: Legislative Services Rep. II</td>
<td>4. Date: APRil 27, 2007</td>
</tr>
<tr>
<td>TO</td>
<td>CHIEF ACCOUNTANT, ACCOUNTING DIVISION, FINANCE DEPARTMENT</td>
<td></td>
</tr>
<tr>
<td></td>
<td>6. Name: Priscilla A. Thompson</td>
<td>6. Address: 3500 Pan American Drive Miami, FL 33133</td>
</tr>
</tbody>
</table>

## DESCRIPTION OF ITEM(S) TO BE PAID

<table>
<thead>
<tr>
<th>Description</th>
<th>ACCOUNT CODE/SUBSIDIARY NO.</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pay for cost of hotel while attending 2007 Annual Florida Association of City Clerks conference in Palm Beach Gardens, FL. Hotel confirmation attached.</td>
<td>600001.121000.540000.0000.0000</td>
<td>$335.36</td>
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<table>
<thead>
<tr>
<th>10. Check Distribution:</th>
<th>11. TOTAL PAYMENT</th>
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<tr>
<td>☐ Mail Direct to Vendor</td>
<td>$ 575.36</td>
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<tr>
<td>☑ Return to Department</td>
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</tr>
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</table>

<table>
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<tr>
<th>12. Approved:</th>
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<tbody>
<tr>
<td>Department Director/Designee</td>
</tr>
<tr>
<td>4/13/07</td>
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</table>

**FOR FINANCE USE ONLY**

<table>
<thead>
<tr>
<th>Vendor No:</th>
<th>Check No:</th>
<th>Date:</th>
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<table>
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<tr>
<th>FOR REQUESTING DEPARTMENT USE ONLY</th>
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<tbody>
<tr>
<td>Batch No:</td>
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<tr>
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**Control Number:** 96820

---

C FN/AC 202 Rev. 12/89

Route: White and Canary - Finance (Accounting) - Keep and retain Pink copy.
Appendix 000029

Confirmation

Expense report number IEX13892 for 575.36 has been submitted to Hernandez, Pedro G for approval.

Expense Report IEX13892

For Regular Expense Reports:
* To send required receipts to Accounts Payable, print this page and attach all required receipts.
* Make a photocopy of this page and the receipts for your records.

Your manager (or specified approver) will be notified requesting approval for this expense report. Upon approval, a notification will be sent to you and Accounts Payable. This expense report will be paid after it has been approved, and Accounts Payable verifies the receipts.

For P-Card Expense Reports:
* Print this page, attach all required receipts, and submit them to your Approver.
* Make a photocopy of this page and the receipts for your records.

Your manager (or specified approver) will be notified electronically requesting approval for this P-Card expense report. Upon receipt of all documentation, your manager (or specified approver) will review all the receipts and approve all transactions electronically. A message will be sent to you and the P-Card Administrator once the transactions are approved.

This P-Card expense report will be paid by the Finance Department after it has been approved and all receipts are submitted to the P-Card Administrator.

General Information

Name: Thompson, Priscilla Angelena (14137)
Expense Dates: 05/10/2007 - 05/10/2007
Cost Center: 121000
Purpose: Reimbursement of Hotel Cost for FACC Conference in Palm Beach Gardens, FL
Approver: Hernandez, Pedro G

Receipts Status: Required
Report Submit Date: 05/10/2007
Attachments: None
Report Total: 575.36 USD
Reimbursement Amount: 575.36 USD

Expense Details: Weekly Summary
Approval Notes: [0]

Business Expenses

Cash Expenses

Date: 05/10/2007
Receipt Amount: 575.36 USD
Exchange Rate: 1 Miscellaneous (w/description)
Expense Type: Hotel Stay for FACC Conference / June 9-12, 2007

Merchant: None
Project: None
Task: None
Award: None
Receipt Required: 7


Appendix 000029
Confirmation

Expense report number IEX14939 for 274.08 has been submitted to Hernandez, Pedro G for approval.

Expense Report IEX14939

Hint: Use your browser navigation to exit the printable page view of this page.

Submission Instructions

For Regular Expense Reports:
* To send required receipts to Accounts Payable, print this page and attach all required receipts.
* Make a photocopy of this page and the receipts for your records.
* Place this page and the original receipts in an interoffice envelope, and send to Accounts Payable.

Your manager (or specified approver) will be notified requesting approval for this expense report. Upon approval, a notification will be sent to you and Accounts Payable. This expense report will be paid after it has been approved, and Accounts Payable verifies the receipts.

For P-Card Expense Reports:
* Print this page, attach it to your Commercial Card Statement (P-Card Statement from PaymentNet) and all receipts and submit to the P-Card Administrator. Please ensure that you make copies for your records of all documents submitted.
* Make a photocopy of this page and the receipts for your records.

Your manager or specified approver will be notified via e-mail requesting approval for this p-card expense report. Once the report is approved electronically by all of the approvers in your department’s hierarchy, it will be routed to the P-Card Administrator. Said person will make the final review and approval of this report before it is posted for payment.

General Information

<table>
<thead>
<tr>
<th>Name</th>
<th>Thompson, Priscilla Angelena (14137)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost Center Purpose</td>
<td>Reimbursement for FACG Annual Conference - Palm Beach Gardens, FL</td>
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<tr>
<td>Approver</td>
<td>Hernandez, Pedro G</td>
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<table>
<thead>
<tr>
<th>Receipts Status</th>
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<th>Attachments</th>
<th>Report Total</th>
<th>Reimbursement Amount</th>
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<td>Required</td>
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Expense Details

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Business Expenses

Cash Expenses

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<th>Exchange Rate</th>
<th>Expense Type</th>
<th>Justification</th>
<th>Merchant Name</th>
<th>Project</th>
<th>Task</th>
<th>Award</th>
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<th>Requir</th>
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<tr>
<td>06/10/2007</td>
<td>13.34 USD</td>
<td>1 Breakfast</td>
<td></td>
<td>Runzheimer</td>
<td>Rate for Palm</td>
<td>Beach</td>
<td>Gardens, FL</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>06/11/2007</td>
<td>13.34 USD</td>
<td>1 Breakfast</td>
<td></td>
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<thead>
<tr>
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<th>Description</th>
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<tbody>
<tr>
<td>06/12/2007</td>
<td>13.34</td>
<td>Breakfast</td>
<td>Runzheimer Rate for Palm Beach Gardens, FL</td>
</tr>
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<td>Runzheimer Rate for Palm Beach Gardens, FL</td>
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<tr>
<td>06/10/2007</td>
<td>14.09</td>
<td>Lunch</td>
<td>Runzheimer Rate for Palm Beach Gardens, FL</td>
</tr>
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<td>06/11/2007</td>
<td>14.09</td>
<td>Lunch</td>
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<td>14.09</td>
<td>Lunch</td>
<td>Runzheimer Rate for Palm Beach Gardens, FL</td>
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<tr>
<td>06/10/2007</td>
<td>30.49</td>
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<tr>
<td>06/13/2007</td>
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<tr>
<td>06/09/2007</td>
<td>5.00</td>
<td>Other</td>
<td>Miscellaneous Tips for Services</td>
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<td>06/10/2007</td>
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<tr>
<td>06/09/2007</td>
<td>6.60</td>
<td>Parking &amp; Tolls</td>
<td>Tolls</td>
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<tr>
<td>Expense Details</td>
<td>Weekly Summary</td>
<td>Approval Notes [0]</td>
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<tr>
<td>----------------</td>
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06/13/2007 Mileage 74 (Miles) 0.485 (Miles) Total

Champions, Palm Beach Gardens, FL
Mileage from Conference - 8700 NW 14th Avenue, Miami, FL
I will be out of the office at the Florida Association of City Clerks Conference in Palm Beach from June 11-13, 2007. During my absence, Assistant City Clerk Pam Burns, Special Projects Coordinator Loriann Opara, Records System Coordinator Pamela Latimore and the entire Clerk’s Office staff will be available to assist you with any City Clerk related matters.

Priscilla A. Thompson, CMC
City Clerk
(305) 250-5370
fax (305) 858-1610
<table>
<thead>
<tr>
<th>Recipient</th>
<th>Delivery</th>
<th>Read</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diaz, Manuel A (Mayor)</td>
<td>Delivered: 6/8/2007 7:05 PM</td>
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<tr>
<td>Sanchez, Joe (Commissioner)</td>
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<td>Saroff, Marc (Commissioner)</td>
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<tr>
<td>Conway, Mary</td>
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<tr>
<td>Fernandez, Jorge L.</td>
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<tr>
<td>Korinis, Peter W</td>
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<tr>
<td>Ortiz-Pettit, Ignacio</td>
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<tr>
<td>Spring, Larry</td>
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<td>Augustus-Fidelia, Vicki</td>
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<tr>
<td>Castaneda, Frank</td>
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<td>Zorrilla, Teresa</td>
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<td>City Clerk's Office</td>
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<td>Agenda Office</td>
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<td>Zakaria, Toufic</td>
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<td>Martinez, Maribel</td>
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<td>Arcia, Miriam</td>
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<tr>
<td>Guerrero, Esther</td>
<td>Delivered: 6/8/2007 7:05 PM</td>
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<td>Antony, Shiny</td>
<td>Delivered: 6/8/2007 7:05 PM</td>
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Expense Report IEX10801

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<th>Thompson, Priscilla Angelena (14137)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Receipts Status</td>
<td>Report Submit Date: 11/14/2006</td>
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<tr>
<td>Approval Notes</td>
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<td>Date Range</td>
<td>10/11/2006 - 10/13/2006</td>
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<tr>
<td>Cost Center</td>
<td>121000</td>
</tr>
<tr>
<td>Purpose</td>
<td>Travel Reimbursement for Priscilla A. Thompson</td>
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<tr>
<td>Approver</td>
<td>Conway, Mary H</td>
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<td>Expense Dates</td>
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<td>648.53 USD</td>
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<td>Reimbursement Amount</td>
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Business Expenses

<table>
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<tr>
<th>Receipt Exchange Expense</th>
<th>Merchant Project Task</th>
<th>Award Receipt</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
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<td>Justification Name</td>
<td>Number Number Number Required Runzheimer</td>
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<table>
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<th>Amount</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>10/11/2006</td>
<td>16.01</td>
<td>Breakfast</td>
<td>Tampa, FL</td>
</tr>
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<td>Lunch</td>
<td>Runzheimer</td>
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<tr>
<td>10/11/2006</td>
<td>34.76</td>
<td>Dinner</td>
<td>Rate for</td>
</tr>
<tr>
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<td>16.01</td>
<td>Breakfast</td>
<td>Tampa, FL</td>
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<td>34.76</td>
<td>Dinner</td>
<td>Runzheimer</td>
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<tr>
<td>10/13/2006</td>
<td>16.01</td>
<td>Breakfast</td>
<td>Rate for</td>
</tr>
<tr>
<td>10/13/2006</td>
<td>13.80</td>
<td>Lunch</td>
<td>Tampa, FL</td>
</tr>
<tr>
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<td>Travel from Miami to Tampa</td>
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<tr>
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<td>12.40</td>
<td>1 Parking &amp; Tolls</td>
<td>Travel from Tampa to Miami</td>
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<tr>
<td>10/11/2006</td>
<td>5.00</td>
<td>1 Tips</td>
<td>Daily Allowance</td>
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<tr>
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<td>5.00</td>
<td>1 Tips</td>
<td>Daily Allowance</td>
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<td>5.00</td>
<td>1 Tips</td>
<td>Daily Allowance</td>
</tr>
<tr>
<td>10/11/2006</td>
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<td>7.51</td>
<td>1 Hotel Taxes</td>
<td>Florida Sales Tax</td>
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<td>1 Hotel Taxes</td>
<td>Seminole County Tax</td>
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<td>Florida Resort Tax</td>
</tr>
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</table>


Appendix 000038
Expenses Report IEX10801


Conference in Tampa

Travel from FACC Conference in Tampa

10/13/2006 10/13/2006 Mileage

245 (Miles)

0.445

Total

Expense Details Weekly Summary Approval Notes [0]

Return Create New Expense Report Printable Page

Expenses | Contact Us | Global Policy | Home | Logout | Preferences

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Appendix 000039
# City of Miami

## TRAVEL REIMBURSEMENT REQUEST

**NOTICE:** This form must be completed by the Travel Expense Approval form. The Travel Expense approval must be submitted to the City Clerk's Office. Attach all supporting documents to this form. Please indicate all expenses incurred in the space provided. The form must be submitted to the City Clerk's Office by the 15th of the month following the travel period.

### Travel Expense Approval

<table>
<thead>
<tr>
<th>1. Name</th>
<th>Priscilla Thompson</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Title</td>
<td>City Clerk</td>
</tr>
<tr>
<td>3. Department</td>
<td>City Clerk's Office</td>
</tr>
<tr>
<td>4. Travel Expense Approval No.</td>
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</tr>
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### Purpose of Travel

<table>
<thead>
<tr>
<th>5. Purpose of Travel</th>
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</tr>
</thead>
<tbody>
<tr>
<td>6. Departure Date</td>
<td>10/11/06</td>
</tr>
<tr>
<td>7. Arrival Date</td>
<td>10/13/06</td>
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</tbody>
</table>

### Transportation

<table>
<thead>
<tr>
<th>8. Type of Transportation</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Car</td>
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</tr>
<tr>
<td>Air</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
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### Hotel Stays

<table>
<thead>
<tr>
<th>9. Hotel Stay</th>
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</thead>
<tbody>
<tr>
<td>10. Total Transportation/Hotel Expenses</td>
<td>$468.52</td>
</tr>
<tr>
<td>11. Total Meal Expenses</td>
<td>$145.15</td>
</tr>
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### Other Expenses

| 12. Total Other Expenses | $39.80 |

### Total Expenses

| 13. Total Travel Expenses | $648.52 |

### Approvals

- **Department Director:**
  - Signature: [Signature]
  - Date: [Date]
- **City Manager:**
  - Signature: [Signature]
  - Date: [Date]
- **Labor Relations Use Only:**
  - Signature: [Signature]
  - Date: [Date]

---

**Appendix 000040**
Florida Association of City Clerks
P.O. Box 1757
Tallahassee, FL 32302-1757
(850) 222-9684
Fax (850) 222-3806
www.floridaclerks.org
FACC Officers and Directors
2007-2008

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City Clerk, City of Vero Beach

1st Vice President
Cynthia E. Goudeau, MMC
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Immediate Past President
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Appendix 000042
Conference Committees

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Lori McWilliams, CMC, Tequesta
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Linda Depew, CMC, Venice
Michelle Mayher, Fort Myers Beach
Diane Percycoe, CMC, Anna Maria
Helen Raimbeau, CMC, North Port
Pamela Smith, CMC, Sanibel
Beverly Rhodes, CMC, Bradenton

Conference Hospitality Committee
Donna Carlen, Belleair, Chair
Sue Andrews, Oviedo
Donna Boyd, CMC, Gulfport
Theresa McMaster, CMC, St. Pete Beach
Debra Sullivan, CMC, Belleair Bluffs
Sue Diana, MMC, Clearwater

Sponsors and Exhibitors Committee
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Heidi Reagan, Jacksonville Beach
Sarah Mirus, CMC, Longwood
Ellisa Horvath, CMC, Bal Harbour Village

Webmaster
Loredana Kalaghchy, CMC, Cocoa Beach
* as stipulated in By-laws or General Committee makeup

FACC Past Presidents

1972-1974
Robert N. Clark *(Deceased)*
Sunrise

1974-1975
Marguerite Peg Docen, CMC
Fort Lauderdale

1975-1976
Robert C. James *(Deceased)*
Fort Pierce

1976-1977
Jack F. Mathews *(Deceased)*
Key West

1977-1978
Kathryn H. O'Halloran *(Deceased)*
Highland Beach

1978-1979
Janet L. Cason, CMC
Naples

1979-1980
Ann Parks Byland, CMC
Coral Isle

1980-1981
Charlotte Lunz Burrie, CMC
Pompano Beach

1981-1982
Darleen Mitchell, CMC
Oakland Park

1982-1983
Donna Bender Barnett, CMC
Madeira Beach

1983-1984
June H. Boglioli, CMC
Belle Glade

1984-1985
Muriel W. Rickard, CMC
Deerfield Beach

1985-1986
George H. Ireland, CMC
Niceville

1986-1987
Virginia K. Walker, CMC
South Bay
General Information

WELCOME to the annual conference of the Florida Association of City Clerks. Please check your program carefully to determine in advance the exact location of your workshops, group sessions, meal functions and sponsored social events. This conference should provide outstanding opportunities, both educational and social, to meet and interact with other local government officials.

Conference Facilities
All workshop sessions will be held at the Naples Grande Resort & Club. Floor plans of the meeting rooms are located in this program on page 7.

Registration/Welcome Center Schedule
Registration will be held at the Naples Grande Resort & Club on:

- Sunday, June 29, 2008: 12:00 p.m. - 7:00 p.m.
- Monday, June 30, 2008: 7:30 a.m. - 5:00 p.m.
- Tuesday, July 1, 2008: 7:30 a.m. - 11:30 a.m.
- Wednesday, July 2, 2008: 7:30 a.m. - 11:00 a.m.

Messages and Cell Phones
The FACC registration desk can be reached by calling 1-(888) 422-6177 and asking for the FACC registration desk. Messages will be posted on the message board located adjacent to the registration desk. Messages will not be delivered personally, so please check this area often.

As a courtesy to your colleagues and speakers, please turn off cell phones and beepers at the beginning of each session.

Access for Individuals with Disabilities
All convention activities and facilities are accessible to individuals with disabilities. If you have special transportation needs, please inquire at the FACC registration desk. If you have special dietary requirements or require assistance during special events or luncheon, please advise the staff at the FACC registration desk.

Spouse/Guests/Children’s Events
There’s plenty to keep you occupied while visiting the Naples Grande Beach Resort. You can stroll down the...
picturesque beach – a three-mile stretch of powdery sand, stretching from the mangroves at Clam Pass Park to the tranquil waters of the Gulf of Mexico. Participate in favorite sports, or seek peaceful solitude to nourish your soul. The choice is entirely yours at this renowned Naples resort, where bountiful recreation is at your immediate disposal. Tee off at their award-winning Naples Grande Golf Club – an extraordinary 18-hole, par-72 course. Play a round of doubles on one of their 15 Har-Tru tennis courts. Rejuvenate yourself in their state-of-the-art fitness center, complete with cardiovascular equipment and personalized wellness programs. Schedule a therapeutic body treatment or a deep-tissue massage within their luxurious Golden Door Spa. Dine at one of their five premium restaurants, offering a wide selection of cuisine. The well-rounded host of activities at this vibrant Naples resort also includes:

- Naples Grande Kids Club: their signature children's program
- Mangrove Mountain: a 100-foot waterslide located at the main pool with zero entry
- Two additional pools: with whirlpools and private cabanas
- Private mangrove estuary: accessible via seaside boardwalk
- Waterside Shops: upscale shopping strolling distance from the resort

### Continuing Professional Education Credit

Municipal Clerks who are working toward the Certified Municipal Clerk (CMC) designation or Master Municipal Clerk Academy (MMCA) designation and wish to receive the maximum points allowable by IIMC will need to be sure they are scanned into every session and that they complete and turn in the Ideas to Action Plan (ITA) to the Conference Registration Desk before leaving the conference; Clerks who are obtaining hours for the purpose of re-certification and who are scanned into every session will receive up to 11.25 hours of education credit when submitted to IIMC along with their conference program and certificate of attendance. Clerks who are not actively working towards certification or re-certification may decline scanning and completion of the ITA document. Certificates will be mailed to attendees approximately 30 days after the conference. For more information, please contact Lisa Burns, MMC, City Clerk.

### Investment Committee

Don Doucet, MMC, Niceville, Chair
Tammy Vock, MMC, Vero Beach
Lisa Burns, MMC, Temple Terrace
Barbara McDaniel, MMC, Davie
Scott Hamilton, Florida League of Cities

### Legislative Committee

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Bea Meeks, CMC, Mascotte
Julie Hennessy, CMC, Deland
Jeanette Williams, CMC, Sebastian

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Michelle Hawkins, City of Mascotte
Diane Gibson Smith, Leesburg
Susan Kabana, MMC, Malabar
Lori McWilliams, CMC, Tequesta
Patsy Wainright, CMC, Altamonte Springs
Laura Aldrich, CMC, Indian River Shores

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Lenore Milan, Melbourne Beach
Wanda Wells, CMC, Titusville
Susan Owens, Southwest Ranches
Marie Adams, CMC, Fort Myers
Pamela Smith, CMC, Ex-officio member

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Susan Kabana, MMC, Malabar
Ronetta Taylor, CMC, Miami Gardens
Debra Sullivan, CMC, Bellair Bluffs
Beverly Brown, MMC, Highland Beach

Appendix 000045
Conference Hospitality Committee
Donna Carlen, Belleair, Chair
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Donna Boyd, CMC, Gulfport
Theresa McMaster, CMC, St. Pete Beach
Debra Sullivan, CMC, Belleair Bluffs
Sue Diana, MMC, Clearwater

Goals Committee
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Janice Goebel, CMC, Apoka
Sarah Mirus, CMC, Longwood
Leonore Milan, Melbourne Beach
Susan Owens, Southwest Ranches
Cynthia Goudeau, MMC, Clearwater

Institute Committee
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Dan Davis, Palm Coast
Audrey Sikes, Lake City
Sharon Widdifield, CMC, St. Augustine Beach
Karen Rogers, CMC, St. Augustine
Angie Bush, Cross City
Marjorie Robertson, Green Coves Springs
Karen Venables, Palatka
Betsy Driggers, Palatka
Lisa Volpe, CMC, Neptune Beach
Karla Strait, CMC, Neptune Beach
Donna Bussey, Atlantic Beach
Clare Hoeni, CMC, Palm Coast
Angela Apperson, CMC, Flagler Beach
Ronya Johnson, Bunnell
Holly Moseley, Ocoee
Lisa Purvis, Hilliard
Shirley Heath, CMC, White Springs
Linda Johns, CMC, Starke
Kim Elliott, Fernandina Beach

Special Events
Exhibit Hall
Don’t forget to visit our exhibit hall and show your appreciation to the exhibitors who help make this conference possible. All refreshment breaks and the Welcome Reception will be held in the exhibit hall. The exhibit hall hours are as follows: Sunday, June 29, 2008, 6:00 p.m. - 7:00 p.m.; Monday, June 30, 2008, 8:00 a.m. - 5:00 p.m.; and Tuesday, July 1, 2008, 8:00 a.m. - 10:30 a.m.

Internet Café
Do you want to learn more about computers and technology? Are you looking for technology services for your city? Need a place to relax and have a cup of coffee or soda? Or do you just want to browse the Internet, check your Web-based e-mail or get some work done? Again this year, the Florida League Cities Technology Services Department and the Florida Association of City Clerks will provide an Internet Café. The Internet Café is a place where both new and experienced computer users are welcome. Now you don’t have to go back to your room or find a place to “get connected,” your connection to the Information Superhighway is in the Internet Café. You will enjoy personal attention and professional service. Be sure to look for us in the exhibit hall!

Welcome Reception
Orchid Ballroom
Sunday, June 29, 2008, 6:00 p.m. - 7:00 p.m.
Kick-off the conference by renewing acquaintances, meeting new friends, catching up on what has happened during the past year, or just relaxing in a very casual atmosphere. Welcome our exhibitors and sponsors for this year’s conference, network and make your plans for the rest of the week. Enjoy an early evening of light hors d’oeuvres, beer and wine. Spouses and guests are welcome if they are registered. Tickets must be presented to enter the event. No children please. Additional tickets are $35.00.

Clerk’s Suite for Interaction (CSI)
The Hospitality Committee has planned a serene corner away from the jungle for you to relax and enjoy a breathtaking view of the Gulf of Mexico. We hope you
will join us and savor wonderful snacks, cool drinks and participate in drawings for door prizes. CSI will be open Sunday from 7:00 p.m. - 10:00 p.m.; Monday following the evening event until 10:00 p.m.; and Tuesday from 7:00 p.m. - 10:00 p.m. So come interact with fellow clerks, meet old friends and make new ones. After all, in the jungle you need to keep your friends close by.

Monday Night Event
Vista Ballroom
Monday, June 30, 2008, 6:30 p.m. - 9:30 p.m.
It may be a jungle out there, but when you attend the Monday Night Event you’ll forget all about the lions, tigers and bears (oh my!) lurking about.

We will start off the evening with a complimentary cocktail hour to help soothe frazzled nerves and put everyone in a tropical state of mind – think rainforests, waterfalls and beautiful orchids swaying in the breeze. Sit back, relax and listen to the soft jazz, blues and Latin rhythms of Antonio as he serenades us with his guitar.

After cocktails chefs will have a Taste of the Caribbean Buffet waiting for us. We will enjoy such delicacies as jerk chicken, fish, roast pork and steak grilled to perfection and carved by the chef. Make sure to save room for the pineapple cake and rum baba with fresh fruit for dessert.

After dinner, you'll be astounded by the amazing impressions of Mark Ralston, who has been entertaining for more than 17 years, performing at such venues as Disney, Busch Gardens, Opryland, Billboard Live and Coconuts Comedy Club.

Tickets must be presented to enter the event. Additional tickets are $60.

Acknowledgements
The Florida Association of City Clerks express sincere appreciation to the local conference host committee, the conference program committee, the Florida League of Cities, speakers, panelists, moderators, sponsors, contributors, exhibitors, and participants for their excellent cooperation and support of the FACC Annual Conference.
Wednesday, July 2, 2008 (cont.)

During this session, you will learn how to observe people and processes, gather information and, finally, use that information to make their department function at a higher level. Develop the confidence to figure out complex situations, which in the past may have held you or your department back. These incredible tools will transform the way you function individually, with your team and with your community.

**Speakers:** Robin Reiter, Senior Minister, Unity Center of Vero Beach; and Linda Ware, Speaker, Author and Coach

11:45 a.m. - 2:00 p.m.

**New Board of Directors Meeting/Orientation**

Acacia I & II

As your safari finally comes to an end and you gather your things for the trek back to your municipality, we hope you will be taking with you a collection of sharpened skills, fine-tuned ideas and fond memories of your time spent exploring the jungle!

---

**In Appreciation**

The Florida Association of City Clerks is pleased to provide public recognition of the firms and companies for their support and sponsorship of our conference’s social and entertainment events.

The generous contributions of all these companies are greatly appreciated. Please take time to express your personal appreciation to all sponsors and exhibitors for their exemplary efforts. For without their contributions our conference would not be possible.

**Hotel Meeting Space**

2008 Exhibitors and Sponsors

- **B.I.S. Digital, Inc.** – Industry leader in providing multi-channel digital audio/video recording, agenda management and voting systems.
- **Crowder Disaster Recovery** – Provides disaster debris management services.
- **eBridge Solutions** – The fastest, most affordable way to increase productivity and improve service by efficiently capturing, organizing, sharing and storing all types of documents. We offer a simple and secure way to transform cumbersome paper files into electronic images that are instantly and simultaneously accessible anytime, anywhere.
- **Florida League of Cities, Inc.** – Local government leaders in advocacy, insurance and financial services.
- **Golden Isles Enterprises** – Binders, cabinets for binders, maps and flags.
- **Hancock Bank** – Provides municipal financing and local government depository/cash management services.
- **ICMA Retirement Corp.** – Deferred comp.
- **Image One Corporations** – An enterprise-level provider of both content management and document imaging technology solutions. With our headquarters located in Tampa, Fla., Image One has been successful in helping organizations improve their business processes since 1994.
- **Information Management Services** – Software developers for city governments providing fully integrated, Windows-based programs.
- **JetScape Laser Service, Inc.** – A vendor for the Florida Tax Collectors and is endorsed by the FTCSC. We offer special pricing for all government agencies on ink and toner cartridges for printers, copiers and fax machines.
- **MAF Background Screening** – Provides fast turnaround and competitive pricing on employment screening information delivered with personal service by a reputable company with over 80 years of experience.
- **MCC Innovations** – Offers document imaging, software/services, large-format scanning services and MuniAgenda.

for those of you with the dual role of clerk/finance director in your city.

**Speaker:** Leticia Blick, Senior Tax Specialist, Florida Department of Revenue

3:00 p.m. - 3:15 p.m.
**Refreshment Break**
Orchid Foyer

7:00 p.m. - 10:00 p.m.
**Hospitality Suite Open**
Grande Suite

---

**Wednesday, July 2, 2008**

7:30 a.m. - 11:30 a.m.
**Registration Desk Open**
Orchid Foyer

8:15 a.m. - 9:00 a.m.
**District Meetings**
Enjoy a continental breakfast while you attend your district's meeting. Meet those clerks who live close to you and find out what is happening in your very own neighborhood!

- **Northwest and Northeast District**
  Royal Palm I
- **Central West District**
  Royal Palm II
- **Southwest District**
  Royal Palm III
- **Central East District**
  Banyan I & II

**Note:** Southeast met on Monday afternoon, we will have continental breakfast for you set up in the Orchid Foyer.

9:00 a.m. - 11:30 a.m.
**Joint Final Session:**
**Knowledge Management**
Royal Palm Ballroom IV & V
(IIIMC Course: MMCA 425)

“Authentic Knowledge Management” teaches how to gather important data; meld that data with the appropriate information; make sense of the information so it becomes part of your knowledge base; and tap into your wisdom to be sure the information fits the situation, person or project in the municipal environment. Through this exciting, interactive and fun experience, participants will make decisions from a fully informed standpoint. Whether dealing with individuals, groups, municipalities or situations, this system unravels the puzzle so people end up with clarity rather than confusion.
Think of the Lion King! The terms leadership and management are associated with heads of organizations. What skills does one need to be a good leader or a good manager? Is there a difference between leadership and management? What does it mean to be a strategic leader? How do you build a winning team? These questions and others will be addressed in this workshop to help you identify and strengthen your skills and prepare you for greater success.

**Speaker:** Lorna J. Kibbey, Lorna Kibbey Leadership Solutions

---

Keep in mind that “we've always done it this way” is a dangerous attitude to have, especially when it comes to elections! “These times, they are a changin'…” Refresh yourself on the latest election law changes and those election issues you may need to dust off and re-familiarize yourself with: “resign-to-run,” qualifying candidates and campaign do's and don'ts. This engaging supervisor of elections will provide you with the information you need to run a smooth, successful municipal election.

**Speaker:** Bill Cowles, Supervisor of Elections, Orange County

---

No safari is complete without that all important property tax revenue to fund your expenses along the way. Whether the cuts are deep and the check is large or small, you won't get it at all if you don't complete the process correctly. Who better to guide you in examining and explaining the latest changes to the Truth-in-Millage process than the Department of Revenue's go-to person for TRIM? This is a “must” session.

**Municipal Code Corporation** – Offers codification services, supplementation and electronic services; MCC Advantage specializes in municipal utility presentation and payment processing.

**PRIDE Enterprises** – Manufactures award-winning offset and screen printed products. We also specialize in vinyl and identification products such as ring binders and decals, signage and corrugated boxes.

**Questys Solutions** – Provides an array of award-winning content management, knowledge management, document management, records management, document imaging, electronic workflow and electronic agenda management solutions to meet today’s small business and mid-size enterprises needs.

**R & S Integrated Products & Services** – Provides turnkey integrated solutions for document imaging, records/document management, automated data capture and agenda process automation challenges.

**Sire Technologies, Inc.** – A top provider of document management and agenda automation solutions specifically tailored to the needs of state and local government agencies. SIRE’s comprehensive suite of solutions includes agenda automation, streaming video, minutes annotation, committee management, workflow, document imaging and secure Web publishing of information.

**Springbrook Software** – Develops, markets, implements and supports integrated financial accounting and customer information systems software solutions for local government, utilities and special districts.

---

**Sponsors**

- Florida League of Cities, Technology Services
- Granicus, Inc. – Government Webcasting and public meeting management solutions.
- Pinellas County Municipal Clerks
- South Florida Government Finance Officers and City Clerks Association
session integrates ethics in all aspects of public life, with illustrations of best ethical practices.

Speaker: William Potter, Superintendent of Revenue and Special Facilities, City of Cape Coral

9:00 a.m. - 10:15 a.m.
Legislative Update
(IIMC Course: Elective)
It's a whole different jungle in Tallahassee, where, from their recent actions towards city government, it might be thought that only leopards reside, hiding their spots. They threaten the empowerment granted to local government under the laws of Florida to make our own choices regarding our municipalities’ visions for the future, the government services required to accomplish these visions and the resources needed to pay for those services. Legislative staff members from the Florida League of Cities will report on the outcome of this session’s attacks on Home Rule and other legislation directly affecting the city clerk’s office.

Speaker: Scott Dudley, Senior Legislative Advocate, Florida League of Cities

10:15 a.m. - 10:30 a.m.
Refreshment Break
Orchid Ballroom

10:30 a.m. - 11:45 a.m.
Growth Management – Part II
(IIMC Course: CMC 213)
Part II of this session will address specific issues such as advertisement standards and processes, large and small scale land use amendment changes to local comprehensive plans, the annexation process and legal procedures and official compliance and non-compliance issues related to local comprehensive plans, among others.

Speaker: James G. LaRue, President, LaRue Planning and Management Services

10:30 a.m. - 11:45 a.m.
Process Management
(IIMC Course: MMCA 423)
Every project assigned to you is a risk these days, with more time constraints, technical challenges and fewer resources to get the job done. This session will teach you how to recognize and manage potential problems, and provide practical methods for completing difficult projects.

Speaker: C. Chris Niederhauser, Willenbacher & Associates
Monday, June 30, 2008 (cont.)

4:30 p.m. - 5:00 p.m.
Southeast District Meeting

6:30 p.m. - 9:30 p.m.
Monday Night Event

9:30 p.m. - 10:00 p.m.
Hospitality Suite Open

Tuesday, July 1, 2008

7:30 a.m. - 4:30 p.m.
Registration Desk Open

8:00 a.m. - 10:30 a.m.
Internet Café

8:00 a.m. - 10:30 a.m.
Exhibit Hall Open

8:00 a.m. - 8:45 a.m.
Continental Breakfast

9:00 a.m. - 10:15 a.m.
Growth Management – Part I
(IIMC Course: CMC 213)
How do we tame this jungle? This session will provide an overview of relevant statutory, administrative code and program implementation standards related to Florida’s growth management and local comprehensive planning process. An emphasis will be on those regulatory standards that directly impact the organizational requirements and operations of municipal clerks in Florida. Part II follows the break!

Speaker: James G. LaRue, President, LaRue Planning and Management Services

9:00 a.m. - 10:15 a.m.
Ethics as a Core Strategy
(IIMC Course: MMCA 430)
Even lions, tigers and bears have to play nice! There is a growing consensus that the roles and responsibilities of government officials towards society are becoming more complex and extend beyond simply providing social services. The need for attention to ethical behavior has become essential in conducting day-to-day business. This

Call to Order: Tammy K. Vock, MMC
FACC President, City Clerk, City of Vero Beach

Presentation of Colors: Collier County Sheriff’s Department

Pledge of Allegiance: Tammy K. Vock, MMC
FACC President, City Clerk, City of Vero Beach

National Anthem: Terry Stewart
City Manager, City of Cape Coral

Invocation: Ben Nelson, Jr.
Mayor, City of Bonita Springs

Introductions: Tammy K. Vock, MMC
FACC President, City Clerk, City of Vero Beach

Keynote Address: James G. LaRue
President, LaRue Planning and Management Services

Greetings, Acknowledgements and Announcements:
Tammy K. Vock, MMC, FACC President
Dianne Lynn, CMC, FACC 2008 Conference Committee Chair
Dyanne Reese, MMC, IIMC President

Closing Remarks: Tammy K. Vock, MMC
FACC President, City Clerk, City of Vero Beach

10:00 a.m. - 10:15 a.m.
Refreshment Break

10:15 a.m. - 11:45 a.m.
Joint Session – “Play Jeopardy”
Royal Ballrooms VI-VIII
(IIMC Course: MMCA 413)
You are poised for your adventure, deep into the heart of the jungle – but are you ready to meet the challenges? Remember – it’s not a walk in the park...it’s a jungle out there! Team up with your peers, sharpen your senses and test your knowledge so you’ll be able to share your expertise and learn from others the best practices for charting your course through the jungle.

Speaker: Steve Spires, Ocala Human Resources Training Coordinator, City of Ocala

11:45 a.m. - 1:15 p.m.
Lunch on Your Own
Sidewalk café in Exhibit Hall

Appendix 000052
Monday, June 30, 2008 (cont.)

1:15 p.m. - 2:45 p.m.
Intergovernmental Partners/Players         Royal Palm IV
(IIIMC Course: MMCA 413)
Florida’s governmental landscape makes a good analogy for jungles. There are a wide variety of species: some of whom have power and some of whom rely upon the power of others. Do you know who the key players are? As you walk the paths of your jungle, do you recognize the partners and the predators? Would you be able to confidently discuss all of Florida’s governmental entities with a newly elected official or a curious citizen? This workshop will identify Florida’s governmental entities and also discuss the relationships that exist among and between these entities. Intergovernmental knowledge can keep you out of swamps and pits!
Speaker: Lynn Tipton, Director of Membership Services, Florida League of Cities

1:15 p.m. - 2:45 p.m.
Budgeting After Property Tax          Royal Palm V
(IIIMC Course: MMCA 428)
You’re not in Kansas anymore! You’re not even in the Florida you knew anymore! It is a tangled mess of reduced property tax revenues, falling interest rates, limitations on spending, cutbacks, rising costs and political ramifications everywhere you turn. Now what do you do? How do you provide the services your citizens expect and demand? Learn how to prioritize your spending, maximize your revenues, reduce your costs and restore peace in your municipality’s financial jungle with a budget you can live with.
Speaker: Robert R. Garner, CPA, CGFO, CMA, President, The Government Consulting Service Company

1:15 p.m. - 2:45 p.m.
Legal Issues in the Clerk’s Office       Royal Palm VI-VIII
(IIIMC Course: CMC 118)
Are you hacking and slashing your way through a jungle of red tape and legal requirements? Or are you calmly sidestepping those snake pits of uncertainty fully armed with legal savvy? Make sure you’re in compliance with the new Social Security reporting requirements, dual office holding, legal notice requirements – all of the things that keep your name out of the newspaper, except, of course, when your dedicated efforts are praised and rewarded!
Speaker: Audrey Vance, City Attorney, City of Bonita Springs

2:45 p.m. - 3:00 p.m.
Refreshment Break                      Orchid Ballroom

3:00 p.m. - 4:30 p.m.
Technical Writing and Communication in Public Service       Royal Palm VI-VIII
(IIIMC Course: MMCA 429)
“Me Tarzan, You Jane,” won’t work in our everyday jungle! How many times have you sent an innocent message to someone and gotten an entirely “off the wall” response? This seminar uses lessons learned in our examination of the written word and non-verbal communication to show how the missing link – conveying the right attitude – reveals itself on the written page. Examples will demonstrate how inappropriate word usage, formatting errors, wrongly placed clipart and other calamities speak louder than words. Participants will learn to eliminate sarcasm, emotional overtones and needless information. The ultimate goal is to deliver the intended message clearly and concisely without clutter.
Speaker: Lorna J. Kibbey, Lorna Kibbey Leadership Solutions

3:00 p.m. - 4:30 p.m.
Peer Today, Boss Tomorrow          Royal Palm V
(IIIMC Course: CMC 111 or MMCA 426)
If you ran the zoo, what would you do? Do you have the knowledge, skills, experience and training needed to successfully supervise others? How would you describe an effective supervisor or manager? Join us for this workshop if you are a new supervisor or manager with questions and the desire to take your skills to the next level.
Speaker: Libby Anderson, SPHR, President, EDA Human Resource Services

3:00 p.m. - 4:30 p.m.
Disaster Planning          Royal Palm IV
(IIIMC Course: MMCA 411)
To preserve the environment in which you and the citizens of your municipality reside as a tranquil, functioning, livable paradise in the face of hurricanes, tornadoes, fires, chemical spills and other environmental hazards requires careful planning – not last-minute panic. To ensure your plan is the best it can be, or to gain insight on what to include in such a plan, don’t miss this session by “one of our own” who has gained recognition as an expert on this critical topic.
Speaker: Pamela Smith, CMC, Second Vice President, Florida Association of City Clerks; City Clerk, City of Sanibel

Appendix 000050
Florida Association of City Clerks

Certifies That

Priscilla Thompson, CMC

Has Completed 11.25 Hours of Educational Sessions At the

FACC Annual Conference

Presented this 2nd Day of July, 2008

Cynthia E. Henderson
FACC President
<table>
<thead>
<tr>
<th>Line ID</th>
<th>Entry Type</th>
<th>FY '08 Scenario B</th>
<th>Line Item Titles and Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>6394</td>
<td>Entry</td>
<td>$0.00</td>
<td>Online Records Certification Courses ** Item Not Included in Scenario B</td>
</tr>
<tr>
<td>5934</td>
<td>Entry</td>
<td>$1,493.00</td>
<td>Laserfiche User Conference - January 2008 ** Laserfiche training to be attended by a</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>representative of the City Clerk's Staff in Los Angeles, California on January 2008</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>($1000 Hotel and Airfare, $250 Registration, $195 Per Diem and Tips)</td>
</tr>
<tr>
<td>5936</td>
<td>Entry</td>
<td>$1,050.00</td>
<td>Florida State Association of Supervisors of Elections Conference - May 2008 ** Florida State</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Association of Supervisors of Elections Conference to be attended by a</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>representative of the Office of the City Clerk</td>
</tr>
<tr>
<td>6401</td>
<td>Entry</td>
<td>$0.00</td>
<td>Mileage Reimbursement for City Clerk's Staff - Passport Acceptance Facility ** Item Not</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Included in Scenario B</td>
</tr>
<tr>
<td>6400</td>
<td>Entry</td>
<td>$0.00</td>
<td>Miscellaneous Staff Mileage - Seminars, Conferences and Training ** Item Not Included</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>in Scenario B</td>
</tr>
<tr>
<td>6398</td>
<td>Entry</td>
<td>$0.00</td>
<td>Grant Writing Seminar ** Item Not Included in Scenario B</td>
</tr>
<tr>
<td>6397</td>
<td>Entry</td>
<td>$0.00</td>
<td>ARMA International Annual Conference ** Item Not Included in Scenario B</td>
</tr>
<tr>
<td>6395</td>
<td>Entry</td>
<td>$2,284.00</td>
<td>Florida Association of City Clerk's Annual Conference - June 2008 ** Florida Association</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>of City Clerk's Annual Conference to be attended by 2 members of the the City Clerk's</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Staff June 2008 In Naples, FL ($560 Hotel, $200 Registration, $122 Mileage, $260 Per</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Diem and Tips)</td>
</tr>
<tr>
<td>5939</td>
<td>Entry</td>
<td>$710.00</td>
<td>FRMA Winter Conference - October 2008 ** FRMA Winter Conference to be attended by a</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>representative of the City Clerk's Staff in Boca Raton, Florida October 2008 ($300 Hotel,</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$200 Registration, $60 Mileage, $120 Per Diem, $30 Gas)</td>
</tr>
<tr>
<td>5931</td>
<td>Entry</td>
<td>$2,250.00</td>
<td>Professional Development for Staff ** Professional Development for City Clerk's staff</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>to include continuing education, seminars and conferences for the purpose of</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>developing specialized skills required for staff to complete S.M.A.R.T Goals.</td>
</tr>
<tr>
<td>5944</td>
<td>Entry</td>
<td>$400.00</td>
<td>Mileage Reimbursement for City Clerk's Staff - Business at MRC ** Mileage Reimbursement</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>for the City Clerk's Staff - Business at MRC to include personnel/payroll matters,</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>miscellaneous collections, special projects and informational meetings.</td>
</tr>
<tr>
<td>5946</td>
<td>Entry</td>
<td>$400.00</td>
<td>Mileage Reimbursements for City Clerk's Staff - Board Meetings ** Mileage Reimbursements</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>for City Clerk's Staff - Attendance at Board Meetings</td>
</tr>
<tr>
<td>5948</td>
<td>Entry</td>
<td>$2,790.00</td>
<td>2008 Annual International Performance Improvement Conference - April 2008 ** 2008 Annual</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>International Performance Improvement Conference held in New York, New York on April 2008</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>to be attended by a representative of the City Clerk's Office for the purpose of</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>improving performance measurements related to the Balanced Scorecard initiatives. ($1,500</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Hotel and Airfare, $900 Registration, $390 Per Diem and</td>
</tr>
<tr>
<td>6390</td>
<td>Entry</td>
<td>$0.00</td>
<td>National Forum for Black Public Administrators ** Item Not Included in Scenario B</td>
</tr>
<tr>
<td>5942</td>
<td>Entry</td>
<td>$1,920.00</td>
<td>Florida Association of City Clerk's Career Institute - October 2007 ** Florida Association</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>of City Clerk's Career Institute to be attended by a representative of the City Clerk's</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Staff October 2007 for points toward a Certified Municipal Clerk designation ($780 Hotel,</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$400 Registration, $390 Per Diem and Tips, and $350 Mileage)</td>
</tr>
</tbody>
</table>

** SETTINGS: ** Filtered for All Funds / All Subfunds / All Departments / All Organizations ** Grouped by Dept ** Includes Revenues & Expenses
Expense Report IEX23868

Submission Instructions
For Regular Expense Reports:
* To send required receipts to Accounts Payable, print this page and attach all required receipts.
* Make a photocopy of this page and the receipts for your records.
* Place this page and the original receipts in an interoffice envelope, and send to Accounts Payable.

Your manager (or specified approver) will be notified requesting approval for this expense report. Upon approval, a notification will be sent to you and Accounts Payable. This expense report will be paid after it has been approved, and Accounts Payable verifies the receipts.

For P-Card Expense Reports:
* Print this page and attach all original receipts/invoices/back-up documents and submit to the P-Card Administrator. Please ensure that you make copies for your records of all documents submitted.

Your manager or specified approver will be notified via e-mail requesting approval for this p-card expense report. Once the report is approved electronically by all of the approvers in your department’s hierarchy, it will be routed to the P-Card Administrator. Said person will make the final review and approval of this report before it is posted for payment.

General Information
Name: Thompson, Priscilla Angelena (14137)
Expense Dates: 06/28/2008 - 07/02/2008
Cost Center: 121000
Purpose: Florida Association of City Clerk’s Annual Conference in Naples, FL
Approver: Hernandez, Pedro G

Expense Details

| Business Expenses | Weekly Summary | Approval Notes [0] |

<table>
<thead>
<tr>
<th>Date</th>
<th>Receipt</th>
<th>Expense Amount</th>
<th>Rate Type</th>
<th>Justification</th>
<th>Merchant Name</th>
<th>Project Number</th>
<th>Task Number</th>
<th>Award Number</th>
<th>Receipt Required</th>
<th>Missing</th>
<th>Reimbursable Amount (USD)</th>
<th>Details</th>
<th>Allocations</th>
<th>Attachments</th>
</tr>
</thead>
<tbody>
<tr>
<td>06/30/2008</td>
<td>Lodging</td>
<td>270.00 USD</td>
<td>1 Room Charges</td>
<td>Charges for 6/30/08 and 7/1/08, includes resort fee of $200</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>270.00</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>06/29/2008</td>
<td>Per Diem</td>
<td>50.04 USD</td>
<td>1 Breakfast</td>
<td>for 6/29/08 through 7/2/08 @ $12.51 a day</td>
<td></td>
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<td></td>
<td></td>
<td>50.04</td>
<td></td>
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</tr>
<tr>
<td>06/29/2008</td>
<td>Per Diem</td>
<td>57.16 USD</td>
<td>1 Lunch</td>
<td>for 6/29/08 through 7/2/08 @ $14.29 a day</td>
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<td></td>
<td></td>
<td>57.16</td>
<td></td>
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<tr>
<td>06/29/2008</td>
<td>Per Diem</td>
<td>70.32 USD</td>
<td>1 Dinner</td>
<td>for 6/29/08 through 7/1/08 @ $23.44 a day</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>70.32</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>06/28/2008</td>
<td>Tolls</td>
<td>6.00 USD</td>
<td>1 Parking &amp; Tolls</td>
<td>Paid with surpas going back from conference in Naples</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>6.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>06/29/2008</td>
<td>Per Diem</td>
<td>20.00 USD</td>
<td>1 Tips</td>
<td>Tips @ $5 a day</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>20.00</td>
<td></td>
<td></td>
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</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>473.52</strong></td>
<td></td>
<td></td>
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<td></td>
<td></td>
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</tr>
</tbody>
</table>

Mileage Expenses

| Start Date | End Date | Expense Type | Justification | Project Number | Task Number | Award Number | Trip Mileage Rate | Reimbursable Amount (USD) | Details | Allocations | Attachments |

Appendix 000056

<table>
<thead>
<tr>
<th>Expense Details</th>
<th>Weekly Summary</th>
<th>Approval Notes [0]</th>
</tr>
</thead>
<tbody>
<tr>
<td>06/28/2008 06/29/2008 Mileage</td>
<td>Traveled by car to Naples from Miami and back</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Appendix 000057
# City of Miami

## TRAVEL REIMBURSEMENT REQUEST

### REFERENCE:
City of Miami Labor Management Policy Nos. 1-77 and 2-85

### INSTRUCTIONS:
1. This form must be preceded by the Travel Expense Approval form.
2. Manager's approval is required if 2 or more out of state trips are taken in the same FY.
3. Attach all applicable receipts with this form or page from "RUNZHEIMER".
4. Car mileage will be determined by Labor Relations.

### TRAVELER DATA
1. Travel Expense Approval No: 2. This request is for:
   - [ ] Employee
   - [ ] Other (Specify)

3. Name: Priscilla A. Thompson
4. Title: City Clerk
5. Department: City Clerk's Office
6. Division:

7. Mailing Address (Applicant):
   8700 NW 14 Ave. Miami, FL 33147

8. Purpose of Travel:
   Florida Association of City Clerk's Annual Conference

9. Destination:
   From: To:
   Miami, Florida Naples, FL

10. Conference Dates:

12. Date of Return: 7/2/2008

13. Charge to Account Code(s):
   000001.121000.540000.0000.0000

### TRANSPORTATION/HOTEL
14. Rail [ ] Car [ ] Bus [ ] Air [ ]
15. Fare City's Agent:
   - [ ] Yes
   - [ ] No

16. Car Mileage: 247.36 miles @ 0.50 cents
17. Hotel Room

18. Total Transportation/Hotel Expenses

### MEAL EXPENSES
19. Breakfast:
   - No(s) 4 x 12.51 $ 50.04
20. Lunch:
   - No(s) 4 x 14.29 $ 57.16
21. Dinner:
   - No(s) 3 x 23.44 $ 70.32

22. Total Meal Expenses $ 177.52

23. If the above travel, hotel or meal cost represents more than one person, or any extraordinary circumstance, please explain:

### OTHER EXPENSES
24. Registration
   $ 185.00
25. Parking and Tolls
   $ 6.00
26. Taxi or Limousine Service
   $ 
27. Car Rental
   $ 
28. Tips: (wait parking, bellhop, housekeeping)
   $ 20.00
29. Misc. Expenses (Itemize):
   $ 

30. Total Other Expenses $ 211.00

### EXPENSES/REIMBURSEMENTS
31. Total Travel Expenses (sum of lines 18, 22 and 30)
   $ 782.20
32. Amount Advanced (if applicable)
   - NOTE: Subtract line 32 from line 31. If amount if positive, complete line 33. If negative, complete line 34.
   $ 185.00
33. Net Amount Due to Traveler
   $ 597.20
34. Funds Overpaid by City
   $ 

### CERTIFICATION BY TRAVELER

Priscilla A. Thompson
Date 7/17/08

### APPROVALS

Department Director/Designee
Date
City Manager/Designee
Date

Appendix 000058

Distribution: White - Finance Department; Canary - Department.
Florida Association of City Clerks
P.O. Box 1757
Tallahassee, FL 32302-1757
(850) 222-9684
Fax (850) 222-3806
www.floridaclerks.org

Florida Association of City Clerks Conference
June 28 - July 1, 2009
Sanibel Harbour Resort & Spa

Appendix 000059
President
Cynthia E. Goudeau, MMC
City Clerk, City of Clearwater

1st Vice President
Pamela B. Smith, MMC
City Clerk, City of Sanibel

2nd Vice President
Jackie Lawhon, MMC
City Clerk, City of Sopchoppy

Northeast Director
Betsy Jordan Driggers, CMC
City Clerk, City of Palatka

Northwest Director
Lee Mathes, CMC
City Clerk, City of Apalachicola

Central East Director
Tracy Ackroyd, CMC
City Clerk, City of Clermont

Central West Director
Kelly Koos, CMC
City Clerk, City of Lakeland

Southeast Director
Barbara Estep, MMC
Village Clerk, Miami Shores Village

Southwest Director
Helen M. Raimbeau, MMC
City Clerk, City of North Port

Immediate Past President
Tammy K. Vock, MMC
City Clerk, City of Vero Beach
Educational Program

Co-Chair: Andrea Lorenzo-Luaces, MMC, Winter Springs
Co-Chair: Lori McWilliams, CMC, Tequesta
Kurt Lannon, CMC, Gainesville
Cleo Horne, Callahan
Ethel Jefferson, St. Marks
Loredana Kalaghchy, CMC, Cocoa Beach
Donna Gardner, CMC, Casselberry
Joan Clark, CMC, Cocoa
Kelly Koos, CMC, Lakeland
Gwen Carlisle, CMC, Jupiter Island
Bonnie Potter, MMC, Cape Coral
Billy Robinson, CMC, Sarasota
Pamela Smith, MMC, Sanibel – ex-officio

Conference Host

Chair: Marie Adams, CMC, Fort Myers
Vice-Chair: Beverly Chapin, CMC, Bradenton
Patsy Adkins, North Port
Kathy Haley, CMC, Sebring
Stacey Johnston, CMC, Holmes Beach
Michelle Mayher, Fort Myers Beach
Diane Percycoe, CMC, Anna Maria

Conference Hospitality

Chair: Sheri Stewart, CMC, Punta Gorda
Vice-Chair: Trish Granger, Long Boat Key
Shelly Baumann, CMC, Arcadia
Jennifer Cone, CMC, Jasper
Jim Freeman, Palmetto
Stacey Johnston, CMC, Holmes Beach
Dianne Lynn, Bonita Springs
Helen Raimbeau, MMC, North Port
Cheri Smith, CMC, Key West
Cheryl White, CMC, Stuart

1972-1974
Robert N. Clark*
Sunrise

1974-1975
Marguerite Peg
Docen, CMC
Fort Lauderdale

1975-1976
Robert C. James*
Fort Pierce

1976-1977
Jack F. Mathews*
Key West

1977-1978
Kathryn H.
O'Halloran, MMC*
Highland Beach

1978-1979
Janet L. Cason, CMC
Naples

1979-1980
Ann Parks Byland,
CMC
Belle Isle

1980-1981
Charlotte Lunz
Burrie, CMC
Pompano Beach

1981-1982
Darleen Mitchell,
CMC
Oakland Park

1982-1983
Donna Bender
Barnett, CMC
Madeira Beach

1983-1984
June H.
Boglioli, CMC
Belle Glade

1984-1985
Muriel W.
Rickard, CMC
Deerfield Beach

1985-1986
George H.
Ireland, CMC
Niceville

1986-1987
Virginia K.
Walker, CMC
South Bay

1987-1988
Sandra L.
Woodall, CMC
Brooksville

1988-1989
Patricia A. Piller, CMC
Davie

1989-1990
Donna L. Williams,
CMC
Maitland

1990-1991
Eula R. Jorgensen,
CMC
Cape Coral

1991-1992
Patricia A. Jones,
CMC
Temple Terrace
**Professional Education Committee**

Co-Chair: Andrea Lorenzo-Luaces, MMC, Winter Springs
Co-Chair: Lori McWilliams, CMC, Tequesta
Kurt Lannon, CMC, Gainesville
Cleo Horne, Callahan
Ethel Jefferson, St. Marks
Loredana Kalaghchy, CMC, Cocoa Beach

Donna Gardner, CMC, Casselberry
Joaan Clark, CMC, Cocoa
Kelly Koos, CMC, Lakeland
Gwen Carlisle, CMC, Jupiter Island
Bonnie Potter, MMC, Cape Coral
Billy Robinson, CMC, Sarasota
Pamela Smith, MMC, Sanibel – ex-officio

**Resolutions Committee**

Chair: Lori Stelzer, MMC, Venice
Vice-Chair: Ellisa Horvath, CMC, Bal Harbour
Marie Adams, CMC, Fort Myers
Debbie Fitz-Gerald, CMC, South Daytona

Meryl Girard, MCM, Sunrise
Susan Owens, CMC, Southwest Ranches
Patricia Vancheri, North Lauderdale
Leslie Wallace, Margate

**Speakers Outline Book Committee**

Chair: Beverly Chapin, CMC, Bradenton
Alice Baird, CMC, Anna Maria
Jim Freeman, CMC, Palmetto

Stacey Johnston, CMC, Holmes Beach
Helen Raimbeau, MMC, North Port

**Sponsors and Exhibitors Committee**

Chair: Gwen Keough-Johns, CMC, Mount Dora
Ann Bass, Frostproof
Beverly Brown, MMC, Highland Beach
Jennifer Cone, CMC, Jasper

Kimberly Gay, Dundee
Albertha Patterson, El Portal
Beverly Raddatz, MMC, Islamorada

**Webmaster**

Loredana Kalaghchy, CMC, Cocoa Beach

**Historian**

Teresa Soroka, MMC, Aventura

*as stipulated in By-laws or General Committee makeup

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**General Information**

**WELCOME** to the annual conference of the Florida Association of City Clerks. Please check your program carefully to determine in advance the exact location of your workshops, group sessions, meal functions and sponsored social events. This conference should provide **outstanding opportunities**, both educational and social, to meet and interact with other local government officials.

**Conference Facilities**

All workshop sessions will be held at the Sanibel Harbour Resort & Spa. Floor plans of the meeting rooms are located on page 7 of this program.

**Registration/Welcome Center**

Registration will be held at the Sanibel Harbour Resort & Spa on:
- Sunday, June 28 ............... 12:00 p.m. - 7:00 p.m.
- Monday, June 29 ............. 7:00 a.m. - 5:00 p.m.
- Tuesday, June 30 .......... .... 7:15 a.m. - 5:30 p.m.
- Wednesday, July 1 .......... .... 8:00 a.m. - 12:00 p.m.

**Messages and Cell Phones**

The FACC registration desk can be reached by calling (239) 418-2881 and asking for the FACC registration desk. Messages will be posted on the message board located adjacent to the registration desk. Messages will not be delivered personally, so please check this area often.

As a courtesy to your colleagues and speakers, please turn off cell phones and beepers at the beginning of each session.

**Access for Individuals with Disabilities**

All convention activities and facilities are accessible to individuals with disabilities. If you have special transportation needs, please inquire at the FACC
registration desk. If you have special dietary requirements or require assistance during special events or luncheon, please advise the staff at the FACC registration desk.

**Spouse/Guests/Children’s Events**

Time you spend with your family is the most precious of all. So Sanibel Harbour Resort & Spa designed their family programs to be memorable in every way. Amusing, entertaining, even enlightening, these vacation experiences are the ones you'll cherish for generations.

- Five swimming pools
- Dive-in movies with inner tubes and popcorn
- Kayak and sun sports rentals
- Basketball
- Catamaran eco-nature canoe and kayak tours
- Fishing gear rentals (includes rod set-up)
- Dolphin watching
- Yacht sightseeing tours
- Kids Klub
- Recreation Room

**Kids Klub:** A treat for the kids. Supervised activities include fun-filled favorites such as “Kids in the Kitchen,” kite flying, water balloon tossing contests, scavenger hunts, tennis clinics and dive-in movies. The resort recreation room features flat-screen televisions, plus games like ping-pong, billiards and shuffleboard.

**Continuing Professional Education Credit**

Municipal clerks who are working toward the Certified Municipal Clerk (CMC) designation or Master Municipal Clerk Academy (MMCA) designation and wish to receive the maximum points allowable by IIMC will need to be sure they are scanned into every session and that they complete and turn in the Ideas to Action Plan (ITA) to the Conference Registration Desk before leaving the conference. Clerks who are obtaining hours

---

**Manual Revisions Committee**

Chair: Donna Gardner, CMC, Casselberry
Vice-Chair: Patsy Wainright, CMC, Altamonte Springs
Jennifer Cone, CMC, Jasper
Esther Coulson, West Park
Christine Gardner, MMC, Pinellas Park

---

**Membership Committee**

Chair: Dianne Lynn, CMC, Bonita Springs
Vice-Chair: Cheri Smith, CMC, Key West
Debbie Cason, Lakeland
Mary Elzy, Chiefland
Nelly Halboth, CMC, South Pasadena
Donna Haradin, Branford

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**Mentoring Committee**

Chair: Solomon Odenz, CMC, North Miami Beach
Vice-Chair: Pamela Smith, MMC, Sanibel
Cathy Benson, MMC, Safety Harbor

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**Nominating Committee**

Chair: Tammy Vock, MMC, Vero Beach
CE – Lane Gamioitea, CMC, Okeechobee
NW – Jim Anderson, Cedar Grove
SW – Bonnie Potter, MMC, Cape Coral
NE – Karen Rogers, CMC, St. Augustine
SE – Teresa Soroka, MMC, Aventura

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**President’s Advisory Committee**

Chair: Tammy Vock, MMC, Vero Beach
All Past Presidents
for the purpose of re-certification and who are scanned into every session will receive up to 11.25 hours of education credit when submitted to IIMC along with their conference program and certificate of attendance. Clerks who are not actively working towards certification or re-certification may decline scanning and completion of the ITA document. Certificates will be mailed to attendees approximately 60 days after the conference. For more information, please contact Andrea Lorenzo-Luaces, MMC, City Clerk, City of Winter Springs, 1126 E. State Road 434, Winter Springs, FL 32708, phone (407) 327-5955 or Lori McWilliams, CMC, Village Clerk, Village of Tequesta, 345 Tequesta Drive, Tequesta, FL 33469, phone (561) 575-6200 ext. 244. Additional information can be received from Amy Brewer at the Institute of Government, (850) 487-1870.

**Special Events**

**Exhibit Hall**
Don’t forget to visit our Exhibit Hall and show your appreciation to the exhibitors who help make this conference possible. All refreshment breaks and the Welcome Reception will be held in the Exhibit Hall. The Exhibit Hall hours are as follows:
- Sunday, June 28 .............. 6:00 p.m. - 7:00 p.m.
- Monday, June 29 ............. 7:00 a.m. - 5:00 p.m.
- Tuesday, June 30 ............. 7:15 a.m. - 10:30 a.m.

**Welcome Reception**

**Sunday, June 28**

Royal/Sabal Palms
6:00 p.m. - 7:00 p.m.

Kick-off the conference by renewing acquaintances, meeting new friends, catching up on what has happened during the past year, or just relaxing in a very casual atmosphere. Welcome our exhibitors and sponsors for this year’s conference, network and make your plans for the rest of the week. Enjoy an early evening of light hors d’oeuvres, beer and wine. Spouses and guests are welcome if they are registered. Tickets must be presented to enter the event. No children please. Additional tickets are $35.00.
Clerk's Suite for Interaction (CSI)
Egret Suite #873
Sunday, June 28 & Tuesday, June 30
6:00 p.m. - 10:00 p.m.

In keeping with this year's theme of "Keys to Success," this year's hospitality suite will be a reprieve in true Florida Keys style. Come relax and enjoy tasty food, cool drinks, good music and great company! The suite will be open on Sunday and Tuesday from 6:00 p.m. - 10:00 p.m. Don’t forget to wear your Hawaiian shirt and flip flops...best or worst, we'll have a contest for both!

Monday Evening Event
Everglades Ballroom
Monday, June 29
5:30 p.m. - 9:30 p.m.

Join your fellow clerks at the "Keys to Success" Monday Evening Event beginning with a cocktail hour at 5:30 p.m. (cash bar). Experience history when you look out over Punta Rassa, the southern point of land where the Caloosahatchee River meets the Gulf of Mexico. Explore an area inhabited centuries ago by the Caloosa Indians. Spanish explorers are thought to have settled Sanibel Island in the early 1500s and named it Santa Isabella in honor of Queen Isabella. Sanibel Harbor Resort’s location was given the name Punta Rass (flat or razed point) by the Spanish settlers. Legend tells that the islands became a haven for infamous pirates, such as Jose Gaspar.

After surviving wars, fire and hurricanes, the island is now a traveler’s paradise. Enjoy the resort’s turn-of-the-century-inspired design and discover the mystery that still lingers. The Monday Evening Event will capture the excitement of a southern Florida buffet, mingled with tips and clues to help solve the mystery! Follow the intrigue and adventure of centuries ago when pirates and pioneers settled the islands of Sanibel and Captiva. The answer to the mystery is yours to discover.

Come join us for a captivating evening.

Tickets must be presented to enter the event. Additional tickets are $70.
Wednesday, July 1, 2009

7:30 a.m. - 12:00 a.m.  Palm Registration
Registration Desk Open

8:15 a.m. - 9:00 a.m.
District Meetings
Enjoy a continental breakfast while you attend your district's meeting. Meet those clerks who live close to you and find out what is happening in your very own neighborhood! Please get your continental breakfast from the buffet table located in the Palms/Garden Foyer and bring it with you to your meeting.

Northwest & Northeast Districts  Periwinkle
Central West District  Sabal Palm C
Southwest District  Gardenia B
Central East District  Camellia A
Southeast District  Gardenia A

9:00 a.m. - 12:00 a.m.  Sabal Palm Ballroom
You Hold the Keys to Difficult Locks – Managing in Difficult Economic Times
(IIMC Course: MMC 410)
Tough times never last, but committed people do. No one can deny that emotions are high and people are concerned about the future. This event with internationally known leadership and team development expert Dr. Ray Jorgensen will help leaders tap into the deep reserves that have served them well in the past and sharpen their capacity to achieve desired results in turbulent times. Each participant will learn how to take an effective leadership stance and to use proven methods to hold difficult conversations in emotionally charged settings.

Speaker: Dr. Ray Jorgensen, Ph.D., Jorgensen Learning Center

12:15 a.m. - 2:00 p.m.  Gardenia A
New Board of Directors Meeting/Orientation

Acknowledgements
The Florida Association of City Clerks express sincere appreciation to the local conference host committee, the conference program committee, the Florida League of Cities, speakers, panelists, moderators, sponsors, contributors, exhibitors and participants for their excellent cooperation and support of the FACC Annual Conference.

In Appreciation
The Florida Association of City Clerks is pleased to provide public recognition of the firms and companies for their support and sponsorship of our conference’s social and entertainment events. Please see the exhibitor and sponsor listing on the next page.

The generous contributions of all these companies are greatly appreciated. Please take time to express your personal appreciation to all sponsors and exhibitors for their exemplary efforts, for without their contributions our conference would not be possible.

Conference Meeting Space

1 - Queen Palm Ballrooms
2 - Royal Palm Ballrooms
3 - Sabal Palm Ballrooms
4 - Periwinkle
5 - Palm Veranda
6 - Azalea
7 - Palms Registration
8 - Gardenia A & B
9 - Camellia A & B
10 - The Island Room
11 - Jasmine
12 - Everglades Ballrooms
in discussions about the election process being the foundation of governmental democracy for American citizens; and as the foundation, the process must be coordinated with the highest degree of integrity, honesty and impartiality. Information will be provided from state and municipal election professionals regarding the best practices for interacting intergovernmentally and finding the right solutions to the often legal and ethical election issues.

Speakers: Sharon Harrington, Lee County SOE; Bernie Feliciano, Lee County Elections Qualifying Officer; and Sondi Hill, City Clerk, Greenacres

Camellia A
1:30 p.m. - 5:30 p.m.
You're a Key Player – Building and Protecting the Integrity and Trust of Your Management Team
(IIMC Course: MMC 412)

This session will focus on how important the role of the clerk is in the management hierarchy and especially how important image is for clerks as charter officers. Our personal and professional actions dictate how our co-workers and residents perceive us. Dr. Ava Fluty will show how to project your image and professionalism through specific leadership styles and traits and how to obtain trust from, and interact with, your management team. This session will reinforce how to best use your keys to professional success!

Speaker: Dr. Ava Fluty, ND, MEd, CNHP, Trainer/Consultant

Hospitality Suite Open

Appendix 000067
Florida league of Cities, Technology Services

South Florida Government Finance Officers and City Clerks Association

Tuesday, June 30, 2009 (cont.)

12:00 p.m. - 1:15 p.m. Everglades Ballroom
FACC Luncheon
Business Meeting and Installation of Officers

1:30 p.m. - 5:30 p.m. Queen Palm A
Where Are My Keys?
Time & Project Management – “A Vetter Way”
(IIMC Course: MMC 421)

Do you find yourself saying, “I don’t remember where I filed that document or e-mail?” or “My desk is such a mess – I can’t find the bottom!” This session will help you create systems and work processes for both document and email filing and retrievals that allow you to work smarter, faster and more efficiently – that is, produce more in less time and under less stress. More importantly, it will help you take back control of your work life! You will learn to use a personalized, proactive system to help you continually stay on track and clear about your priorities and projects. You will learn to retrieve information in five seconds or less even when key personnel are absent. After you have been “Vetterized,” you will not see clutter again.

NOTE: You are welcome to bring your laptop computers for this hands on session. Mr. Vetter will walk you through how to set up a system for storing information in your computer and a system of how to work in your e-mail program. Don’t have a laptop to bring? This system can be applied to hard copy documents as well AND a handout will be provided to participants to take home to create and work with this system.

Speaker: Greg Vetter, President, Vetter Productivity

1:30 p.m. - 5:30 p.m. The Island Room
Keys to Democracy – Elections
(IIMC Course: CMC Elective)

In this session, clerks will be exposed to the latest legislation and legal requirements affecting their role in municipal elections. Attendees will engage Internet service, minutes imaging, legal reviews, utility bill and payment processing, free list services.

Pictron GovWebcast: Empowers local governments to Webcast live and on-demand public meetings on the Internet. GovWebcast Meeting Manager software streamlines agenda preparation and minutes production processes.

PRIDE Enterprises: Manufactures award-winning offset and screen-printed products. We also specialize in vinyl and identification products such as ring binders and decals, signage and corrugated boxes.


Simplifile, LLC: Is the leading provider of electronic recording (eRecording) services, having securely eRecorded millions of land-record documents to date. Visit the Simplifile booth or visit us online at www.simplifile.com and learn how our eRecording solutions enable you to provide superior services to your clients, and streamline your document filing processes – saving you time and money.

Waste Pro USA: We provide residential, recycling and commercial waste services.

Sponsors

Florida League of Cities, Technology Services

South Florida Government Finance Officers and City Clerks Association
and more efficiently – that is, produce more in less time and under less stress. More importantly, it will help you take back control of your work life! You will learn to use a personalized, proactive system to help you continually stay on track and clear about your priorities and projects. You will learn to retrieve information in five seconds or less even when key personnel are absent. After you have been "Vetterized," you will not see clutter again. 

**NOTE:** You are welcome to bring your laptop computers for this hands on session. Mr. Vetter will walk you through how to set up a system for storing information in your computer and a system of how to work in your e-mail program. Don’t have a laptop to bring? This system can be applied to hard copy documents as well AND a handout will be provided to participants to take home to create and work with this system.

**Speaker:** Greg Vetter, President, Vetter Productivity

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**Monday, June 29, 2009**

**8:00 a.m. - 12:00 p.m.**

**The Island Room**

**Employ the Right Key – Employment Law**

(Continuation from 2008 Academy) (Repeat)  
(IIMC Course: MMC 427)

A continuation of the dynamic session led by Keith Hammond at the 2008 Academy including more in-depth discussion of: federal and state employment laws including Title VII; the Americans with Disabilities Act; the Age Discrimination in Employment Act; the Florida Civil Rights Act; the Fair Labor Standards Act; and the Family and Medical Leave Act. This session will also feature practical guidance on dealing with day-to-day employment issues such as hiring, employee discipline, performance evaluation and termination; and important prevention techniques to minimize the likelihood of liability under federal and state workplace laws.

**Speaker:** Keith Hammond, Esq., Attorney, Jackson Lewis LLP
growth management and local comprehensive planning process. An emphasis will be on those regulatory standards that directly impact the organizational requirements and operations of municipal clerks in Florida. Also addressed will be specific issues such as advertisement standards and processes, large-and small-scale land use amendment changes to local comprehensive plans, the annexation process and legal procedures and official compliance and non-compliance issues related to local comprehensive plans, among others.

Speaker: James LaRue, President, LaRue Planning & Management Services

Monday, June 29, 2009 (cont.)

Monday Night Event
Cocktail hour from 5:30 p.m. - 6:30 p.m. (cash bar).

Tuesday, June 30, 2009

7:15 a.m. - 5:30 p.m.
Registration Desk Open

7:15 a.m. - 10:30 a.m.
Exhibit Hall Open

7:15 a.m. - 8:00 a.m.
Continental Breakfast

8:00 a.m. - 12:00 p.m.
Where Are My Keys?
Time & Project Management - “A Vetter Way”
(IIMC Course: MMC 421)

Do you find yourself saying, “I don’t remember where I filed that document or e-mail?” or “My desk is such a mess – I can’t find the bottom!” This session will help you create systems and work processes for both document and email filing and retrievals that allow you to work smarter, faster

Pledge of Allegiance: Cyndie Goudeau, MMC, FACC President, City Clerk, City of Clearwater

National Anthem: Jo List, City Council Member, City of Fort Myers Beach

Invocation: Rev. James A. Bing, Friendship Baptist Church

Keynote Address: Judie Zimomra, City Manager, City of Sanibel

Introductions & Acknowledgements:
 Cyndie Goudeau, MMC, FACC President, City Clerk, City of Clearwater

Closing Remarks: Cyndie Goudeau, MMC, FACC President, City Clerk, City of Clearwater

9:00 a.m. - 12:00 p.m.
Unlocking the Tools to e-Storage & e-Access Information – E-mail Liability & Electronic Records (IIMC Course: MMC 424)

Do you show 1,867 e-mails in your in-box? Do you cringe every time you file e-mail? Do you know the best way to file e-mails for easy retrieval? Do you think the Public Works Department e-mails are being filed properly? How about the Finance Department e-mails? Does anyone even file e-mail? Surely, no one just hits the ”delete” key?! As the records management liaison, you need to know how the rest of your city controls their e-mail. Attend this class to learn the best way to handle the legal aspects of e-mail retention and destruction and learn the keys to the ideal way to best implement your municipal plan. Learn how to protect yourself and your municipality from legal liability resulting from your fellow staff members not knowing how to do this part of their job. Plus learn how to write good e-mails and what NOT to do. The keys to e-mail happiness are in this class.

Speakers: Sherry Hilley, Manager of Technology and Consulting, Florida League of Cities, and Larry DiGioia, IT Director, Altamonte Springs
Monday, June 29, 2009 (cont.)

9:00 a.m. - 12:00 p.m. Camellia A

Keys to Your Inner Self – Boosting Your Self Esteem
(IMC Course: MMC 429)

It has been said that “we are our own worst enemy.” Do you feel like you don’t have enough self-esteem? From time to time, we think negative thoughts and sabotage ourselves. Learn how to change those negative thoughts into positive ones. Healthy self-esteem helps us to be more productive, happier people, and helps us to live richer fuller lives.

Speaker: Bob Harris, Training Consultant

9:00 a.m. - 12:00 p.m. The Island Room

“e-keys” for Electronic Disaster Recovery – Electronic Disaster Recovery
(IMC Course: MMC 428)

This course goes beyond typical records management and enters into the vaults of proper disaster recovery procedures. You will need the right key to unlock the best practice secrets to electronic disaster recovery techniques. The keys we are sharing with you will cover recent legislation; the “how to’s” of creating and implementing an electronic disaster recovery plan; off-site storage vs. imaging issues, including your options during these economic changes; reviewing other model plans; and even issues related to what works best with different populations.

Speakers: Melinda Miller, IT Director, Town of Jupiter; John Wilson, Director, Lee County Public Safety; and David Saniter, Lee County EOC

12:00 a.m. - 1:00 p.m. Royal/Sabal Palms

Lunch on Your Own
Sidewalk Café in Exhibit Hall (cash purchases)

1:00 p.m. - 5:00 p.m. Queen Palm A

Employ the Right Key – Employment Law
(Continuation from 2008 Academy)
(IMC Course: MMC 427)

A continuation of the dynamic session led by Keith Hammond at the 2008 Academy including more in-depth discussion of: federal and state employment laws, including Title VII; the Americans with Disabilities Act; the Age Discrimination in Employment Act; the Florida Civil Rights Act; the Fair Labor Standards Act; and the Family and Medical Leave Act. This course offers practical guidance on dealing with day-to-day employment issues such as hiring, employee discipline, performance evaluation and termination, as well as important prevention techniques to minimize the likelihood of liability under federal and state workplace laws.

Speaker: Keith Hammond, Esq., Attorney, Jackson Lewis LLP

1:00 p.m. - 5:00 p.m. Camellia A

Keys to Your Inner Self – Boosting Your Self Esteem (Repeat)
(IMC Course: MMC 429)

It has been said that “we are our own worst enemy.” Do you feel like you don’t have enough self-esteem? From time to time, we think negative thoughts and sabotage ourselves. Learn how to change those negative thoughts into positive ones. Healthy self-esteem helps us to be more productive, happier people, and helps us to live richer fuller lives.

Speaker: Bob Harris, Training Consultant

1:00 p.m. - 5:00 p.m. The Island Room

Keys to Positive Growth – Growth Management
(Back by Popular Demand)
(IMC Course: CMC 123)

This session will provide an overview of relevant statutory, administrative code and program implementation standards related to Florida’s
CERTIFICATE OF COMPLETION
Florida Association of City Clerks
2009 Annual Conference
19 MMC Hours

Awarded to

Priscilla Thompson

conducted by the
John Scott Dailey Florida Institute of Government
The Florida State University
June 29 – July 1, 2009

Jeff Hendry, FACC Institute Director
John Scott Dailey Florida Institute of Government

Cyndia Goudeau, FACC President
Florida Association of City Clerks
Expense Report IEX36365

Submission instructions

For Regular Expense Reports:
* To send required receipts to Accounts Payable, print this page and attach all required receipts.
* Make a photocopy of this page and the receipts for your records.
* Place this page and the original receipts in an interoffice envelope, and send to Accounts Payable.

Your manager (or specified approver) will be notified requesting approval for this expense report. Upon approval, a notification will be sent to you and Accounts Payable. This expense report will be paid after it has been approved, and Accounts Payable verifies the receipts.

For P-Card Expense Reports:
* Print this page and attach all original receipts/invoices/back-up documents and submit to the P-Card Administrator. Please ensure that you make copies for your records of all documents submitted.

Your manager or specified approver will be notified via e-mail requesting approval for this p-card expense report. Once the report is approved electronically by all of the approvers in your department's hierarchy, it will be routed to the P-Card Administrator. Said person will make the final review and approval of this report before it is posted for payment.

General Information

Name: Thompson, Priscilla
ANGELENA (14137)
Expense Dates: 06/27/2009 - 07/01/2009
Cost Center: 121000
Purpose: Travel Reimbursement for Priscilla A. Thompson - FACC Annual Conference in Sanibel, FL
Receipts Status: Required

Expense Lines

<table>
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<tr>
<th>Expense Lines</th>
<th>Expense Allocation</th>
<th>Weekly Summary</th>
<th>Approval Notes [0]</th>
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Business Expenses

Cash Expenses

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<tr>
<td>06/28/2009</td>
<td>53.60 Breakfast</td>
<td>Breakfast for Priscilla A. Thompson while attending FACC Conference in Sanibel, FL during 06/28/09 thru 07/01/09</td>
</tr>
<tr>
<td>06/28/2009</td>
<td>55.96 Lunch</td>
<td>Lunch for Priscilla A. Thompson while attending FACC Conference in Sanibel, FL during 06/28/09 thru 07/01/09</td>
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<tr>
<td>06/28/2009</td>
<td>77.94 Dinner</td>
<td>Dinner for Priscilla A. Thompson while attending FACC Conference in Sanibel, FL during 06/28/09 thru 07/01/09</td>
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Merchant Receipt Receipt Name: Required Missing

Reimbursable Amount (USD) Details

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<tr>
<td>06/28/2009</td>
<td>77.94 USD</td>
</tr>
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</table>
### Expense Report IEX36365

**07/01/2009**  
10.00 Tips  
USD

*Reimbursement for $10.00 spent on tips while attending FACC Conference in Sanibel, FL during 06/28/09 thru 07/01/09*

**06/27/2009**  
5.50 Parking  
USD & Tolls

*Reimbursement for $5.50 spent on tolls while attending FACC Conference in Sanibel, FL during 06/28/09 thru 07/01/09 (began driving from Miami on 06/27/09)*

<table>
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<th>Mileage Expenses</th>
<th>Expense Type</th>
<th>Start Date</th>
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<th>Distance</th>
<th>Rate</th>
<th>Reimbursable Amount (USD)</th>
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<tr>
<td>Mileage</td>
<td>Mileage Reimbursement for Priscilla A. Thompson</td>
<td>06/28/2009</td>
<td>06/28/2009</td>
<td>From City Hall to Sanibel Harbor Resort in Sanibel, FL to attend FACC Annual Conference from 06/28/09 thru 07/01/09</td>
<td>323.1 Miles</td>
<td>0.55</td>
<td>177.71</td>
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**Total**  
203.00

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**Appendix 000075**

http://imiami.riverside.cmgov.net:8003/OA_HTML/OA.jsp?page=/oracle/apps/ap/oie/entr...  
7/21/2009
City of Miami
TRAVEL REQUEST FORM

REFERENCE: Labor/Management Policy Nos. 1-77 and 2-85
Fl Sales Tax No: 85-9012740125C-1

2. This travel request is for: [ ] Employee [ ] Other (specify):

3. Name:
   Priscilla A. Thompson

4. Title (held or applied for):
   City Clerk

5. Department:
   Office of City Clerk

6. Division:

7. Mailing Address:
   320 Pan American Dr.

8. Purpose of Travel:
   To maintain Certification - Educational Requirements

9. Destination From:
   Miami, Fl

10. Date of Departure:
    June 24th, 2009

11. Date of Return:
    July 1, 2009

12. Working Days Absent:
    3

13. Destination To:
    Sanford-A. Myers Jr.

14. Method of Travel:
    [ ] City Vehicle (Skip to #15) [ ] Private Vehicle (Skip to #15) [ ] Airline (Skip to #16) [ ] Public Carrier other than airline (Skip to #16)

15. Private Vehicle Data (attach proof of insurance)
   Insurance Company Name:
   GEICO
   Policy Expiration: 7-20-2009

   Insurance requirements met? [ ] yes [ ] no [ ]
   Certified Signature Date: 7/11/09

16. Cost Itemization
   Registration: $185.00 - Paid
   Mileage: $177.21
   Air Travel: $______
   Auto Rental: $______
   Taxi/Other: $139.00 a night - Paid
   Lodging: $______
   Meals:
   Breakfast: $53.60
   Lunch: $55.96
   Dinner: $77.94
   Other: $10.00
   Total: $380.71

17. Account Code(s) PTEAO to be charged:

18. Advance Requested: [ ] yes [ ] no

19. Date Check Needed by:

20. If applicable, reason for travel advance request

Approval signature required when applicable in accordance with APM 1-77

Authorization Request

Reimbursement Approval

Actual Travel Expenditure: $380.71

FINANCE USE ONLY

Advance Control Number:
EXP - 00001

Check Number:

Processed By:

Date:
From: Thompson, Priscilla  
Sent: Wednesday, June 24, 2009 8:55 PM  
To: Diaz, Manuel A (Mayor); Gonzalez, Angel (Commissioner); Regalado, Tomas (Commissioner); Sanchez, Joe (Commissioner); Sarnoff, Marc (Commissioner); Spence-Jones, Michelle (Commissioner); Anido, Bill; Bru, Julie; Cabrera, Gilbert; Chiaro, Maria J; Hernandez, Pedro G. (City Manager); Hernstadt, Roger; Korinis, Peter W; Piña Ph.D.; Michelle; Spring, Larry; Westall, Lynn; Department Directors and Assistants  
Cc: City Clerk's Office; Agenda Office; Community Redevelopment Agency; Augustus-Fidelia, Vicki; Castaneda, Frank; Crapp Jr., Tony; Nelson, Ron; Valdez, Suzanna; Zornilla, Teresa  
Subject: Out of Office  
Importance: High  
Follow Up Flag: Follow up  
Flag Status: Flagged  

Please disregard earlier email on this subject.

I will be out of the office from Monday, June 29 – Thursday, July 2, 2009 at the Florida Association of City Clerk’s Conference.

During my absence, Assistant City Clerk Pam Burns, Special Projects Coordinator Loriann Opara, and Legislative Services Supervisor Todd Hannon and the entire Clerk’s Office team will be available to assist you with any City Clerk related matters.

Please address your emails relating to City Clerk matters to any of these individuals.

I appreciate your cooperation with me and my staff during this time period.

Priscilla A. Thompson, CMC  
City Clerk  
(305) 250-5370  
fax (305) 858-1610
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Department Directors and Assistants

City Clerk's Office

Agenda Office

Community Redevelopment Agency

<p>| Castaneda, Frank                              | Delivered: 6/24/2009 8:55 PM |               |
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| Zorrilla, Teresa                              | Delivered: 6/24/2009 8:55 PM |               |
| Morejon, Caridad (Cary)                       | Delivered: 6/24/2009 8:55 PM |               |
| Arcia, Miriam                                 | Delivered: 6/24/2009 8:55 PM |               |
| Opara, Loriani                                | Delivered: 6/24/2009 8:55 PM |               |
| Thomas, Teri-Elizabeth                        | Delivered: 6/24/2009 8:55 PM |               |
| Martinez, Maribel                             | Delivered: 6/24/2009 8:55 PM |               |
| Olivera, Rosemary                             | Delivered: 6/24/2009 8:55 PM |               |
| Dunn, Craig                                   | Delivered: 6/24/2009 8:55 PM |               |
| Fenton, Robert                                | Delivered: 6/24/2009 8:55 PM |               |
| Abia, Carol                                   | Delivered: 6/24/2009 8:55 PM |               |
| Cameau, Rasha                                 | Delivered: 6/24/2009 8:55 PM |               |
| Fixler, Elliot                                | Delivered: 6/24/2009 8:55 PM |               |</p>
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<td>Timoney, John F. (Chief of Police)</td>
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Dear Friends,

I am excited to welcome you to the 61st Annual Conference of the International Institute of Municipal Clerks.

The Municipal Clerks provide a vital link between the inhabitants of their communities and the government. The great amount of skills required to be a clerk makes you all assets to your communities around the world.

Louisiana is thrilled to host this meeting of the leading professional nonprofit trade association for municipal clerks, secretaries, treasurers, recorders and other individuals who fit the core requirements of the Association. I hope that you all enjoy New Orleans’ world famous dining and attractions during your stay.

Again, welcome to the 2007 International Institute of Municipal Clerks conference. Keep up your invaluable hard work and dedication to your jobs.

Sincerely,

Kathleen Babineaux Blanco
Governor
On behalf of the City of New Orleans, I extend my warmest welcome to the participants of the International Institute of Municipal Clerks Conference. New Orleans is pleased that you have chosen our city as the site for this year’s gathering. I am sure that you will find our exciting city a pleasant backdrop for your proceedings.

I offer my sincere appreciation for your commitment to helping people, and I encourage you to continue with the tradition of excellence that you have upheld.

Drawing from French, Spanish and West African influences, our heritage thrives through endless varieties of architecture, music and food. Our authentic Creole and Cajun restaurants, jazz clubs, shady courtyards, clacking streetcars and horse-drawn carriages help make this city one of the top cultural destinations in the world. Please be sure to visit our world-renowned Audubon Zoo and the Aquarium of the Americas.

New Orleans is open for business, so please enjoy the thriving French Quarter, visit the gorgeous homes in the Garden District and sample the unmatched cuisine of our city. The rebuilding effort won’t happen overnight but with your support, we will bring back New Orleans better than ever.

Here’s to a productive convention and a pleasant stay!

Sincerely,

C. Ray Nagin
Mayor
Dear Friends,

Greetings! On behalf of the New Orleans City Council, I welcome you to the City of New Orleans.

It is both an honor and privilege for the International Institute of Municipal Clerks to host its 61st Annual Conference in our beloved New Orleans. The opportunities and services your organization provides for municipalities across the country and beyond are invaluable and noble. For this, I salute your efforts and hope your Organization continues to flourish.

Again, I welcome you and I am excited to have the International Institute of Municipal Clerks “Parading into the Future” of our city - New Orleans.

Sincerely,

Oliver M. Thomas, Jr.
Council President
I am delighted to welcome you to the 61st IIMC Annual International Conference here in beautiful, exciting New Orleans. The Louisiana Clerks have put together an exceptional program of educational sessions to make your Conference experience a most profitable one. They have overlaid the serious program with true New Orleans hospitality beginning with Tuesday’s opening reception at the New Orleans Aquarium, through Friday’s All-Conference event at Mardi Gras World and culminating with the Annual Banquet on Saturday night.

New Orleans City Clerk Peggy Lewis, CMC, is our host and she is a most gracious one. She has planned a number of special activities that highlight the historical past of this metropolitan city. In your free time, explore the French Quarter, right on the doorstep of the Conference hotel.

This year’s theme - “Parading into the Future” - reflects the resilience of the Gulf Coast communities. These communities and the Clerks that serve them never looked back following the 2005 devastation of Hurricanes Katrina and Rita, but paraded into the future as they invite you to do this week.

Check out Consulting Futurist David Pearce Snyder’s session on maintaining the continuity of crucial public functions at a time of rapid change. Keep your vision for public service alive with Donna Zajonc. Dr. John Willis will teach you how to transform your municipality by becoming a peacemaker. Dr. Susan Dellinger, developer of the revolutionary Psycho-Geometrics System, talks of communicating beyond our differences. Bruce Christopher cautions us to innovate or stagnate and does so in an outrageously funny way; and Steve Farber will help us make a radical leap into extreme leadership. Also offered is a session led by Bruce Wilkinson that addresses the often puzzling conundrum, how to implement what we learn at an IIMC Conference - how to sell our new ideas and skills to the leaders and stakeholders in our offices and communities when we return home.

Woven around and through these and other sessions are more than 28 concurrent sessions offering a host of diverse and valuable subjects at all levels. Your week will be full and you will find yourself stretching and growing. Please attend as many of these sessions as you can. During the social activities meet and visit informally with Municipal Clerks from around the world. Municipal Clerks are a friendly group. Introduce yourself to someone you don’t know. Friendships you make this week will continue for years to come.

Most of all enjoy yourself.

Marcella H. O’Connor, MMC
President, IIMC
IIMC Board of Directors

PRESIDENT
Marcella H. O’Connor, MMC
Municipal Clerk
Uralla Shire, Australia

PRESIDENT ELECT
Charles Tokar, MMC
Village Clerk/Budget Officer
Village of Chicago Ridge, IL

VICE PRESIDENT
Dyanne C. Reese, CMC
Clerk of Council
Savannah, GA

IMMEDIATE PAST PRESIDENT
Susan L. Morrow, MMC
Township Clerk
Plainfield Charter Township
Belmont, MI
Tina Ward Shuart, MMC  
Town Clerk/Collector  
Cobleskill, NY

Philip J. Campbell, MMC  
Assistant to County Exec./Clerk of Board  
Prince William County, VA

Cheryle R. Ratliff, MMC  
City Clerk  
Greenville, SC

Sally Oglesby, MMC  
City Clerk  
Crossville, TN

Buster Brown, CMC  
City Clerk  
Omaha, NE

Sheri L. Pierce, CMC  
City Clerk  
Valdez, AK

Appendix 000087
Allan R. Susen, CMC
Borough Clerk
Haledon, NJ

Gloria King, MMC
Municipal Clerk
Delhi, LA

Carol S. Alexander, MMC
Municipal Clerk
Beloit, WI

Brenda M. Cirtin, MMC
Municipal Clerk
Springfield, MO

Gloria Leija, MMC
Municipal Clerk
Casa Grande, AZ

David Calder, CMC
Municipal Clerk
Waterloo, Ontario, Canada

Ronny Frederickx
Director City Secretary
Essen, Belgium
Welcome to New Orleans, Louisiana 2007 IIMC Conference

DIRECTORS - 2009 EXPIRATION

Region I

Linda C. Cohen, MMC
City Clerk/Registrar of Voters
Portland, ME

Region III

Glenda A. Morgan, MMC
City Clerk
Mobile, AL

Region IV

Eddie R. Myers, CMC
Director of Administration/City Clerk
Hattiesburg, MS

Region V

Kathryn A. Dornan, CMC
City Clerk
Farmington Hills, MI

Region VI

Carolyn Brownfield, MMC
City Clerk/Finance Officer
Toledo, IA

Region VII

Rick Goeckner, MMC
City Clerk
Effingham, IL

Region IX

Colleen J. Nicol, MMC
City Clerk
Riverside, CA

Region X

Bernie White, CMC
Municipal Clerk
Cape Breton Regional Municipality,
Nova Scotia, Canada

Region XI

Tom Van der Hoven
Head of Administration
Test Valley Borough Council,
United Kingdom

Appendix 000089
BADGES
You are required to wear your NAME BADGE at all times. BADGES are needed to enter Conference Education Sessions, attend meal functions, and attend evening receptions and other Conference events.

EXTEND A HELPING HAND
Our members are known for their hospitality. IIMC wants to extend a special warm welcome to FIRST-TIME Conference Delegates. An asterisk and a FIRST-TIME RIBBON on Delegates’ badges indicate this is their FIRST IIMC Conference. Please welcome these Delegates and help make their Conference a memorable one.

CONFERENCE REGISTRATION AND IIMC INFORMATION
- IIMC REGISTRATION COUNTER - Third Floor
- CASHIER’S OFFICE — Third Floor
- IIMC OFFICE - Mardi Gras E
- MCEF BOOTH - La Gallerie 4
- IIMC Bookstore — Third Floor

Delegates can register for the Conference and obtain information about IIMC Programs and Events from the Registration Counter and IIMC Office.

Registration/Cashier Hours*
Monday, May 21 — 8:00 a.m. - 5:00 p.m.
Tuesday, May 22 — 8:00 a.m. - 5:00 p.m.
Wednesday, May 23 — 7:00 a.m. - 5:00 p.m.
Thursday, May 24— 8:00 a.m. - 5:00 p.m.
Friday, May 25 — 8:00 a.m. - 3:00 p.m.
Saturday, May 26 — 8:00 a.m. - 11:30 a.m.

*IIMC Registration and Cashier’s Office will remain open during lunch.

Registration Sponsor:
MUNICIPAL CODE CORPORATION

REGISTRATION FEES
Registration fees for Delegates and Guests are “Packaged.” The Package includes many items of general interest. If a Delegate or Guest has registered for the full Conference and decides to skip an event, IIMC cannot refund for the missed event or for any event missed by late arrivals or early departures. You cannot give or transfer your badge to another Delegate or guest if you skip an event.

TICKETS
Single day and Individual event tickets are available for purchase through the IIMC Cashier’s Office — Marriott 3rd Floor.

REFUNDS
IIMC Headquarters processes refunds within 30 days AFTER the Conference. Cash refunds ARE NOT available in New Orleans, LA.
ALL-CONFERENCE EVENT

Mardi Gras World
Delegates will have a fun filled afternoon exploring Mardi Gras World. Look in your program (page 54) for more details regarding transportation and the evening’s highlights.

PHOTOGRAPHY
Photographs of Conference Delegates and events will be on display in the Marriott Hotel for Delegates to view and purchase beginning Thursday, May 24.

DJ AND DANCING
Marriott Hotel — Ballroom - Salons I, J, K - 4th Floor. IIMC is pleased to provide musical entertainment on Tuesday, May 22, Thursday, May 24 and Friday, May 25 from 9 p.m. to 1 a.m.

EXHIBIT HALL
Marriott Preservation Hall - 2nd Floor

EXHIBIT HALL INFORMATION
The IIMC Exhibit Hall officially opens its doors on Tuesday, May 22 with the Grand Opening/Lunch Buffet scheduled for Wednesday, May 23. IIMC encourages you to work the Hall, get to know the Exhibitors and learn about the diverse government products and services available to the Municipal Clerk’s Office. Refreshment breaks will be available in the Hall while it’s open. You may win a door prize. Remember, WINNERS NEED TO BE PRESENT. Here are other events in the Hall:

- Tuesday, May 22 - Exhibit Hall opens — 1:30 p.m.
- Wednesday, May 23 - Grand Opening & Lunch Buffet - 11:30 a.m.
- Thursday, May 24 - Lunch Buffet - 11:00 a.m.

There will be plenty of time to enjoy your meals and mingle with the Exhibitors. Also, don’t forget to support your Foundation at the MCEF Silent Auction in the Exhibit Hall.

ANNUAL BANQUET SEATING
There will be no reserved seating for the Annual Banquet.
<table>
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<tr>
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<tr>
<td>Jon B. Adamac</td>
<td>CMC, Windsor, Ontario</td>
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<td>W. Douglas Armstrong</td>
<td>CMC, Peterborough County, Ontario</td>
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<td>Jo Bennitt</td>
<td>CMC, Lakewood, CA</td>
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<td>W. Dudley Birmingham</td>
<td>CMC, Wethersfield, CT</td>
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<td>Dorothy Byrd</td>
<td>University of North Texas, TX</td>
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<td>Kathleen M. Callan</td>
<td>CMC, Oak Park, MI</td>
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<td>Joseph T. Carney</td>
<td>CMC, Englewood, NJ</td>
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<td>E.J. Champagne, Jr.</td>
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<td>Margaret Griffith</td>
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<td>Ruth C. Kemp</td>
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<td>Rex E. Layton</td>
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<td>Kenneth W. Lybolt</td>
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<td>Linda Murphy</td>
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<td>Jack J. Poots</td>
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<td>Margery Price</td>
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<td>Muriel Rickard</td>
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<td>Norma Rodriguez</td>
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<td>Roger L. Sarrat</td>
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<td>Lyall Schwarzkopf</td>
<td>CMC, Minneapolis, MN</td>
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<td>L.L. (Lee) Smith</td>
<td>Syracuse University, NY</td>
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<td>James Tinnin, Ph.D.</td>
<td>Kent State, OH</td>
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<tr>
<td>Terry S. Tripp</td>
<td>MMC, Gonzales, LA</td>
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<tr>
<td>Joseph V. Valenti</td>
<td>CMC, Woodbridge, NJ</td>
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<tr>
<td>Christina N. Wilder</td>
<td>CMC, Hamilton Township, NJ</td>
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</tbody>
</table>
IIMC COMMITTEES

BUDGET & PLANNING
Mona Lisa Drexler, CMC
Borough Clerk, Fairbanks, AK

CONFERENCE POLICY
Shari Moore, CMC
City Clerk, St. Paul, MN

EDUCATION/PERSONAL GROWTH
Felicia Bravo, CMC
City Clerk, Sunrise, FL

ELECTION CREDENTIALS
Beverly Raddatz, MMC
Village Clerk, Islamorada, FL

INTERNATIONAL RELATIONS
Ronny Frederickx
Gemeentesecretaris, Essen, Belgium

MEMBERSHIP
Thomas O’Connor, CMC
Director Corporate/Community Services
Uralla Shire Council, Australia

MENTORING
Jodi Warren, CMC
City Clerk, Snoqualmie, WA

PROGRAM REVIEW/CERTIFICATION
Tracy L. Davis, MMC
City Recorder, Keizer, OR

PUBLIC RELATIONS/MARKETING
Mary Haynes, MMC
City Clerk, Peoria, IL

RECORDS MANAGEMENT
Elizabeth Kiss, MMC
Retired Municipal Clerk
East Brunswick, NJ

RESEARCH
Nancy Vincent, MMC
City Clerk, Thornton, CO

RESOURCE & INFORMATION
Elisa D. Olson, MMC
City Recorder, Klamath Falls, OR
IN APPRECIATION

Peggy Lewis, CMC, City Clerk for the City of New Orleans, Louisiana, Host Clerk for the 2007 IIMC Annual Conference, extends her heartfelt appreciation and gratitude to the Host Committee Chairs and members for their hard work, support, perseverance, and boundless energy.

A special thank you to the Louisiana Municipal Clerks Association for their encouragement and financial support.

2007 HOST COMMITTEE
New Orleans City Council
Council Chief of Staff
Clerk of Council Staff
Council Research Staff
Council Chief of Security
City of New Orleans Administration
Past presidents, officers and trustees of the Louisiana Municipal Clerks Association
Louisiana Municipal Association Staff
Volunteer Coordinator
Cookbook Committee

IIMC STAFF

Chris Shalby
Interim Executive Director

Mohammad Eftekhari, Ph.D.
Director of Education/Research

Denice Cox
Office Manager

Janis Daudt
Director of Member Services

Pilar Archer
Accounting Manager

Janet Pantaleon
Administrative Assistant

Tammy Schultz
Member Services Representative

Jennifer Ward
Education Analyst
PAST CONFERENCES/HOST CLERKS

1947 French Lick, IN
1948 Atlantic City, NJ
1949 Chicago, IL ............................................. Ludwig Schreiber*
1950 Covington, KY ................................................ George F. Vieth**
1951 Boston, MA ........................................... Walter J. Malloy*
1952 Dallas, TX ............................................... Harold G. Shank, CMC**
1953 Omaha, NE ................................................... M.J. Dineen, Jr.*
1954 Detroit, MI .............................................. Thomas D. Leadbetter*
1955 Chicago, IL ............................................... John C. Marcin, CMC**
1956 New Orleans, LA ........................................ Michael H. Foto*
1957 Long Beach, CA ........................................ Margaret L. Moore*
1958 Toronto, Ontario ......................................... George A. Weale**
1959 Miami, FL .................................................. Frank L. Correll**
1960 Saint Paul, MN ................................................ Joseph R. Okaneski*
1961 New York, NY ............................................... Herman Katz*
1962 San Francisco, CA ........................................ Robert J. Dolan*
1963 Columbus, OH ............................................... Gordon F. Serrott*
1964 New Orleans, LA ........................................ Roger L. Sarrat, CMC*
1965 Denver, CO ................................................... F.J. Serafini**
1966 New York, NY ............................................... Herman Katz*
1967 Los Angeles, CA ........................................ Walter C. Thiel*
1968 Miami Beach, FL ........................................ Ruth Rouleau**
1969 St. Louis, MO ................................................ Grace Henck*
1970 Atlantic City, NJ ........................................ Adelaide Deane*
1971 San Antonio, TX ........................................ Jake H. Insellman, CMC**
1972 Calgary, Alberta ........................................ Harry Sales*
1973 Phoenix, AZ ............................................... Donna Culbertson, CMC**
1974 Norfolk, VA ............................................. Louis S. Hudgins, CMC**
1975 Denver, CO ................................................... F.J. Serafini**
1976 Honolulu, HA .............................................. Eileen K. Lota*
1977 Kansas City, MO ........................................... E. Richard Brenneman*
1978 New York, NY ............................................. David N. Dinkins*
1979 Bal Harbour, FL .......................................... Mary T. Wetterer, CMC*
1980 Toronto, Ontario ........................................ Roy V. Henderson*
1981 Atlanta, GA .................................................. Larry M. Dingle, CMC*
1982 Phoenix, AZ .................................................. Donna Culbertson, CMC**
1983 Minneapolis, MN ........................................ Lyall A. Schwarzkopf, CMC*
1984 San Diego, CA ............................................. Charles G. Abdelnour, CMC*
1985 Banff, Alberta ........................................... Joyce Woodward (Calgary)*
1986 Boston, MA ................................................... John P. Campbell, CMC*
1987 Fort Worth, TX ........................................... Ruth Howard, CMC*
1988 Spokane, WA .............................................. Marilyn J. Montgomery, CMC*
1989 Halifax, Nova Scotia ...................................... Edward A. Kerr, CMC*
1990 Little Rock, AR ............................................... Jane Czech, CMC*
1991 Grand Rapids, MI .......................................... Sandra Wright, CMC*
1992 Salt Lake City, UT ......................................... Kathryn Marshall, CMC*
1993 Orlando, FL .................................................. Fay Craig, CMC and Linda Davidson, CMC*
1994 Anchorage, AK ............................................... LeJane Ferguson, CMC*
1995 Louisville, KY ............................................ Cheri Hamilton, CMC*
1996 Albuquerque, NM ....................................... Millie Santillanes*
1997 Buffalo, NY .................................................. Charles Michaux, III, CMC*
1998 Mobile, AL .................................................. Glenda Morgan, CMC*
1999 Ottawa, Ontario, CAN ..................................... Pierre Page, CMC*
2000 Rotterdam, The Netherlands .......................... Frans Mencke*
2001 Kansas City, MO ............................................ Catherine T. Rocha, CMC*
2002 San Antonio, TX ........................................ Norma Rodriguez, CMC*
2003 Columbus, OH ............................................. Angie Blevins, CMC*
2004 Whistler, BC, CAN ....................................... Brenda Sims*
2005 St. Paul Minnesota .......................................... Shari Moore, CMC*
2006 Anaheim, CA .................................................. Sheryl Schroeder, CMC*

*Retired               **Deceased

Appendix 000095

Welcome to New Orleans, Louisiana 14 2007 IIMC Conference
IIMC PAST PRESIDENTS

1945-57  Arthur J. Shinners, Brookline, MA**
1957-59  Joseph L. Richardson, Atlanta, GA**
1959-61  Marie K. Filarski, Kalamazoo, MI**
1961-63  Harold G. Shank, CMC, Dallas, TX**
1963-64  Harry K. Gallagher, Plaquemine LA**
1964-65  George B. Wellman, CMC, Watertown, MA**
1965-66  Robert I. Rafford, CMC, Harsbrouck Hts, NJ*
1966     Carl R. Atkins, Fort Smith, AR**
1966-68  Jo Bennitt, CMC, Lakewood, CA*
1968-69  John C. Marcin, CMC, Chicago, IL**
1969-70  Joseph T. Carney, CMC, Englewood, NJ*
1970-71  James T. Garrard, CMC, Beaumont, TX**
1971-72  Jon B. Adamac, CMC, Winsor, ONT.**
1972-73  W. Dudley Birmingham, CMC, Wethersfield, CT*
1973-74  Fernando J. Serafini, Denver, CO.**
1974-75  Kenneth K. Lybolt, CMC, Midland, MI**
1975     Jake H. Inselmann, CMC, San Antonio, TX**
1975-77  Joseph V. Valenti, CMC, Woodbridge, NJ*
1977-78  Donna Culbertson, CMC, Phoenix, AZ**
1978-79  Rex E. Layton, CMC, Los Angeles, CA*
1979-80  Louis S. Hudgins, CMC, Norfolk, VA*
1980-81  Robert W. Pritchard, CMC, Kitchener, ONT.*
1981-82  Charles N. Enes, CMC, South Windsor, CT**
1982-83  Thomas M. Redanauer, CMC, Barrington, NJ*
1983-84  Lyall A. Schwarzkopf, CMC, Minneapolis, MN*
1984-85  Iola S. Stone, CMC, Elberton, GA*
1985-86  Dorothy Soderblom, CMC, Hays, KS*
1986-87  Helen Kawagoe, MMC, Carson, CA
1987-88  Jack J. Poots, CMC, Scarborough, ONT.*
1988-89  Margaret Griffith, CMC, Lima, OH*
1989-90  Terry S. Tripp, MMC, Gonzales, LA*
1990-91  Margery Price, CMC, Kennewick, WA*
1991-92  W. Douglas Armstrong, CMC, Peterborough County, ONT.*
1992-93  Christina Wilder, CMC, Hamilton Tnp. NJ*
1993-94  Norma S. Rodriguez, CMC, San Antonio, TX*
1994-95  Muriel W. Rickard, CMC, Deerfield Beach, FL*
1995-96  Tom G. Roberts, CMC, Kansas City, KS
1997-98  Linda S. Murphy, MMC, Soldotna, AK*
1998-99  Vicky Miel, CMC, Phoenix, AZ*
1999-2000 Mary Lou Todd, MMC, Garner, NC*
2000-2001 Susan A. Lamblack, MMC, Newark, DE
2001-2002 Ranette Larsen, MMC, Garland, TX*
2002-2003 Pierre Pagé, CMC, Ottawa, ONT.
2003-2004 Jean Bailey, CMC, Rocky Mount, NC
2004-2005 Elizabeth Kiss, MMC, East Brunswick, NJ*
2005-2006 Susan L. Morrow, MMC, Belmont, MI

*Retired      **Deceased
** Eleanor Rohrbach, CMC, Des Plaines, IL
* Earl Roberts, CMC, North York, Ontario
* Henrietta Marjan, CMC, Palos Heights, IL
  Frank W. German, MMC, Tinley Park, IL
* Johnny C. Fowler, CMC, Athens, GA
** Mildred C. Vance, CMC, Parsons, KS
* Frank D’Ascensio, CMC, Newark, NJ
** Dorothy Outwater, CMC, Alhambra, CA
* Lyall A. Schwarzkopf, CMC, Minneapolis, MN
* Edythe Campbell, CMC, Berkeley, CA
* Wilfred A. Coulson, CMC, Brampton, Ontario
* Glendene Goucher, CMC, Clinton, OK
** Kathryn W. Johnson, CMC, Lexington-Fayette Urban County, KY
* Janet L. Lynds, CMC, Woodridge, NJ
* Tom McLean, CMC, Papakura, New Zealand
* Elizabeth G. Nolan, CMC, East Windsor Township, NJ
* Jean Packard, CMC, Brooklyn, WI
* Henry L. Paquin, CMC, Pawtucket, RI
* Jean Rogers, CMC, Lakewood, CO
* Marguerite Strange, CMC, Leavenworth, KS
* Ronald B. Tweed, CMC, Portsmouth, England
* Mary Thiel Wetterer, CMC, Bal Harbour, FL
* Dolores G. Pollard, CMC, Meriden, CT
* Branson Gayler, CMC, Rome, GA
* Betty Backes, CMC, Coon Rapids, MN
* Ivan L. Waite, CMC, Kansas City, MO
* Natividad “Tiva” Sanchez, CMC, McAllen, TX
** Gladys Blennerhassett, CMC, Halifax, Nova Scotia
* Rosemary Coughlin, MMC, Sterling, IL
* Larry M. Dingle, CMC, Atlanta, GA
* Walter L. Ferguson, CMC, Scottsbluff, NE
* Wilma J. Thomas, CMC, Wichita Falls, TX
* Colonel Tyron Earl Tisdale, CMC, Auburn, AL
* Edward Tomkiel, CMC, Manchester, CT
* Elaine M. Wallace, CMC, Delaware Township, NJ
* Norma Caldwell, CMC, Hazelwood, MO
A.G. “Tony” Davenport, MMC, Weatherford, OK
* Nelda M. Donahue, CMC, Casa Grande, AZ
* Ellen B. Mooney, CMC, Hinsdale, IL
* Mida Neff, CMC, Springdale, AR
* Ruth Hodges Smith, MMC, Virginia Beach, VA
* Suzanne Withers, CMC, Rehoboth, MA
* Janet Cason, CMC, Naples, FL
* Lorraine Chausee, CMC, Loves Park, IL
* Kathleen A. Thorpe, MMC, South Brunswick, NJ
* Alice M. Church, CMC, Garland, TX
* Charles W. Gress, CMC, Wyoming, MI
* Elizabeth H. Kiss, MMC, East Brunswick, NJ
* Barbara A. Dunaway, CMC, Goodyear, AZ
Susan A. Lamblack, MMC, Newark, DE
Marian K. Karr, MMC, Iowa City, IA
<table>
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<th>Name</th>
<th>City</th>
<th>State/Province</th>
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<td>Janet Vaught, MMC</td>
<td>Carbondale, IL</td>
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<td>1994</td>
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<td>Gertrude “Trudy” Hill, CMC</td>
<td>Whittier, CA</td>
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<td>Marianne Edwards, MMC</td>
<td>Normal, IL</td>
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<td>Carlos Cuevas, CMC</td>
<td>New York City, NY</td>
<td>NY</td>
<td>1996</td>
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<td>Linda Medlock, MMC</td>
<td>Saint Charles, MO</td>
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<td>Anita Carlton, MMC</td>
<td>Galesburg, IL</td>
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<td>Bruce Lowrey,MMC</td>
<td>Independence, MO</td>
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<td>Connie Schmidt, CMC</td>
<td>Johnson County, KS</td>
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<td>L. Ranette Larsen, MMC</td>
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<td>Jean M. Bailey, CMC</td>
<td>Rocky Mount, NC</td>
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<td>Donna Boetel-Baker, MMC</td>
<td>Des Moines, IA</td>
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<td>Mary Haynes, MMC</td>
<td>Peoria, IL</td>
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<td>Martha “Marty” A. Hendrix, CMC</td>
<td>Lewisville, TX</td>
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<td>Marlene Williams, MMC</td>
<td>Skokie, IL</td>
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<td>William Goering, Ph.D., CMC</td>
<td>McPherson, KS</td>
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<td>Alyce Deering, MMC</td>
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<td>Patricia Burch, MMC</td>
<td>Whitesville, KY</td>
<td>KY</td>
<td>1999</td>
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<td>Connie M. Deford, CMC</td>
<td>Bay City, MI</td>
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<td>D. Brenda Caldwell, MMC</td>
<td>Gorham, ME</td>
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<td>Beverly Brown, MMC</td>
<td>Shelton, CT</td>
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<td>Jan Guy, CMC</td>
<td>Santa Ana, CA</td>
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<td>Marilyn Swing, CMC</td>
<td>Nashville/Davidson County, TN</td>
<td>TN</td>
<td>2001</td>
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<td>James R. Villiesse, CMC</td>
<td>New London, WI</td>
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<td>Betty W. Henneman, CMC</td>
<td>Park Ridge, IL</td>
<td>IL</td>
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<td>Colleen J. Nicol, CMC</td>
<td>Riverside, CA</td>
<td>CA</td>
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<td>Glenda Waldrop Sansosti, MMC</td>
<td>Brevard, NC</td>
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<td>Linda S. Wanat, MMC</td>
<td>Montclair, NJ</td>
<td>NJ</td>
<td>2003</td>
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<td>Dyanne C. Reese, CMC</td>
<td>Savannah, GA</td>
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<td>Mary Lynne Stratta, MMC</td>
<td>Bryan, TX</td>
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<td>Nancy C. Nichols, MMC</td>
<td>Edmond, OK</td>
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<td>2004</td>
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<td>Elizabeth West Fortner, MMC</td>
<td>Clinton, NC</td>
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<td>Donna McAllister, MMC</td>
<td>Des Plaines, IL</td>
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<td>2005</td>
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<td>Marilyn McLaughlin, MMC</td>
<td>Centerville, OH</td>
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<tr>
<td>Pamyla Means, MMC</td>
<td>Irvine, CA</td>
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<td>Norma Rodriguez, CMC</td>
<td>San Antonio, TX</td>
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<td>Mary Lou Todd, MMC</td>
<td>Garner, NC</td>
<td>NC</td>
<td>2006</td>
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<td>Larry Paul Godin, MMC</td>
<td>Medicine Hat, Alberta</td>
<td>AB</td>
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*retired  **deceased
CONFERENCE OVERVIEW

MONDAY, MAY 21, 2007

IIMC BOARD OF DIRECTORS MEETING . . . . . . . . . . . .8:00 a.m.
MCEF DEVELOPMENT COMMITTEE MEETING . . . . . .9:00 a.m.
MCEF BOARD OF DIRECTORS MEETING . . . . . . . . . . . .1:00 p.m.
Master Municipal Clerk Academy Sessions . . . . . . . .9:00 a.m.
  • The Role of Leadership in Emergency Management -
    A Katrina Case Study (A)
  • Don’t Sweat the Small Stuff: A Better Understanding of
    Behavior/Attitudes (A)
  • Effective Project Management (A)
Athenian Leadership Dialogue (A) . . . . . . . . . . . . . . .9:00 a.m.
  • Julius Caesar

TUESDAY, MAY 22, 2007

9th Annual MCEF Walk/Run . . . . . . . . . . . . . . . . . . .7:00 a.m.
Master Municipal Clerk Academy Sessions . . . . . . . .9:00 a.m.
  • Local Government Budgeting (A)
  • Ethics, Values and Dilemmas in Public Service (A)
  • Performance Management - Getting What You Pay For (A)
Athenian Leadership Dialogues (A) . . . . . . . . . . . . . . .9:00 a.m.
  • Good to Great by Jim Collins
  • The Cruelest Miles by Gay Salisbury and Laney Salisbury (A)
Institute Directors/Education Chairs Colloquium . . .9:30 a.m.
EXHIBIT HALL OPENS . . . . . . . . . . . . . . . . . . . . . . . . .1:30 p.m.
REFRESHMENT BREAK WITH EXHIBITORS . . . . . . . . .3:00 p.m.
First-Time Delegate Orientation . . . . . . . . . . . . . . . .3:30 p.m.
State/Provincial/National Associations
  President’s Roundtable . . . . . . . . . . . . . . . . . . . . . .3:30 p.m.
Committee Leadership Orientation . . . . . . . . . . . . . .4:00 p.m.
OPENING RECEPTION . . . . . . . . . . . . . . . . . . . . . . . .6:30 p.m.
DJ & DANCING . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .9:00 p.m.

WEDNESDAY, MAY 23, 2007

CONTINENTAL BREAKFAST . . . . . . . . . . . . . . . . . . .6:30 a.m.
OPENING CEREMONY . . . . . . . . . . . . . . . . . . . . . . . .7:30 a.m.
Refreshment Break in Exhibit Hall . . . . . . . . . . . . . .9:30 a.m.
Region Meetings . . . . . . . . . . . . . . . . . . . . . . . . . . . .1:00 a.m.
EXHIBIT HALL GRAND OPENING/LUNCHEON . . . . .11:30 a.m.
General Session . . . . . . . . . . . . . . . . . . . . . . . . . . . .1:30 p.m.
  • Continuity, Comity, Community: Municipal Clerks in
    Revolutionary Times (A)
CONFERENCE OVERVIEW

REFRESHMENT BREAK WITH EXHIBITORS ............... 2:30 p.m.

Concurrent Education Sessions ....................... 3:00 p.m.
• Introduction to Budgeting and Accounting (E)
• Disasters: Before, During and After (E)
• Ethics In Local Government (I)
• Information Technology Management (A)
• Beyond Bravery: The Courage To Lead (A)
• Automated Agendas and Meeting Management (E)
• Closest To Home: A Report On The Future Of Archival Programs (I)

IIMC COMMITTEE MEETINGS ......................... 3:00 p.m.
• Budget & Planning
• Elections

IIMC INCOMING VICE PRESIDENT RECEPTION ........... 9:00 p.m.

Thursday, May 24, 2007

CONTINENTAL BREAKFAST .................... 7:30 a.m.

EXHIBIT HALL OPENS ...................... 8:00 a.m.

General Session ................... 8:30 a.m.
• Keeping Your Vision For Public Service Alive (I)

Institute Directors Meeting ................. 9:00 a.m.

REFRESHMENT BREAK WITH EXHIBITORS ........... 9:30 a.m.

GENERAL SESSION ..................... 10:00 a.m.
• The Clerk As Peacemaker? Transforming Your Municipality ... Through Conflict Resolution (I)

LUNCH WITH EXHIBITORS ............... 11:00 a.m.

IIMC COMMITTEE MEETINGS .................. 1:00 p.m.
• Conference Education and Program Review/Certification

Concurrent Education Sessions ................. 1:00 p.m.
• Reflective Learning Journals and Professional Education (E)
• Minding The Bridges (I)
• Management Principles and the RIM Program (E)
• Introduction to Minute Taking (E)
• Write To The Top: A Pro’s Approach to Technical Writing (A)
• Accounting For Municipalities (A)

Product Demo .......................... 1:00 p.m.
• LaserFiche

REFRESHMENT BREAK WITH EXHIBITORS ........... 2:30 p.m.

IIMC Accreditation Task Force Meeting ........... 3:00 p.m.

IIMC Regional Restructuring Task Force Meeting . . . . . . . 3:00 p.m.

Concurrent Education Sessions ................. 3:00 p.m.
• Introduction to Parliamentary Procedure (E)
• Records Creation and Use (E)
• Coaching, Leadership & Team Building (I)
• From Reacting To Adapting To “Proacting” (I)
• Making Dollars and Sense of Grant Writing (A)
Welcome to New Orleans, Louisiana 20 2007 IIMC Conference

CONFERENCE OVERVIEW

- IIMC Certification Points and Hours (E)
- Expanding the Role of Municipal Clerk into the Digital Age (E)

IIMC COMMITTEE MEETINGS 3:00 p.m.
- Membership/International Relations/Public Relations
- Records Management

DJ & DANCING 9:00 p.m.

Friday, May 25, 2007

CONTINENTAL BREAKFAST 7:00 a.m.

General Session 8:15 a.m.
- Psycho-Geometrics: Communicating Beyond Our Differences (A)
- IIMC Refreshment Break 9:15 a.m.

General Session 9:45 a.m.
- The Radical LEAP: Extreme Leadership At Work and Beyond (A)

LUNCH ON YOUR OWN 10:45 a.m.

IIMC Name & Mission Task Force Meeting 12:15 p.m.

IIMC Property Assessment Task Force Meeting 12:15 p.m.

IIMC COMMITTEE MEETINGS 12:15 p.m.
- Mentoring
- Conference Policy

Concurrent Education Sessions 12:15 p.m.
- Records Systems, Storage and Retrieval (E)
- Cities Around The World (E)
- Introduction to Social and Political Systems (E)
- How To Get What You Want Or Know Why You Didn’t: Developing A New Clerk Orientation: The Arizona Experience

Concurrent Sessions 2:00 p.m.
- Records Appraisal, Retention, Protection and Disposition (E)
- Introduction to Public Administration (E)
- Creating A Culture of Service, Teamwork and Peak Performance (A)
- Sustainable Economic and Community Development (A)
- An Update on Election Administration (E)
- Knowledge Management

Product Demo 2:00 p.m.
- General Code

IIMC COMMITTEE MEETINGS 2:00 p.m.
- Research & Resource

ALL CONFERENCE EVENT
MARDI GRAS WORLD 5:00 p.m.

DJ & DANCING 9:00 p.m.
CONFERENCE OVERVIEW
Saturday, May 26, 2007

CONTINENTAL BREAKFAST ................. 7:00 a.m.

General Session .......................... 8:00 a.m.
• Innovate or Stagnate: Keeping Pace With Change (I)

Refreshment Break ......................... 9:00 a.m.

General Session .......................... 9:30 a.m.
• How To Put Proactive Conference Learning Into The Workplace (I)

Concurrent Sessions ....................... 10:45 a.m.
• Building Equitable Communities (I)
• The American Municipality (A)
• Equipment, Supplies and Technology (E)
• Introduction to Information Technology (E)
• Disaster Preparation and Recovery (E)
• Public Speaking From A Clerk’s Perspective (E)

Annual Business Meeting/Luncheon ........... Noon

2007 - 2008 IIMC New Board Orientation ........ 2:00 p.m.

ANNUAL RECEPTION ....................... 6:00 p.m.

ANNUAL BANQUET ......................... 7:00 p.m.
IIMC thanks the Municipal Clerks Education Foundation for their contribution toward the Conference Education Program and Speakers.

UNLESS OTHERWISE NOTED, ALL EDUCATION SESSIONS, BOARD MEETINGS AND ATHENIAN DIALOGUES ARE IN THE MARRIOTT HOTEL SECOND, THIRD AND FOURTH FLOORS.

The legend E, I or A next to each title represents the level of rigor for that education session. E= Entry  I= Intermediate  A= Advanced

IIMC BOARD OF DIRECTORS MEETING
8:00 a.m. - 5:00 p.m. . . . . . . . . . . . . .St. Charles Suite - 41st floor

MCEF DEVELOPMENT COMMITTEE MEETING
9:00 a.m. - Noon . . . . . . . . . . . . . . .Lafayette Suite — 41st floor

MCEF BOARD OF DIRECTORS MEETING
1:00 p.m. - 4:00 p.m. . . . . . . . . . . . .Lafayette Suite — 41st floor

Master Municipal Clerk Academy Sessions
Preference is given to Delegates who have achieved CMC status and are pursuing Master Municipal Clerk (MMC) status through IIMC’s Academy Program. Lunches are included. Attendees must pre-register for the Academy sessions.

The Role of Leadership in Emergency Management Katrina Case Study (A)
9:00 a.m. - 5:00 p.m. . . . . . . . . . .Room: La Gallerie 3 - 2nd Floor

Craig Gerhart
County Executive Prince William County
Prince William County, VA

Convener: Jackie Henderson, CMC
City Clerk/Clerk of Council, Alexandria, VA

Can a major emergency hit your community? Are you prepared to support your community if it does? What are the responsibilities of the Clerk in an emergency event? Are you prepared to do your part?

In the immediate aftermath of Katrina, Northern Virginia dispatched a multi-jurisdictional management team to New Orleans to assist in the management and operation of the City’s Emergency Operations Center. This team, headed by Craig Gerhart, the County Executive of Prince William County, Virginia, was on the ground for 14 days in New Orleans. The experience offered many insights into the need for strong emergency planning on the part of localities and the role played by localities in a large scale emergency event. This course will explore the importance of leadership in emergency preparedness, response and recovery using the management functions of the New Orleans Emergency Operations Center following Hurricane Katrina as a case study. It will examine the role of the local, state and federal governments in managing a massive disaster response effort. The course will empha-
size the role of the Municipal Clerk in supporting the local government and the Clerk’s office in the periods prior to, during and immediately following a major emergency event. As a result of attending this course, you will:

- Understand what it means to be a leader in your organization.
- Understand the Clerk’s responsibilities within your government and your office for emergency management.
- Develop tools to support your emergency management responsibilities.
- Better prepare your families to handle an emergency event.

Craig S. Gerhart is the County Executive of Prince William County, Virginia. Mr. Gerhart’s appointment by the Board of County Supervisors was effective March 21, 2000. As the County’s chief administrative officer, he oversees the day-to-day operations of a full service, general purpose County government serving a population of 375,000. The County has an annual general fund budget of over $857,000,000 and approximately 4,000 employees.

Mr. Gerhart has more than 29 years of progressively responsible experience in local government, including more than 23 years with Prince William County Government. Before coming to Prince William County, he worked for Montgomery County, and Prince George’s County, Maryland. Mr. Gerhart received a Bachelor’s degree in public administration from Juniata College and a Master’s in public administration from George Mason University. He recently received the Metropolitan Washington Council of Governments Institute for Regional Excellence Visionary Leadership Award. He is regularly invited to speak at conferences on matters such as strategic planning, performance measurement and emergency management. Mr. Gerhart serves on a number of boards and committees including: Senior Executive Institute Advisory Board, Darden School, University of Virginia; Chair Master Public Administration Advisory Board, George Mason University; and Chair Northern Virginia Regional Commission. He is also an Adjunct Professor at Old Dominion University in Virginia where he has taught numerous classes at the Virginia Municipal Clerk’s Institute and Academy.

Pre-registration and payment of a $195.00 is required to attend this MMCA session. In order to receive points, each participant is required to complete a practicum essay (time is provided). Lunch is included.
Don’t Sweat the Small Stuff: A Better Understanding of Behavior and Attitudes (A)
9:00 a.m. - 5:00 p.m. . . . . . . . . . .Room: La Gallerie 2 - 2nd Floor

Steve Morgan
Motivational Speaker and Consultant
Jefferson, LA

Convener: Vincent Buttiglieri, CMC, Municipal Clerk,
Borough of South Plainfield, NJ

Effective communications is the key ingredient to getting more out of ourselves and those around us. We can possess the greatest technical skills available but not be able to communicate our ideas effectively and we will be unsuccessful.

In this workshop we will identify our own primary behavioral styles and learn how we commonly communicate. We will experience the levels of emotion and attitude change that we all go through in each and every project and relationship we enter. Learn how to identify and monitor these attitudes in ourselves and those around us. Learn what causes attitudes to falter. We will distinguish the difference between Goals and Objectives.

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We will learn the importance of Goals in our personal lives. Participants will leave this workshop with a greater understanding of the phrase, “don’t sweat the small stuff”, and how we should and can be in control of our own attitude no matter what others may allow to control them.

Steve Morgan graduated from USL in Lafayette, Louisiana with degrees in Personnel Management and Psychology. He has been a top performer with Carlson Learning Company since 1981 and was selected “The Most Promising New Human Resources Development Trainer” in 1983. Steve has been engaged by several Fortune 500 companies to help motivate their employees to increase productivity and enhance communications and teambuilding.

Pre-registration and payment of a $195.00 is required to attend this MMCA session. In order to receive points, each participant is required to complete a practicum essay (time is provided). Lunch is included.

Effective Project Management (A)
9:00 a.m. - 5:00 p.m. . . . . . . . . . .Room: La Gallerie 1 - 2nd Floor

Alex Walton, MSEE, MBA, PMP
3PM, LLC
Winter Park, FL

Convener: Shirley Gentry, CMC, City Clerk, Austin, TX

There are confirmed fundamental principles associated with project success and effective project management. The following modules, along with your selected special interests, are woven into a one-day seminar that will help
participants become familiar with good practices and principles associated with project selection, planning, execution, monitoring, control, and closure.

Unless a specific focus is requested, the examples come from multiple industries.

The aim of this seminar is to provide you with valuable ideas, “tools” and insights that help you and those that work for you to do a better job serving your organization, provide value to your “key stakeholders”, get more enjoyment from your work, and inspire those who work around you. Other benefits include:

- You can step back and analyze your patterns of managing people and information.
- You will think creatively about specific projects and problems you are, or will be, dealing with in the near future.
- You will leave this seminar with useful reference materials on organizational effectiveness
- You’ll learn from each other

Your organization depends upon its managers to define, develop, lead and successfully complete its key projects. This seminar shows you important principles and results discovered by the current “best” practices in project management.

Alex Walton is a well-known practitioner, teacher, consultant, coach, facilitator and writer who focuses on effective people, project and process management for new product development, process improvements, re-engineering, strategic planning, personal development and other related activities. He started the 3PM company in 2000. Alex has provided significant support to over 15 organizations, including Cisco Systems, Harris Corp, Abbott International, UC Berkeley, Barclays Global Investors, Wells Fargo, Franklin Covey and Mirabilis. Alex holds an MBA, MSEE and BSEE. He is a PMI Certified Project Management Professional (PMP), past New Product Development (NPD) SIG Chair and a recognized reviewer to the PMI PMBOK.

Pre-registration and payment of a $195.00 is required to attend this MMCA session. In order to receive points, each participant is required to complete a practicum essay (time is provided). Lunch is included.
Athenian Leadership Dialogue (A)

Julius Caesar
9:00 a.m. - 4:00 p.m. . . . . . . . . Room: Mardi Gras A&B - 3rd Floor

J. Michael Lennon
Professor Emeritus of English
Provincetown, MS

In Julius Caesar, a voice from the 16th century brings into focus some timeless principles of leadership. It is the genius of Shakespeare that he wrote about the foibles of humans showing us the kind of flaws that we recognize in ourselves and in others around us today. Among the many lessons for leaders in Julius Caesar, perhaps the most revealing is the contrast between good intentions and poor performance. The language of Shakespeare is compelling as it draws us into the drama and tragic events in the play.

The most interesting challenge for the participant in this Dialogue will be to think about modern day examples and personal experiences that share a kinship with Brutus, Cassius and Marc Anthony. The characters in Julius Caesar are rich in texture and substance and the tactics they use include the deplorable and the praiseworthy. Reading this classic play, we are able to see the results that emerge as a consequence of actions taken or avoided. In all, this play presents motives and tactics that are as contemporary in the first decade of the 21st century as they were at the time of Caesar and as they were thought to be by Shakespeare in the late 16th century. Participants in this Dialogue will discover the magic of language as they learn to appreciate and perhaps love Shakespeare for its timeless beauty, and relevance to today's leaders.

THE LOUISIANA MUNICIPAL CLERKS ASSOCIATION
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9th Annual MCEF Walk/Run
7:00 a.m. - 9:00 a.m.

Delegates will meet in the Marriott's lobby at 6:45 a.m. and will begin from the Host Hotel and continue through and around the French Quarter and along the Mississippi River. This is a wonderful and invigorating way to kick-off your Conference week and energize yourself while helping out a great cause at the same time.

Sponsor: MUNICIPAL CODE CORPORATION

Local Government Budgeting (A)
9:00 a.m. - 5:00 p.m. . . . . . . . . . . .Room: La Gallerie 1 - 2nd Floor

Sandra E. Tripp-Jones
Santa Barbara, CA

Convener: Sheila Burke, Borough Clerk, North Slope Borough, AK

This session will look at budget development from the standpoint of those who are not proficient budgeters, and believe it or not, we will have fun. We will explore how local government budget development works; the basic elements of a budget, the flow of decision-making; the differences between different budget types; and what the trends are for the future.

Sandra Tripp-Jones is an experienced public administrator, having worked for the City of Santa Barbara for 24 years, the last 8 of which she served as City Administrator. More recently, as Executive Vice-President of Sentient Systems, she has provided consultant and training services to city councils and local government executive management teams throughout California. During 2003-2004, she worked as a Local Government Specialist in Kirkuk, Iraq. She is a regular trainer at CEPO (Continuing Education for Public Officials), which provides a leadership development program for California Clerks and others and also prepares clerks for IIMC certification. She is a former past president and a founding member of Casa Esperanza, a shelter and services center for homeless people in Santa Barbara. She holds an MPA from the University of Kansas Stene Program in Public Administration.
Pre-registration and payment of a $195.00 is required to attend this MMCA session. In order to receive points, each participant is required to complete a practicum essay (time is provided). Lunch is included.

Ethics, Values and Dilemmas in Public Service (A)
9:00 a.m. - 5:00 p.m. . . . . . . . . . .Room: La Gallerie 2 - 2nd Floor

David Patton, Ph.D.
Director Center for Public Policy & Administration
Salt Lake City, UT

Convener: Patricia Favreau, CMC, Town Clerk, Berne, NY

Ethical questions arise nearly everyday in all aspects of our lives. What obligations do corporate or governmental leaders have to their employees? What is inappropriate behavior for public officials and is that changing? Does the public have a right to know everything that happens in government and what information should we share with the public? We deal with these ethical questions at work, at home and even as we weigh what our leaders are doing in the country and the world. This workshop will help us understand how we make ethical decisions and what values we use when confronted with an ethical dilemma. We will take a guided tour through the basis of ethical decision making by using real world situations and discuss the ethical problems involved in making decisions. We will explore the various ways those who are in the public service can ethically conduct the business of government through real-life case studies, lively discussions and some perplexing ethical dilemmas.

Dr. Patton is the Director of the Center for Public Policy and Administration (CPPA) and Research Professor in the Department of Political Science at the University of Utah. CPPA provides research, education, and consulting services to public and nonprofit organizations that will strengthen administration, leadership and public policy making. He has degrees in economics, political science, an MPA and PhD. He has worked professionally in the private sector and with state and local governments, and has experience ranging from labor negotiations to policy analysis. Dr. Patton teaches in the areas of governance and leadership. He is the lead author of the text, Human Resource Management: The Public Service Perspective and has published several articles in the area of Governance, Political Culture and Collaborative Leadership. Dr. Patton acted as Special Advisor to Utah’s Governor, Jon Huntsman Jr. during the government transition and helped establish the Utah Policy Partnership to help form public-private partnerships to improve the operation and performance of state government in Utah. Dave was the Institute Director of the Mountain West Municipal Clerks’ Institute at Boise State University for 13 years and was awarded the IIMC Institute Directors Award of Excellence in 2001. He helped re-establish the Utah Municipal Clerks Institute at the
Pre-registration and payment of a $195.00 is required to attend this MMCA session. In order to receive points, each participant is required to complete a practicum essay (time is provided). Lunch is included.

**Performance Management**

**Getting What You Pay For (A)**

9:00 a.m. - 5:00 p.m. . . . . . . . . . . .Room: La Gallerie 3 - 2nd Floor

**Sissy M. Franks**

Consultant, SSA Consultants

**Deville, LA**

Convener: **Brenda Staab, CMC, City Secretary, Haltom City, TX**

Why don’t employees do what they are supposed to do? This question has plagued managers for years and yet few realize that many of the problems they deal with are of their own design.

Quite simply, managers either did something wrong to or for the employees or they failed to do something right to or for the employees. This session will assist any manager to identify causes for employee behavior as well as offer preventive strategies that can be easily implemented.

Sissy joined SSA in 2005 with more than 25 years of healthcare and human resource management experience. She received her Bachelor of Arts in Education from Louisiana College. Her areas of expertise include training design and delivery in customer service, supervisory skills, performance improvement, communication skills, leadership, human resource management and development, quality management and control systems, and executive coaching and counseling.

Pre-registration and payment of a $195.00 is required to attend this MMCA session. In order to receive points, each participant is required to complete a practicum essay (time is provided). Lunch is included.

**ATHENIAN LEADERSHIP DIALOGUE (A)**

**Good to Great by Jim Collins**

9:00 a.m. - 4:00 p.m. . . . . . . . . . . .Room: Mardi Gras A&B - 3rd Floor

**Robert F. Rich**

Director, Institute of Government and Public Affairs

**Urbana, IL**

Good to Great is a book that contains pointers but not formulas. Its main premise is rather counterintuitive in that the author asserts that good is the enemy of great. This book smiles at many sacred beliefs such as technology, managing change and motivating people, but it does not embrace them as preeminent causes of the greatness the author found in only eleven organizations. Good to Great introduces a simple metaphor and then wraps a lot of
common sense and uncommon wisdom around that metaphor. But best of all, Good to Great introduces its readers to a style of leadership that exists in nearly every organization but goes largely unnoticed and unrewarded. This is the perfect book for the heretic looking for challenging and controversial ideas that may shed light on new strategy for a better organization. Reading Good to Great holds the promise of making you a better leader.

ATHENIAN LEADERSHIP DIALOGUE
The Cruelest Miles by Gay Salisbury and Laney Salisbury (A)
9:00 a.m. - 4:00 p.m. . . . . . . Room: Mardi Gras F&G - 3rd Floor

Paul R. Craig
Senior Fellow, University of Illinois At Urbana Champaign
Springfield, IL

In 1925 an outbreak of diphtheria struck Nome, Alaska. It was winter and a blizzard made it impossible to fly the life-saving serum into Nome. The most vulnerable people in this frozen Alaska city were the children. In a race against death, twenty dog teams and their mushers relayed the serum across six hundred miles of the coldest and harshest terrain on Earth. This is a story about courage and altruism and it chronicled the determination of those who refused to give up and fought to save the people of Nome, Alaska. It’s a story about leadership involving some amazing men and even more amazing dogs. Two of the twenty lead dogs are singled out to emphasize the heart, stamina and intelligence of the sled dog. Togo and Balto occupy a special place in the heart of the reader as the story unfolds. As these men and dogs fought their way through blizzard conditions and temperatures that at times reached sixty degrees below zero, an anxious nation waited and prayed. Today the school children of New York remind us every day of this heroic episode and they do so through the coins they raised to erect a life-size bronze sculpture of Balto. The Cruelest Miles reminds us that leadership is an element in every life and not just in those at the top. This is a story of hope and heroism and it will leave an indelible imprint in your mind of the humanity of man and the dedication of his best friend.
INSTITUTE DIRECTORS/EDUCATION CHAIRS COLLOQUIUM  
9:30 a.m. - 4:00 p.m. . . . . . . . .Room: Balconies I, J & K - 4th Floor  

Directors and Chairs convene to discuss current issues affecting IIMC’s Certification Institutes and Academy programs, share ideas, innovations and suggestions for Municipal Clerk education improvement. IIMC Officers and Committee Chairs join the discussions to explore regional and state Clerk education mandates and issues.  
The Colloquium is open to all Delegates  
Sponsor: Premier Level - LASERFICHE CORPORATION

EXHIBIT HALL OPENS  
1:30 p.m. - 5:00 p.m.  
Preservation Hall - 2nd Floor

REFRESHMENT BREAK WITH EXHIBITORS  
3:00 p.m. - 3:30 p.m.  
Preservation Hall - 2nd Floor

First-Time Delegate Orientation  
3:30 p.m. - 5:00 .m. . . . . . . . .Room: La Gallerie 6 - 2nd Floor  
This session is excellent for first-time Delegates to attend. Join IIMC’s veteran crew for helpful hints and answers to your questions about the week. You will also have a chance to meet with your colleagues and Region Directors.

State/Provincial/National Associations President’s Roundtable  
3:30 p.m. - 5:00 p.m. . . .Room: La Gallerie 5 - 2nd Floor

Committee Leadership Orientation  
4:00 p.m. - 5:15 p.m.  
Room: Mardi Gras H - 3rd Floor  
This session is only for IIMC Committee Chairs, Vice Chairs and Board Liaisons.
Opening Reception
6:30 p.m. - 8:30 p.m.
Audubon Aquarium of the Americas

When: Tuesday, May 22
Time: 6:30 - 8:30 p.m.
Where: Audubon Aquarium
Attire: Casual

The Audubon Aquarium is a brief 10-minute walk from the Marriott Hotel along Canal Street. Volunteers will guide the way. A sumptuous ‘Nawlins-type menu featuring chicken and sausage jambalaya, shrimp etouffee, blackened bayou catfish, New Orleans style po-boys and bread pudding await you. Enjoy yourself among one of the country's premier Aquariums.

Live entertainment featuring the James Rivers Band

Co-Sponsor:
The Louisiana Municipal Clerks Association

DJ & DANCING
Music of DJ Captain Charles
9:00 p.m. - 1:00 a.m.
Room: Balconies I, J & K 4th Floor
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CONTINENTAL BREAKFAST
6:30 a.m. - 7:30 a.m.
Room: Lobby of Grand Ballroom - 3rd Floor
Sponsor: Marriott Hotel

Opening Ceremony
7:30 a.m. - 9:30 a.m.
Room: Grand Ballroom - 3rd Floor

- Prelude
- Master of Ceremonies - Nancy Parker, Anchor, Evening News, WVUE Fox News 8
- Invocation
- Introductions: 2006/07 IIMC Board of Directors; 2006/07 MCEF Board of Directors and IIMC Past Presidents
- Parade of Flags: Australia, Belgium, Bulgaria, Cameroon, Canada, Israel, Nepal, the Netherlands, Portugal, South Africa, the United Kingdom
- Presentation of Colors
- National Anthem sung by Kathy Raney, CMC, City Clerk/Director of Finance for the City of Rose Hill, Kansas
- Call to Order: Opening remarks and recognition by IIMC President Marcella H. O’Connor, MMC, Uralla Shire Council, Uralla, Australia
- Welcome Address by Oliver M. Thomas, Jr., Councilmember At Large Council President, City of New Orleans
- Welcome Address by New Orleans City and Host Clerk, Peggy Lewis, CMC
- Welcome Address by Louisiana Municipal Clerks Association President, Helen Thornton, CMC
- Awards - Honorary Membership
- Athenian Society Fellowship Inductions
- Quill Award Presentation
- Closing Remarks by President O’Connor
- Special Entertainment - Semolian Indians from New Orleans

Sponsors: Premier Level - LASERFICHE CORPORATION
Diamond Level - Municipal Code
REFRESHMENT BREAK IN EXHIBIT HALL
9:30 a.m. - 10:00 a.m
Room: Preservation Hall - 2nd Floor

IIMC REGION MEETINGS
10:00 a.m. - 11:30 a.m.

Region 1
CT, ME, MA, NH, NY, RI, VT
Room: Balcony N — 4th Floor

Region 2
DE, DC, MD, NJ, PA, VA, WV
Room: Balconies L-M — 4th Floor

Region 3
AL, FL, GA, NC, SC
Room: La Gallerie 1 — 2nd Floor

Region 4
AR, LA, MS, OK, TX
Room: Grand Ballroom - 3rd Floor

Region 5
IN, KY, MI, OH, TN
Room: La Gallerie 3 — 2nd Floor

Region 6
IA, MN, WI
Room: Mardi Gras F, G & H — 3rd Floor

Region 7
IL, KS, MO
Room: La Gallerie 5 — 2nd Floor

Region 8
AZ, CO, ID, MT, NE, NV, NM, ND, SD, UT, WY
Room: La Gallerie 6 — 2nd Floor

Region 9
AK, CA, HI, OR, WA
Room: La Gallerie 2 — 2nd Floor

Region 10
CANADA
Room: St. Charles Suite - 41st Floor

Region 11
OUTSIDE NORTH AMERICA
Room: Mardi Gras A, B & C - 3rd Floor
General Session

Continuity, Comity and Community: Municipal Clerks in Revolutionary Times (A)
1:30 p.m. - 2:30 p.m. . . . . . . . .Room: Grand Ballroom - 3rd Floor

David Pearce Snyder
Consulting Futurist
Bethesda, MD
Convener: Marcella H. O'Connor, MMC, IIMC President,
Uralla Shire Council, Australia

Like many public servants, municipal clerks are responsible for maintaining the continuity of crucial public functions at a time when the communities they serve are being transformed by rapid demographic, economic and technological changes. For many - perhaps most - municipalities in the industrial world, the net impact of the Information Revolution and economic globalization has not been positive. In the U.S., a growing rich-poor gap has aggravated ideological polarization in the nation, degrading the apolitical comity within which municipal clerks’ offices have traditionally operated.

To help Municipal Clerks successfully survive and thrive in these turbulent times of continuous innovation and change, futurist David Pearce Snyder’s keynote address will take us on a guided tour of the reliably forecastable realities of the next ten years in North America, and describe how - by embracing the Internet - municipal clerks will be able to strengthen and broaden their ability to serve their communities in the future.

David Pearce Snyder is a Contributing Editor of The Futurist magazine, and data-based forecaster, lecturer and author, whose fact-filled presentations are both energizing and entertaining.

Before entering private practice as a consulting futurist (1981), Mr. Snyder was Chief of Information Systems and Senior Planning Officer for the U.S. I.R.S, as well as a consultant with the RAND Corporation and an instructor for the Federal Executive Institute and for White House and Congressional staff development programs.

Sponsor: Premier Level - LASERFICHE CORPORATION
CONCURRENT EDUCATION SESSIONS

Introduction to Budgeting and Accounting (E)
3:00 p.m. - 4:30 p.m. Room: La Gallerie 1 - 2nd Floor

Sandra E. Tripp-Jones
Santa Barbara, CA

This session will explore the relationship between budgeting (a plan of services) and accounting (tracking their costs) and have fun developing some basic skills for both.

Disasters: Before, During and After (E)
3:00 p.m. - 4:30 p.m. Room: La Gallerie 2 - 2nd Floor

Renée Moore, MMC
City Clerk City of Gulf Shores
Gulf Shores, AL

Cheri Smith, CMC
City Clerk City of Key West
Key West, FL

This panel presentation is composed of Clerks from areas of hurricane activity, will present information as to how they deal with a disaster - before, during and after.

Ethics In Local Government (I)
3:00 p.m. - 4:30 p.m. Room: La Gallerie 3 - 2nd Floor

Rick O’Connor, CMO
City Solicitor, Legal Services Branch, City of Ottawa
Ottawa, ON, Canada

Given the current climate around ethics in public and private organizations - building appropriate codes of conduct for both staff and elected officials can prevent a crisis in public confidence. This session will include what you should be doing to reinforce your community’s governance standards and demonstrating ways to prepare and implement an effective and comprehensive Code of Conduct.

Information Technology Management (A)
3:00 p.m. - 4:30 p.m. Room: La Gallerie 5 - 2nd Floor

Lorraine Turner Williams
Adjunct Professor, Delgado Community College
New Orleans, LA

Ongoing revolutions in information technology have transformed the ways public organizations conduct business. Public managers are increasingly required to deal with organizational and managerial issues arising from
the use of new information technology. This course studies the impact of the new technology on the public sector and especially on municipalities, provides an understanding of information technology applicable to municipalities, and explores alternative ways of acquiring, updating, and managing information technology.

**Beyond Bravery: The Courage To Lead** *(A)*
3:00 p.m. - 4:30 p.m.  . . . . . . . . . .Room: La Gallerie 6 - 2nd Floor

David Jones, Ph.D.
Training Director/President
Continuing Education for Public Officials
Santa Barbara, CA

This session will explore, in a hands-on, fun way, a revolutionary leader development model that will help prepare us to lead effectively in a world with many problems and very few followers.

**Automated Agendas and Meeting Management** *(E)*
3:00 p.m. - 4:30 p.m.  . . . .Room: Mardi Gras A, B & C - 3rd Floor

Donny Barstow
President, MCCi
Tallahassee, FL

This session will present techniques about automating the agenda and minutes processes, with additional discussions regarding audio/visual recording and electronic voting for council/commission meetings.

**Closest To Home: A Report On The Future Of Archival Programs For Local Government Records** *(I)*
3:00 p.m. - 4:30 p.m.  . . . .Room: Mardi Gras F, G & H - 3rd Floor

Paul Bergeron  Lisa C. Johnston, MMC
City Clerk  Assistant City Clerk, City of Artesia
City of Nashua  City of Artesia, NM

This session will present what associations can do to strengthen local government records management through advocacy, funding, technology and training.

**IIMC COMMITTEE MEETINGS**
3:00 p.m. - 4:30 p.m.
Room: Balcony L - 4th Floor

**Budget & Planning**

**IIMC COMMITTEE MEETINGS**
3:00 p.m. - 4:30 p.m.
Room: Balcony M - 4th Floor

**Elections**
IIMC INCOMING VICE PRESIDENT RECEPTION

Mary Lynne Stratta, MMC
Bryan, Texas

Where: Riverview Room
(Jax Brewery Building)

Time: 9:00 p.m. to midnight

TRANSPORTATION

Buses will begin to load at 8:45 p.m. on Canal Street (in front of the Marriott Hotel)

Buses will loop from 8:45 p.m. until 12:15 a.m.

This evening’s event is held at The Riverview Room, located in the Jackson Brewery Millhouse (historic Jax Brewery Building) in Jackson Square. The Riverview Room occupies the top floor of this historic building and offers a panoramic view of the Mississippi River, Jackson Square and the French Quarter.
Welcome to New Orleans, Louisiana

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CONTINENTAL BREAKFAST
7:30 a.m. - 8:30 a.m.
Room: Lobby of Grand Ballroom - 3rd Floor
Sponsor: Marriott Hotel

EXHIBIT HALL OPENS
8:00 a.m. - 5:00 p.m. . . . . . . . . Room: Preservation Hall - 2nd Floor

■ General Sessions

Keeping Your Vision For Public Service Alive (I)
8:30 a.m. - 9:30 a.m. . . . . . . . . Room: Grand Ballroom - 3rd Floor

Donna Zajonc
Co-Founder, Bainbridge Leadership Center
Bainbridge Island, WA
Convener: Chuck Tokar, MMC,
IIMC President Elect,
Village Clerk/Budget Officer, Chicago Ridge, IL

As a former Oregon State Legislator, Donna Zajonc understands the challenge today's public leaders face to keep alive their vision and inspiration for public service. In this speech she will help you rekindle your passion for public service and outline tips she has learned as a professional leadership coach. Sharing from her book, “The Politics of Hope”, she will unveil the Four Stages of Public Leadership and provide you with the keys to maintaining your energy so that you are a successful leader at work and in your community.

Participants will:
• Identify unique contributions and visions
• Reveal underlying assumptions about the contributions they want to make
• Discover 3 new ways to renew their hope and inspiration for public service

Donna combines her business acumen with her experience as a three-term Oregon Legislator and political organizer to her non-partisan work in building seminars and keynote presentations. In addition to serving as a legislator, she was her party’s nominee for Secretary of State, a gubernatorial campaign manager, business owner, nurse, mental health advocate, and one of America’s Ten Outstanding Young Women. As an Associate with KRW International
Coaching firm, Donna puts her coaching skills to work with top executives of Fortune 500 companies in addition to coaching candidates and elected leaders. In 2004, she participated in international women-leaders initiatives in Islamic countries to help teach and encourage Islamic women to participate in their government. She is passionate about challenging public leaders to develop strategies and techniques to learn to lead in these complex and polarizing political times.

Sponsors: Premier Level - LASERFICHE CORPORATION
Municipal Code • American Legal • Granicus • General Code

INSTITUTE DIRECTORS MEETING
9:00 a.m. - 4:00 p.m. . . . . . . . . Room: Bonaparte Suite - 4th Floor

REFRESHMENT BREAK WITH EXHIBITORS
9:30 a.m. - 10:00 a.m.
Room: Preservation Hall - 2nd Floor

■ GENERAL SESSION

The Clerk As Peacemaker? Transforming Your Municipality Through Conflict Resolution (I)
10:00 a.m. - 11:00 a.m. . . . . . .Room: Grand Ballroom - 3rd Floor

John Willis, Ph.D.
Director, Graduate Studies in Dispute Resolution
Shelbyville, KY

Convener: Dyanne Reese, CMC,
IIMC Vice President,
Clerk of Council, Savannah, GA

This session leads participants to understand (1) general “drivers” creating conflicts, including personality factors; (2) conflict prevention and intervention principles and strategies; (3) suggestions for adapting your mission statement for long-term, healthy impacts in your city and county governments and communities. Be the catalyst to end “the politics of division” through becoming a “public servant of peacemaking!”

John earned his Ph.D. from the University of Chicago in 1989, with a concentration in sixteenth-century religious conflicts. He was for many years a pastor in congregations of the Christian Churches (Disciples of Christ); served with distinction the Kentucky Commission on Human Rights, where he led the staff in conciliations; created the world’s first 100% distance education masters degree in dispute resolution (http://disputeresolution.sullivan.edu); and now is President of Leadership Ethics Online (LEO), LLC (http://leadershipethicsonline.com). LEO’s mission is to assist leaders to become ethical, effective, and constructive influences in their organizations. LEO also has a peacemaking component related to international affairs.
THURSDAY • MAY 24, 2007

Sponsors: Premier Level - LASERFICHE CORPORATION
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Sire Technologies

LUNCH WITH EXHIBITORS
11:00 a.m. - 1:00 p.m.
Room: Preservation Hall - 2nd Floor

IIMC COMMITTEE MEETINGS
1:00 p.m. - 2:30 p.m.
Room: Mardi Gras F, G & H - 3rd Floor

Conference Education and Program Review/Certification
These are two separate committees but will meet in the same room at the same time

- CONCURRENT EDUCATION SESSIONS

Reflective Learning Journals and Professional Education (E)
1:00 p.m. - 2:30 p.m.       Room: La Gallerie 1 - 2nd Floor

Dr. Christine Reed
Director, Nebraska Municipal Clerks Institute
University of Nebraska at Omaha
Omaha, NE

This session will address the use of learning journals for reflective practice. Learning journals are becoming an increasingly important part of adult professional education and development. Journals are used to record experience, to develop the self, to stimulate creativity, to communicate with others in a classroom situation and to enhance reflective professional practice. The session will focus on the use of learning journals to enhance reflective professional practice among municipal clerks. Dr. Reed will discuss the underlying learning philosophy and how municipal clerks at the 2007 Nebraska Institute used journaling to reflect on applying new ideas to professional practice in their communities. The session will also involve a short journaling activity.
Minding The Bridges (I)
1:00 p.m. - 2:30 p.m. . . . . . . . . . .Room: La Gallerie 2 - 2nd Floor

Rex J. Osborn
Principal Consultant/Owner, Osborn & Associates
Manteca, CA

Do you understand other generations? This session walks you through World War I to the 1980's and highlights your generational thinking.

Management Principles and the RIM Program (E)
1:00 p.m. - 2:30 p.m. . . . . . . . . . .Room: La Gallerie 3 - 2nd Floor

ARMA International
This session is designed to assist people preparing for the CRM Exam Part 1 and provide for those interested an overview of the foundation of general management principles and the principles and accepted theories of organizing and managing a Records and Information Management program. It will also address the legal, ethical and global responsibilities of a RIM manager.

Introduction to Minute Taking (E)
1:00 p.m. - 2:30 p.m. . . . . . . . . . .Room: La Gallerie 5 - 2nd Floor

Eli Mina, PRP
Eli Mina Consulting
Vancouver, BC, Canada

Minute taking can be complex, tricky and challenging. In this session we will discuss tools and key principles for minute taking. We will also review common mistakes and suggest alternative approaches.

Write To The Top: A Pro's Approach to Technical Writing (A)
1:00 p.m. - 2:30 p.m. . . . . . . . . . .Room: La Gallerie 6 - 2nd Floor

Yvonne Lewis Day
Training Specialist
Baton Rouge, LA

A professional writer presents 15 winning strategies for writing like a pro. This lively session covers pitfalls in style, grammar, word use and proofreading.
Accounting For Municipalities (A)
1:00 p.m. - 2:30 p.m. . . . .Room: Mardi Gras A, B & C - 3rd Floor

Dr. Lynda Dennis
Longwood, FL

This course discusses principles of financial, managerial, fund, and governmental accounting applicable to municipalities. Participants will become familiar with the Generally Accepted Accounting Principles (GAAP) and the Governmental Generally Accepted Accounting Principles (GGAAP), and will be able to understand, prepare and analyze financial statements.

LASERFICHE

Product Demonstration
1:00 p.m. - 2:30 p.m. . . . . . . . .Room: Balcony L - 4th Floor

Discover how local government can manage your records electronically. Improve productivity while reducing your costs of managing your records.

IIMC Accreditation Task Force Meeting
3:00 p.m. - 4:30 p.m. . . . . . . . .Room: Balcony M - 4th Floor.

IIMC Regional Restructuring Task Force Meeting
3:00 p.m. - 4:30 p.m. . . . . . . . .Room: Balcony N - 4th Floor.

Introduction to Parliamentary Procedure (E)
3:00 p.m. - 4:30 p.m. . . . . . . . .Room: La Gallerie 5 - 2nd Floor

Eli Mina, PRP
Eli Mina Consulting
Vancouver, BC, Canada

Arguments about parliamentary procedure can distract your council from the substantive decisions it needs to make. In this session we will discuss how to apply the rules of order sensibly and intelligently, to help facilitate progress and protect basic rights.
Records Creation and Use (E)
3:00 p.m. - 4:30 p.m. Room: La Gallerie 1 - 2nd Floor

ARMA International
This session is designed to assist people preparing for the CRM Exam Part 2 and provide those interested in an overview of the creation, production and distribution of information regardless of format. The session will include the discussion of the documentation of business transactions, methods for distributing information within organizations (through the development of programs, policies and procedures), the creation and use of business forms and reports, and the management of mail, reprographics and correspondence.

Coaching, Leadership & Team Building (I)
3:00 p.m. - 4:30 p.m. Room: La Gallerie 2 - 2nd Floor

Rex J. Osborn
Principal Consultant/Owner, Osborn & Associates
Manteca, CA

Leadership, Coaching and Teambuilding is it for real or is it pretend? What motivates you to be a real leader? This session will make you think about these topics.

From Reacting To Adapting To “Proacting” (I)
3:00 p.m. - 4:30 p.m. Room: La Gallerie 3 - 2nd Floor

Mary Haynes, MMC
City Clerk, Peoria, IL

Mary Lynne Stratta, MMC
City Secretary, Bryan, TX

Be the ever-evolving Municipal Clerk who not only reacts and adapts to change, but proactively pursues change and challenges (including taking risks) to cement your place on your city’s leadership team and increase the awareness of the clerk’s worth to your organization and community.

Making Dollar$ and Sense of Grant Writing (A)
3:00 p.m. - 4:30 p.m. Room: La Gallerie 6 - 2nd Floor

Yvonne Lewis Day
Training Specialist
Baton Rouge, LA

An award-winning grant writer shares strategies on how to write a competitive grant application that will make it easy for them to say “Yes!”
IIMC Certification Points and Hours (E)
3:00 p.m. - 4:30 p.m.
Room: Mardi Gras F, G & H - 3rd Floor

Dr. Mohammad Eftekhari
IIMC Director of Education and Research
Rancho Cucamonga, CA

An overview of the education requirements for the CMC, MMC and Recertification programs.

Expanding the Role of Municipal Clerk into the Digital Age (E)
3:00 p.m. - 4:30 p.m.
Room: Mardi Gras A, B & C - 3rd Floor

Tom Spengler
Chairman and CEO, Granicus
San Francisco, CA

Learn how to expand the role of the Municipal Clerk into the digital age with new technological advancements in digital recording and minutes annotation. In this course, develop new skills to engage citizens to your public meeting records and processes without placing an extra burden on your departments or resources.

IIMC COMMITTEE MEETING
3:00 p.m. - 4:30 p.m.
Room: St. Charles Suite, 41st Floor

Membership/International Relations/Public Relations
These are three separate committees but will meet in the same room at the same time

IIMC COMMITTEE MEETING
3:00 p.m. - 4:30 p.m. Room: Balcony L — 4th Floor
Records Management

DJ & DANCING
Music of DJ Captain Charles
9:00 p.m. - 1:00 a.m.
Room: Balconies I, J & K - 4th Floor
iimc thanks the municipal clerks education foundation for their contribution toward the conference education program and speakers.

unless otherwise noted, all education sessions, board meetings and athenian dialogues are in the marriott hotel second, third and fourth floors.

the legend e, i or a next to each title represents the level of rigor for that education session. e= entry  i= intermediate  a= advanced

continental breakfast
7:00 a.m. - 8:15 a.m.
room: lobby of grand ballroom - 3rd floor
sponsor: marriott hotel

general sessions

psycho-geometrics: communicating beyond our differences (a)
8:15 a.m. - 9:15 a.m. . . . . . . . . room: grand ballroom - 3rd floor

Dr. Susan Dellinger
Communications Guru and Best-Selling Author
Tampa, Florida
Convener: Susan Morrow, MMC, IIMC Immediate Past President, Plainfield Charter Township, MI

Dr. Susan Dellinger is one of the nation’s leading authorities in the communications field. She is best known as creator of the revolutionary Psycho-Geometrics System, a unique analysis of personality types as geometric shapes. Her system has led to sweeping improvements in communications for more than half a million people worldwide. Her presentation is entertaining, filled with humor, engaging anecdotes and cartoons.

With a highly interactive approach, she enables audience participants to examine human behavior from the creative new perspective that people come in all sizes, but only five personality shapes. Based on the idea that every personality is defined by a square, circle, rectangle, triangle or squiggle, participants discover more about themselves, their attitudes, and the people with whom they come in contact. They are shown the most effective techniques to improve seemingly incompatible relationships and build successful office, client and customer relationships, as well as individual careers. Gender based communication differences are also explored. Dr. Dellinger demonstrates techniques that undo sexual stereotyping, bridging the gender gap and the differences between individuals of the same gender.

Raised in the small town of Elwood, Indiana, Susan Dellinger graduated from the University of Indiana with a B.S. in Education. She received an M.S. in Education from...
the University of Florida and a Ph.D. in Communications from the University of Colorado. The following year she taught speech communications at the University of Oregon. Moving to Florida she taught part time at the University of South Florida.

In 1984, Dr. Dellinger started her own business. A designer and provider of training services, Susan Dellinger and Associates provide services on several “soft skills” subjects including: interpersonal and group communications, leadership, diversity and team building.


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**REFRESHMENT BREAK**
9:15 a.m. - 9:45 a.m.
Room: Grand Ballroom - 3rd Floor

The Radical LEAP: Extreme Leadership At Work and Beyond (A)
9:45 a.m. - 10:45 a.m. . . . . . . .Room: Grand Ballroom - 3rd Floor

Steven Farber
President, Extreme Leadership, Inc.
San Diego, CA

Convener: Kittie Kopitke, MMC,
Village Clerk/Collector, Streamwood, IL

“Wearing baggy pants doesn’t make you a skater, wearing spandex doesn’t make you a cyclist, looking at the world through Oakley shades doesn’t make you a snowboarder, saying, ‘dude’ doesn’t make you a surfer and-in business-putting ‘leader’ on your calling card doesn’t mean squat. People who wear ‘leader’ as a label without putting themselves wholeheartedly into the act of leading are just fashion hounds-they’re the posers of the business world.”

In this chaotic and extreme age, business leaders must demonstrate an unprecedented level of passion, determination, foresight, dedication and fearlessness. People won’t follow empty rhetoric, but they will respond to significant, meaningful and dramatic action. As an Extreme Leader, you need the ability to influence, the power to transform and the courage to change the world of your company, your customers and your industry. In The Radical Leap, Steve shows you how to use the LEAP framework.
Love, Energy, Audacity and Proof—to do just that—and radically improve your organization and your life.

In this energetic and insightful program you will discover how to...

• Harness fear and use it you your advantage
• Use the power of the heart to achieve the extraordinary at work
• Inspire yourself and others to change the world you live in
• Create meaningful relationships at work
• Earn your customers’ and employees’ love and loyalty

Use Love, Energy, Audacity and Proof to keep yourself and others on the path to Extreme Leadership

Steve Farber joined the Tom Peters Company (TPC) in 1994 as their first full-time staff consultant. He quickly became their most requested consultant and speaker and was given the title of “Vice President and Official Mouthpiece” (that’s what it said on his business card). Tom Peters calls himself “an unabashed Farber fan,” so it’s no surprise that in June of 2001, Farber was the first to be honored with the designation of Tom Peters Company Fellow. He’s not exactly sure what that means, but he thinks it’s a good thing.

Farber left TPC in November of 2000 and is now the President of Extreme Leadership, Incorporated—a organization devoted to changing the world through the cultivation and development of Extreme Leaders in the business community. He is the author of the book The Radical Leap: A Personal Lesson in Extreme Leadership, the audio series, Extreme Leadership: In Pursuit of the O.S.M. and is a contributor to the anthology, Leading Authorities on Business: Winning Strategies From The Greatest Minds In Business Today.

Sponsors: Premier Level - LASERFICHE CORPORATION

LUNCH ON YOUR OWN
10:45 a.m. - 12:15 p.m.

IIMC Name & Mission
Task Force Meeting
12:15 - 1:45 p.m.
Room: Balcony N - 4th Floor

IIMC Property Assessment
Task Force Meeting
12:15 - 1:45 p.m.
Room: Bonaparte Suite - 4th Floor
FRIDAY • MAY 25, 2007

IIMC COMMITTEE MEETINGS
12:15 p.m. - 1:45 p.m.
Room: Balcony M, 4th Floor
Mentoring

CONCURRENT EDUCATION SESSIONS

Records Systems, Storage and Retrieval (E)
12:15 p.m. - 1:45 p.m. Room: La Gallerie 1 - 2nd Floor

ARMA International
This session is designed to assist people preparing for the CRM Exam Part 3 and provide those interested in an overview of the maintenance of records and information management systems. This session will include discussion of the basic concepts of controlling records, the various types of filing systems and information retrieval methods, the design and implementation of active and inactive records systems (including managing and operating a records center). It will also review commercial records center selection and usage factors, special storage requirements and file conversion methods.

Cities Around The World (E)
12:15 p.m. - 1:45 p.m. Room: La Gallerie 2 - 2nd Floor

Ronny Frederickx, Moderator
Gemeentesecretaris, Essen, Belgium

Panelists:
Phillip Campbell, MMC
Assistant to the County Executive/Clerk to Board,
Prince William County, VA

Joseph David
Chief Executive Officer,
North Local Council/Durban Metropolitan Area
Durban, South Africa

Tom O’Connor, CMC
Director Corporate & Community Services
Uralla Shire, Australia

This session will take a journey across the globe to compare and contrast good governance in municipalities.
Introduction to Social and Political Systems
Robert S. Montjoy
Professor and MPA Coordinator
Department of Political Science, University of New Orleans
New Orleans, LA

This session will explore the elements of social and political systems, interaction between them, development of democracy, role of government in society, comparative government and implementation issues.

How To Get What You Want Or Know Why You Didn’t: An Interactive Session Exploring The Wants and Needs Of Elected Officials
Maureen Kane
Institute Director, California Technical Track for Clerks
Riverside, CA

In this session we will explore how the unique nature of elected life affects decisions on staff proposals. The group will develop a practical guide for presenting information that enables council members to support your goals.

Developing A New Clerk Orientation: The Arizona Experience
Moderator:
Jocelyn C. Bronson, CMC
Town Clerk, Marana, AZ

Panelists:
Arizona Municipal Clerks
For several years, the Arizona Municipal Clerks Association has incorporated a New Clerk Orientation session into its Annual Institute program. Experienced clerks ‘team-facilitate’ the session to help new clerks learn about and use the resources that are available to help them become more comfortable in their positions and more efficient. This session will benefit Association officials in offering similar services to clerks at all levels.
Records Appraisal, Retention, Protection and Disposition (E)
2:00 p.m. - 3:30 p.m. . . . . . . . . . .Room: La Gallerie 1 - 2nd Floor

ARMA International
This session is designed to assist people preparing for the CRM Exam Part 4 and provide for those interested an overview of records appraisal, retention, protection and disposition, regardless of media or format. This session will include discussion of the purpose, principles and techniques of records inventory, researching statutory and regulatory requirements, development and maintenance of records retention schedules and the life-cycle concept that records follow. It will also review programs that address vital records protection, disaster prevention and recovery, restoration techniques for paper and other media, archival principles and processes and the purpose, use and organization of a business archives.

Introduction to Public Administration (E)
2:00 p.m. - 3:30 p.m. . . . . . . . . . .Room: La Gallerie 2 - 2nd Floor

Ray S. Mikell
Assistant Professor, Department of Political Science
University of New Orleans, New Orleans, LA

This session will address the basis of the study public administration in the United States, and more especially how it grew out in large part of Progressive Movement efforts to reform America’s urban and local governance. The professionalization of administration was, in this way, an attempt to separate politics from day-to-day administrative duties and the carrying out of the will of elected officials. The relevance of this history is considered through a modern lens in this session—or, more accurately, it is considered via real-life case studies dating from the past quarter century, all of them involving urban and local governance.
Creating A Culture of Service, Teamwork and Peak Performance (A)
2:00 p.m. - 3:30 p.m. . . . . . . . . . . .Room: La Gallerie 3 - 2nd Floor

Billy Arcement, M.Ed.
The Results Group, Prairieville, LA

Would your municipality services be better if:

- Superior customer service was your trademark?
- Teamwork was present at every level?
- Peak performance permeated the place?

This session covers the leadership roles needed to transform municipal culture into a high performance organization. Not for the faint-of-heart or those unwilling to change.

Sustainable Economic and Community Development (A)
2:00 p.m. - 3:30 p.m. . . . . . . . . . . .Room: La Gallerie 5 - 2nd Floor

Ivan J. Miestchovich, Jr., Ph.D., Cec.D
Director, Center for Economic Development
Associate Professor of Finance & Urban & Public Affairs
University of New Orleans
New Orleans, LA

This session will provide an overview of economic and community development with particular emphasis on small and medium size communities. The session will include a brief historical overview of the economic development field, offer several ways to approach what we mean by community economic development and introduce typical tools or strategies that might be pursued by local communities to achieve several major development goals. The session will also provide a brief overview of the economic development planning process and the typical roles of town and municipal clerks in facilitating this very important community activity.

An Update on Election Administration (E)
2:00 p.m. - 3:30 p.m. . . . . . . . . . . .Room: La Gallerie 6 - 2nd Floor

Angie LaPlace
State Commissioner of Elections, State of Louisiana
Baton Rouge, LA

This session will present emergency provisions for conducting elections following a disaster.
Knowledge Management (A)
2:00 p.m. - 3:30 p.m. . . . . . . . Room: Mardi Gras A, B & C - 3rd Floor

William J. Harkins, Jr.
CitiSmart Coordinator, City of Mobile
Mobile, AL

This session will present the City of Mobile’s CitiSmart program and its focus on the accountability and efficiency that drives a culture change where knowledge of best practices moves quickly both horizontally and vertically, assisting managers in a setting and attaining performance goals.

THIS SESSION WILL BE VIDEOTAPED FOR AN IIMC EDUCATION CD ROM

General Code
Product Demonstration
2:00 p.m. - 3:30 p.m. . . . . . . . . . . . . . Room: Balcony L - 4th Floor

Come and learn about General Code’s Integrated Parcel Management Solution and how to improve your service to your constituents.

IIMC COMMITTEE MEETINGS
2:00 p.m. - 3:30 p.m.
Room: Mardi Gras F, G & H - 3rd Floor

Research & Resource

MARDI GRAS WORLD
5:00 p.m. - 9:00 p.m.

Attire: casual

Buses will begin loading at 4:30 p.m. on Canal Street in front of the Marriott hotel and will transport Delegates to Mardi Gras World.

This afternoon, Delegates will view the most awesome floats ever built for Carnival - the Orpheus 140-foot triple-tandem sea monster “Leviathan” and the 240-foot quintuple-tandem “Captain Eddie’s S.S. Endymion,” with tens of thousands of fiber optic lights that illuminate the hearts of parade goers.

Delegates will also be able to dress up in authentic, ornate carnival costumes as the ladies don sequined headdresses and gowns, and the gentlemen wear regal coats of armor. Imagine yourself as a noble king or queen of the ball!

You’ll visit a maze of amazing props of all sizes. In one area, you’ll see artists, painters, and sculptors creating before your own eyes.
You will enjoy a full dinner buffet as you tap your feet to Cajun and Zydeco performer Rockin’ Doopsie.

**DJ & DANCING**
Music of DJ Captain Charles
9:00 p.m. - 1:00 a.m.
Room: Balconies I, J & K - 4th Floor
Welcome to New Orleans, Louisiana 56 2007 IIMC Conference

JIMC thanks the Municipal Clerks Education Foundation for their contribution toward the Conference Education Program and Speakers.

UNLESS OTHERWISE NOTED, ALL EDUCATION SESSIONS, BOARD MEETINGS AND ATHENIAN DIALOGUES ARE IN THE MARRIOTT HOTEL SECOND, THIRD AND FOURTH FLOORS.

The legend E, I or A next to each title represents the level of rigor for that education session. E= Entry   I= Intermediate   A= Advanced

CONTINENTAL BREAKFAST
7:00 a.m. - 8:00 a.m.
Room: Lobby of Grand Ballroom - 3rd Floor
Sponsor: Marriott Hotel

GENERAL SESSION

INNOVATE OR STAGNATE:
KEEPING PACE WITH CHANGE (I)
8:00 a.m. - 9:00 a.m. . . . . . . . .Room: Grand Ballroom - 3rd Floor

Bruce Christopher
Bruce Christopher Seminars
Minnetonka, MN

Convener: Marian Karr, MMC,
City Clerk, Iowa City, IA

Life is change - growth is optional. How true! If there is one thing we can count on in life, its change: corporate reorganizations, downsizings, mergers, technological advances. How can we keep up? This session shows how to become a SURF-RIDER, learning to ride the waves of change, instead of being overwhelmed by them. Your group will discover how to embrace the opportunities of change and yell, “Surf’s Up!”

Laugh ‘til you cry. . .Learn ‘til you change!” These are the only rules that apply at a Bruce Christopher presentation. At the heart of it all, what separates Psychologist-Humorist Bruce Christopher from the rest of the pack is his outrageously funny and dynamic delivery of today's hot topics. He has captivated audiences internationally by giving them real and practical solutions for success, without fluff and hype.

Bruce has been called “America’s foremost Enter-Trainer today” by the American Heart Association, he has been listed in the “Mission Possible” project as one of twelve great Americans to watch, and he is a Clinical Psychologist holding degrees in both Professional Psychology and Interpersonal Communication.

As a credentialed professional speaker, Bruce’s client list comprises some of the best organizations in the world; he...
speaks over 150 times a year and is one of the most sought after speakers in the Fortune 500.

Sponsors: Premier Level - LASERFICHE CORPORATION
Municipal Code • American Legal • Granicus • General Code

REFRESHMENT BREAK
9:00 a.m. - 9:30 a.m.
Room: Lobby of Grand Ballroom - 3rd Floor

HOW TO PUT PROACTIVE CONFERENCE LEARNING INTO PROACTIVE AND COMMON SENSE IMPLEMENTATION STRATEGIES THAT WORK BACK HOME IN THE “REAL WORLD” WORKPLACE

9:30 a.m. - 10:30 a.m.  . . . . . . .Room: Grand Ballroom - 3rd Floor

Bruce S. Wilkinson, CSP
Trainer/Consultant
Wilkinson Seminars and Presentations
Gretna, LA

Convener: Ken Bays, MMC, City Administrator/Secretary, Goliad, TX

Okay, you attend a conference, you learn new concepts, you come across new ideas regarding leadership, financial management, customer service, recruitment and retention, diversity, gender issues, people skills, regulatory issues and technology trends that you just can’t wait to get home and implement. But how do you do that? This session will be a dynamic, informative and fun-filled program that will demonstrate a host of unique and common sense strategies and ideas to sell, convince, and persuade the leaders and stakeholders to implement in the “real world” of your workplace what you have learned in the conference.

Bruce S. Wilkinson, CSP is a leadership, communication, customer service, human resources, loss prevention professional keynote speaker, trainer, consultant and implementation specialist who reinforces personalized messages with humor, passion, enthusiasm and authenticity. He has degrees in both Safety Engineering and Occupational Safety and Health. Bruce recently completed a six year term as an elected member of the National Speakers Association and he is one of fewer than 500 people worldwide to earn the prestigious Certified Speaking Professional (CSP) designation. Bruce is President and Chief Leadership Officer of Workplace Consultants, Inc./Wilkinson Seminars and Presentations and is retired after twenty-two years of service as a post certified reserve police officer with the Jefferson Parish, Louisiana Sheriff’s Office, where he worked in patrol, emergency rescue and as a member on the police academy staff.
BUILDING EQUITABLE COMMUNITIES (I)
10:45 a.m. - Noon . . . . . . . . . . . .Room: La Gallerie 1 - 2nd Floor

Phyllis Furdell
Project Coordinator, National League of Cities
Washington, DC

This session will present new research from the National League of Cities that sheds light on strategic approaches cities can take to address poverty and inequalities; economic, social, political and racial.

THE AMERICAN MUNICIPALITY (A)
10:45 a.m. - Noon . . . . . . . . . . . .Room: La Gallerie 2 - 2nd Floor

Robert S. Montjoy
Professor and MPA Coordinator, Department of Political Science
University of New Orleans
New Orleans, LA

This session will focus on the structure, major issues and politics of municipal government in the United States.

EQUIPMENT, SUPPLIES AND TECHNOLOGY (E)
10:45 a.m. - Noon . . . . . . . . . . . .Room: La Gallerie 3 - 2nd Floor

ARMA International
This session is designed to assist people preparing for the CRM Exam Part 5 and provide for those interested in an overview of the technologies, equipment and supplies used by Records and Information Management (RIM) Programs. The session will cover micrographics, reprographics, and imaging systems (and their related equipment and supplies), data management and related functions, techniques used for preservation, recovery and destruction and the elements of a system and its development.

INTRODUCTION TO TECHNOLOGY (E)
10:45 a.m. - Noon . . . . . . . . . . . .Room: La Gallerie 5 - 2nd Floor

Cheryl Brown
Delgado Community College
New Orleans, LA

Introduction to information technology and automation, review and description of current technology in the municipal clerk’s office, interactive databases, automated document management, Internet, intranet, the WWW and Internet communications, alternative software packages,
Welcome to New Orleans, Louisiana 59 2007 IIMC Conference

SATURDAY • MAY 26, 2007

computer laboratory training, electronic marketing and e-commerce.

DISASTER PREPARATION AND RECOVERY  (E)
10:45 a.m. - Noon . . . . . . . . . . . .Room: La Gallerie 6 - 2nd Floor

Colonel Tom Kirkpatrick
Assistant Deputy Director of Disaster Recovery
Governor's Office of Homeland Security
and Emergency Preparedness State of Louisiana
Baton Rouge, LA

This course explores the nuisances of disaster preparation, prevention and recovery through case studies.

PUBLIC SPEAKING FROM
A CLERK’S PERSPECTIVE (E)
10:45 a.m. - Noon . . . . . . .Room: Mardi Gras A, B & C - 3rd Floor

Phillip J. Campbell, MMC
Assistant to the County Executive/Clerk to Board
Prince William County
Prince William County, VA

Patricia A. McCoy, MMC
Town Clerk/Treasurer, Town of Poultney
Poultney, VT

This session will present a lighthearted look at public speaking. Did you know that people's number one fear is not death, but public speaking? In this session, you will learn how to prepare and execute effective presentations, as well as tips and techniques that will ease your fear of public speaking. We promise we've never lost a Clerk in this class yet!

THIS SESSION WILL BE VIDEOTAPED FOR AN IIMC EDUCATION CD ROM
ANNUAL BUSINESS MEETING/LUNCHEON
Noon - 2:00 p.m. . . . . . . . . . . . . .Room: Grand Ballroom - 3rd Floor

2007 - 2008 IIMC NEW BOARD ORIENTATION
2:00 p.m. - 4:00 p.m. . . . . . . .Room: St. Charles Suite - 41st Floor

ANNUAL RECEPTION
6:00 p.m. - 7:00 p.m.
Room: Grand Ballroom - 3rd Floor

ANNUAL BANQUET
7:00 p.m. - 9:00 p.m.
Room: Grand Ballroom - 3rd Floor

This black tie event will be a fitting way to conclude a wonderful week in New Orleans and get a peek at a fabulous preview of IIMC Atlanta 2008 - "It's the Real Thing" Party!
IIMC thanks the following companies for participating in the 2007 exhibit program. Please support IIMC’s exhibitors by visiting their booth and by using their products whenever possible.

American Legal Publishing Co.
Ordinance Codification, Legal Review, Supplementation Codes On-line
432 Walnut Street 12th Fl.
Cincinnati, OH  45202
Phone: 513/763-4248
Fax: 513/763-3562
Stephen Wolf, President
Ray Bollhauer, Staff Attorney
Rich Frommeyer, Codification Consultant

BIS Digital, Inc./Destiny Software
Provider of Integrated Digital Conference Recordings Systems with Agenda Management Software
1350 NE 56th Street, #300
Fl. Lauderdale, Fl. 33334
Phone: 800/834-7674
Fax: 877/858-5611
Jade Coldren, Regional Sales Manager - BIS Digital
Dean Dickerson, VP - Destiny Software

Brown’s River Bindery, Inc.
Conservation of Permanent Public Records
One Allen Martin Drive
P.O. Box 8501, Essex, VT  05451
Phone: 800/639-3027
Fax: 802/878-0932
Dennis Curran, Director of Sales
Joe Degnan, Representative
Rick Meader, Representative

Clerkbase
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2220 Plainfield Pike
Cranton, RI 02921
Phone: 401/727-1567
Fax: 401/694-1236
Jay Rosenfield, President

Daystar Computer Systems, Inc.
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600 W. Jackson Blvd.  #580
Chicago, IL  60661
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Fax: 312/896-5052
John Cichon, General Manager
Matt Cichon, Client Specialist
Virginia Hall, Project Implementation Specialist

General Code Publishers Corp.
Complete Codification Services & Electronic Document Management
72 Hinchev Road
Rochester, NY 14624
Phone: 800/836-8834
Fax: 585/328-8189
John Cichon, General Manager
Bruce Cadman, District Sales Manager
John Devine, Regional Representative

GG-One Software
Insurance Certificate Tracking & Document Management Software
104 Richardsbons Brook Dr.
Kennett Square, PA 19348
Phone: 610/444-5944
Fax: 610/444-2024
Phyllis Recca, President
Gene Pisasale, Director

Granicus, Inc.
Streaming Media, Digital Recordings, Minutes Annotation, Podcasting
568 Howard St., #300
San Francisco, CA 94105
Phone: 415/357-3618
Fax: 415/522-5215
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Thao Hill, Business Development Director
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Randy Reed, Northwest Sales Director
Michael Osuna, Southwest Sales Director
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Chris Ryders, Southeast Sales Director
Matt Honeycutt, Customer Advocate

HogEye, Inc.
Pins, Patches, Key chains, etc.
12747 S. Arkansas Hwy. 265
Prairie Grove, AR 72753
Phone: 479/846-4393
Fax: 479/846-4670
Cliff Slinkard, CEO
Tony Odom, COO
Eric Kamer, Sales Manager
Adam Lambert, Sales Representative

ICMA
777 North Capitol St., NE, #500
Washington, DC 20002
Phone: 202/962-3541
Fax: 202/962-3682
Allison King, Senior Marketing Manager

iCompass Technologies
iCompass provider of CivicWeb, the leading Meeting Management Solution for busy government professionals
124 Seymour St., #200
Kamloops, BC V2C2E1
Phone: 250/851-9401
Fax: 250/851-9402
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Jason Cacaci, National Sales Manager
Tara Holdbrook, Implementation/ Support Manager

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Fax: 631/207-8387
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Rick McElroy, VP Business Development
Diane Becker, Regional Director

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K2 Audio Professional Consulting Services in the Fields of Audiovisual and Acoustics
4900 Pearl East Circle #201E
Boulder, CO 80301
Phone: 303/865-5500
Fax: 303/865-5504
Rich Zweibel, President
Mike Perlmeter, Consultant
Deb Britton, Principal Consultant
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Document Imaging and Management Software Solutions
3545 Long Beach Blvd.
Long Beach, CA 90807
Phone: 562/988-1688
Fax: 562/988-1886
Nien Ling Wacker, CEO
Chris Wacker, Senior Vice President
Sales/Marketing
Doug Crane, Vertical Market Manager/Public Sector
Jim Silvia, Regional Manager/South
Hedy Aref, Vice President
Vertical Marketing
Stephen Weinberg, Regional Manager, California
Elena Bosia

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9443 Springboro Pike
Miamisburg, OH 45342
Phone: 937/865-7064
Fax: 937/847-3097
Gregory Dudiak, Local Government Relations Representative

MediaVision USA
Microphone and Voting Systems for Council Chambers
760 Market Street #929
San Francisco, CA 94102
Phone: 415/391-9090
Fax: 415/391-9192
Fardad Zabetian, CEO
Ali Zabetian, CFO

Municipal Clerks Education Foundation
Fundraising Arm Of IIMC
8331 Utica Ave., #200
San Francisco, CA 94130
Phone: 909/944-4162
Fax: 909/944-8545
Dale Barstow, President
Marian Karr, Treasurer

Municipal Code Corp.
Codification of Ordinance, Analyzation, Indexing Minutes
P.O. Box 2235
Tallahassee, FL 32316-2235
Phone: 850/575-8852
Dale Barstow, Vice President/Sales
Danielle Galvin, Vice President
Electronic Publishing
Donny Barstow, MCC Innovations Manager
Russell Haddock, Sales Representative
Faye Creel, Sales Representative
Dennis Heller, Sales Representative

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Retirement Company is Leading Provider of Pensions & Salary Savings Plans
8320 Park Avenue
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Fax: 212/222-1667
Patrick Burke, Senior Vice President
Eileen Gettys, Vice President
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4894 Lone Mountain Road #246
Las Vegas, NV 89130
Phone: 702/636-0123
Fax: 702/658-1395
Scott Black, Owner
Ralph Thomas, Owner

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Content Management Solutions
25910 Acero Street, #100
Mission Viejo, CA 92691
Phone: 949/362-6246
Fax: 949/458-6004
Charlene K. Webber, VP Government Sales
Laura Lechien, Government Sales Manager

Sire Technologies, Inc.
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Fax: (801) 977-8775
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Client Solutions
Bruce Elliott, Regional Director
Client Solutions
Sarah Ellington, Marketing Manager

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Lapel Pins, Key To The City, Service Awards
59 Victory Lane
Los Gatos, CA 95030
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Fax: 408/354-1712
JR Van Eman, President
Robert C. Rogers, Vice President

2007 IIMC Conference
New Orleans, LA 70112
Peggy Lewis, CMCA, City Clerk

2008 IIMC Conference
Atlanta, GA
Rhonda Dauphin Johnson, City Clerk

2009 IIMC Conference
Chicago, IL
Illinois Municipal Clerks Association

2011 IIMC Conference
Nashville, TN
Marilyn Swing, MMC, Metropolitan Clerk
IIMC thanks the following sponsors for their contribution toward the 61st Annual Conference.

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($50,000 or more)
LaserFiche Corporation
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expresses its deep gratitude and thanks to the following Sponsors and State Associations who have donated funds and/or services toward the 2007 IIMC CONFERENCE in New Orleans, LA.

Western Reserve Clerks Association
Oklahoma Municipal Clerks
City of Fernley, NV
Maryland Municipal Clerks
Texas Municipal Clerks
North Kentucky Municipal Clerks
Ohio Municipal Clerks
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Virginia Municipal Clerks
Missouri City Clerks
Alaska Municipal Clerks
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Kentucky Municipal Clerks
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Dumas Candy Company
City of Alexandria
Foley & Judell Law Firm
Louisiana Municipal Clerks Association
Orleans Capital Management
Computer Systems Development Corp.
Molded Rubber Specialties, LLC
City of Plaquemine
Town of St. Francisville
City of Carencro
<table>
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<tr>
<th>Major / Minor</th>
<th>FY 2007 Item Amount</th>
<th>Comment</th>
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<tr>
<td>001000.220101.6330.28712</td>
<td>$34,604</td>
<td>Supplemental Advertising: Supplemental advertising in community based newspapers or public hearings per City Commission resolution</td>
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<td>001000.220101.6330.28712</td>
<td>$34,819</td>
<td>Elections Advertising for 2007 General Election - District 1, 2, &amp; 4: Elections Advertising for 2007 General Election - District 1, 2, &amp; 4 to include required advertising and supplemental advertising in community based newspapers</td>
</tr>
<tr>
<td>410 - TRAVEL AND PER DIEM - TRAINING</td>
<td>$27,417</td>
<td>National Forum for Black Public Administrators: National Forum for Black Public Administrators to be held in Phoenix, Arizona to be attended by one member of the City Clerk’s staff April 2007 for the purpose of professional development ($1,500 Hotel &amp; Airfare, $300 Registration, $390 Per Diem and Tips)</td>
</tr>
<tr>
<td>001000.220101.6330.41012</td>
<td>$2,190</td>
<td>Professional Development: Professional Development for City Clerk’s staff to include continuing education, seminars and conferences for the purpose of developing specialized skills required in the City Clerk’s Office and achieving goals</td>
</tr>
<tr>
<td>001000.220101.6330.41012</td>
<td>$800</td>
<td>Online Records Certification Courses: Online Records Certification Courses for the Office of the City Clerk</td>
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<tr>
<td>001000.220101.6330.41012</td>
<td>$6,810</td>
<td>Florida Association of City Clerk’s Annual Conference: Florida Association of City Clerk’s Annual Conference to be attended by 3 members of the City Clerk’s Staff June 2007 (Estimate based on 5% increase over FY 2006 cost)</td>
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<tr>
<td>001000.220101.6330.41012</td>
<td>$1,050</td>
<td>Florida State Association of Supervisors of Elections Conference: Florida State Association of Supervisors of Elections Conference to be attended by a representative of the Office of the City Clerk (Estimate based on 5% increase over FY 2006 cost)</td>
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<tr>
<td>001000.220101.6330.41012</td>
<td>$5,690</td>
<td>ARMA International Annual Conference - San Antonio, Texas October 2006: ARMA International Annual Conference - San Antonio, Texas October 2006 to be attended by two members of the City Clerk’s Staff ($950 Registration Fee, $1500 Hotel &amp; Airfare, $315 Per Diem and Tips, $80 Transportation)</td>
</tr>
<tr>
<td>001000.220101.6330.41012</td>
<td>$1,500</td>
<td>Grant Writing Seminar: Grant Writing Seminar to be attended by 1 member of the City Clerk’s Staff (Estimate based on 5% increase over FY 2006 cost)</td>
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<tr>
<td>001000.220101.6330.41012</td>
<td>$3,672</td>
<td>Florida Association of City Clerk’s Career Institute: Florida Association of City Clerk’s Career Institute to be attended by 3 members of the City Clerk’s Staff October 2006 (Estimate based on 5% increase over FY 2006)</td>
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<tr>
<td>001000.220101.6330.41012</td>
<td>$2,205</td>
<td>International Institute of Municipal Clerk’s Conference: International Institute of Municipal Clerk’s Conference to be attended by the City Clerk May 2007 ($1,500 Hotel &amp; Airfare, $315 Registration, $390 Per Diem and Tips)</td>
</tr>
</tbody>
</table>
City of Miami

REQUEST FOR DIRECT PAYMENT

INSTRUCTION: Please attach all the original documents related to expenditures, i.e., receipts, bills, invoices, etc.

FROM
1. Requestor: Julia D. Hernandez
2. Department: Office of the City Clerk
3. Title: Legislative Services Rep. II
4. Date: April 16, 2007

TO
CHIEF ACCOUNTANT, ACCOUNTING DIVISION, FINANCE DEPARTMENT

ISSUE CHECK TO
5. Name: Priscilla A. Thompson
6. Address: 3500 Pan American Drive
   Miami, FL 33133

DESCRIPTION OF ITEM(S) TO BE PAID

<table>
<thead>
<tr>
<th>ACCOUNT CODE/</th>
<th>AMOUNT</th>
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</thead>
<tbody>
<tr>
<td>SUBSIDIARY NO.</td>
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</tr>
<tr>
<td>00001.121000.000000.0000</td>
<td>$1,557.00</td>
</tr>
</tbody>
</table>


10. Check Distribution:
   - [ ] Mail Direct to Vendor
   - [x] Return to Department

11. TOTAL PAYMENT
    $1,557.00

12. Approved:
   Department Director/Designee: [Signature] 7/14/07
   Expenditure Control:
   Vendor No: Check No: Date:

FOR FINANCE USE ONLY

FOR REQUESTING DEPARTMENT USE ONLY

Batch No:
Pre-encumbered By:
Date:


Appendix 000150
Appendix 000151

Confirmation
Expense report number IEX13890 for 1,556.90 has been submitted to Hernandez, Pedro G for approval.

Expense Report IEX13890

Hint: Use your browser navigation to exit the printable page view of this page.

Submission Instructions
For Regular Expense Reports:
* To send required receipts to Accounts Payable, print this page and attach all required receipts.
* Make a photocopy of this page and the receipts for your records.
* Place this page and the original receipts in an Interoffice envelope, and send to Accounts Payable.

Your manager (or specified approver) will be notified requesting approval for this expense report. Upon approval, a notification will be sent to you and Accounts Payable. This expense report will be paid after it has been approved, and Accounts Payable verifies the receipts.

For P-Card Expense Reports:
* Print this page, attach all required receipts, and submit them to your Approver.
* Make a photocopy of this page and the receipts for your records.

Your manager (or specified approver) will be notified electronically requesting approval for this P-Card expense report. Upon receipt of all documentation, your manager (or specified approver) will review all the receipts and approve all transactions electronically. A message will be sent to you and the P-Card Administrator once the transactions are approved.

This P-Card expense report will be paid by the Finance Department after it has been approved and all receipts are submitted to the P-Card Administrator.

General Information

<table>
<thead>
<tr>
<th>Name</th>
<th>Receipts Status</th>
<th>Report Submit Date</th>
<th>Report Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thompson, Priscilla A</td>
<td>Required</td>
<td>05/10/2007</td>
<td>1,556.90 USD</td>
</tr>
<tr>
<td>(14137)</td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

Expense Dates: 05/10/2007 - 05/10/2007
Cost Center: 121000
Purpose: Travel
Reimbursement for Priscilla A Thompson for International Institute of Municipal Clerks Conference

Expenses Details: Weekly Summary
Approval Notes [0]

Business Expenses
Cash Expenses

<table>
<thead>
<tr>
<th>Receipt Exchange Expense Date</th>
<th>Amount</th>
<th>Rate Type</th>
<th>Merchant Project Task Award Receipt</th>
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<tbody>
<tr>
<td>05/10/2007 1,286.60 USD</td>
<td>1</td>
<td>Miscellaneous Total Cost of Hotel Stay for</td>
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Appendix 000151
<table>
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<tr>
<th>Date</th>
<th>Amount</th>
<th>Quantity</th>
<th>Description</th>
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<tr>
<td>05/10/2007</td>
<td>270.30 USD</td>
<td>1</td>
<td>Airfare to travel to New Orleans, LA for IIMC Conference</td>
</tr>
</tbody>
</table>
Appendix 000153

Expense Report IEX14271

Hint: Use your browser navigation to exit the printable page view of this page.

Submission Instructions
For Regular Expense Reports:
* To send required receipts to Accounts Payable, print this page and attach all required receipts.
* Make a photocopy of this page and the receipts for your records.
* Place this page and the original receipts in an interoffice envelope, and send to Accounts Payable.

Your manager (or specified approver) will be notified requesting approval for this expense report. Upon approval, a notification will be sent to you and Accounts Payable. This expense report will be paid after it has been approved, and Accounts Payable verifies the receipts.

For P-Card Expense Reports:
* Print this page, attach all required receipts, and submit them to your Approver.
* Make a photocopy of this page and the receipts for your records.

Your manager (or specified approver) will be notified electronically requesting approval for this P-Card expense report. Upon receipt of all documentation, your manager (or specified approver) will review all the receipts and approve all transactions electronically. A message will be sent to you and the P-Card Administrator once the transactions are approved.

This P-Card expense report will be paid by the Finance Department after it has been approved and all receipts are submitted to the P-Card Administrator.

General Information

<table>
<thead>
<tr>
<th>Name</th>
<th>Thompson, Priscilla Angelena (14137)</th>
</tr>
</thead>
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<tr>
<td>Expense Dates</td>
<td>05/20/2007 - 05/27/2007</td>
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<tr>
<td>Cost Center</td>
<td>121000</td>
</tr>
<tr>
<td>Purpose</td>
<td>Reimbursement for IMIC 2007 Conference</td>
</tr>
<tr>
<td>Approver</td>
<td>Hernandez, Pedro G</td>
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</table>

Expense Details

| Weekly Summary | Approval Notes [0] |

Business Expenses

Cash Expenses

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<th>Exchange Rate</th>
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<th>Justification</th>
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<th>Task Number</th>
<th>Award Number</th>
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<tbody>
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<td>05/21/2007</td>
<td>14.27 USD</td>
<td>1 Breakfast</td>
<td>Per Diem per New Orleans Runzheimer Rate</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>05/22/2007</td>
<td>14.27 USD</td>
<td>1 Breakfast</td>
<td>Per Diem per New Orleans Runzheimer Rate</td>
<td></td>
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<td></td>
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Appendix 000153
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<th>Date</th>
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<th>Details</th>
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<tbody>
<tr>
<td>05/23/2007</td>
<td>14.27 USD</td>
<td>1 Breakfast</td>
<td>Per Diem per New Orleans Runzheimer Rate</td>
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<tr>
<td>05/24/2007</td>
<td>14.27 USD</td>
<td>1 Breakfast</td>
<td>Per Diem per New Orleans Runzheimer Rate</td>
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<td>Per Diem per New Orleans Runzheimer Rate</td>
</tr>
<tr>
<td>05/20/2007</td>
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<td>1 Lunch</td>
<td>Per Diem per New Orleans Runzheimer Rate</td>
</tr>
<tr>
<td>05/23/2007</td>
<td>14.90 USD</td>
<td>1 Lunch</td>
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<td>Per Diem per New Orleans Runzheimer Rate</td>
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<td>05/20/2007</td>
<td>28.41 USD</td>
<td>1 Dinner</td>
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<td>05/20/2007</td>
<td>5.00 USD</td>
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Appendix 000154
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<td>5.00 USD</td>
<td>1 Tips</td>
<td>Miscellaneous Tips</td>
</tr>
<tr>
<td>05/20/2007</td>
<td>32.50 USD</td>
<td>1 Taxi &amp; Limousine Service</td>
<td>Taxi ride to Miami International Airport</td>
</tr>
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<td></td>
<td></td>
<td></td>
<td>Taxi ride from Miami International Airport</td>
</tr>
<tr>
<td>05/27/2007</td>
<td>32.50 USD</td>
<td>1 Taxi &amp; Limousine Service</td>
<td>Taxi ride to Miami International Airport</td>
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</tbody>
</table>

Expense Details      Weekly Summary      Approval Notes [0]

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# City of Miami

## TRAVEL REIMBURSEMENT REQUEST

**REFERENCE:** City of Miami Labor / Management Policy Nos. 1-77 and 2-65.

**INSTRUCTIONS:**
1. This form must be preceded by the Travel Expense Approval form.
2. Manager's approval is required if 2 or more out of state trips are taken in the same FY.
3. Attach all applicable receipts with this form or page from "RUNZEIMER".
4. Car mileage will be determined by Labor Relations.

### TRAVELER

| 1. Travel Expense Approval No: | NA |
| 2. This request is for: | Employee | Other (specify): |
| 3. Name: | Priscilla A. Thompson |
| 4. Title: | City Clerk |
| 5. Department: | |
| 6. Division: | |
| 7. Mailing Address (Applicant): | 3500 Pan American Drive, Miami, FL 33133 |
| 8. Purpose of Travel: | To Attend International Institute of Municipal Clerks Annual Conference for continuing education |
| 9. Date of Departure: | 5/20/07 |
| 10. Date of Return: | 5/27/07 |

### TRAVELER DATA

| 11. Date of Departure: | 5/20/07 |
| 12. Date of Return: | 5/27/07 |

### TRAVEL EXPENSES

| 13. Change to Account Code(s): | 00001, 121000, 540000, 50000, 0000 |

| 14. Fare (City's Agent) | $270.30 |
| 15. Other Agent | Booked On-Line (Best Available Rate) |
| 16. Car Mileage | $0 |
| 17. Hotel Room | $1286.60 |

### MEALS

| 19. Breakfast | 7 x 14.27 | $99.89 |
| 20. Lunch | 5 x 14.90 | $74.50 |
| 21. Dinner | 4 x 28.41 | $113.64 |

| 22. Total Meal Expenses | $288.03 |

### OTHER EXPENSES

| 23. If the above travel, hotel or meal cost represents more than one person, or any extraordinary circumstance, please explain: | NA |
| 24. Registration | $0 |
| 25. Parking and Tolls | $0 |
| 26. Taxi or Limousine Service | $65.00 (Taxi) |
| 27. Car Rental | $0 |
| 28. Tips (valet parking, bellhop, housekeeping) | $40.00 |

### MISC EXPENSES

| 29. Misc. Expenses (itemize): | $0 |

| 30. Total Other Expenses | $105.00 |

### TOTAL TRAVEL EXPENSES

| 31. Total Travel Expenses (sum of lines 18, 25 and 30) | $1949.93 |

### AMOUNT ADVANCED (if applicable)

| 32. Amount Advanced | $1556.90 |

### NET AMOUNT DUE TO TRAVELER

| 33. Net Amount Due to Traveler | $393.03 |

### FUNDS OVERPAID BY CITY

| 34. Funds Overpaid by City | $0 |

### CERTIFICATION BY TRAVELER

| 35. I certify that expenses claimed hereon were paid by me, are true and correct and in accordance with Labor/Management Policy Nos. 1-77 and 2-66. | |
| Signature of Traveler | Priscilla A. Thompson |
| Date | 5/27/07 |

### APPROVAL

| 36. Department Director/Designee | Date |
| City Manager/Designee | Date |
| Labor Relations Use Only (Miles/)

---

Appendix 000156
**Confirmation**

Expense report number IEX14274 was previously submitted for approval.

**Expense Report IEX14274**

Hint: Use your browser navigation to exit the printable page view of this page.

**Submission Instructions**

**For Regular Expense Reports:**

* To send required receipts to Accounts Payable, print this page and attach all required receipts.
* Make a photocopy of this page and the receipts for your records.
* Place this page and the original receipts in an interoffice envelope, and send to Accounts Payable.

Your manager (or specified approver) will be notified requesting approval for this expense report. Upon approval, a notification will be sent to you and Accounts Payable. This expense report will be paid after it has been approved, and Accounts Payable verifies the receipts.

**For P-Card Expense Reports:**

* Print this page, attach all required receipts, and submit them to your Approver.
* Make a photocopy of this page and the receipts for your records.

Your manager (or specified approver) will be notified electronically requesting approval for this P-Card expense report. Upon receipt of all documentation, your manager (or specified approver) will review all the receipts and approve all transactions electronically. A message will be sent to you and the P-Card Administrator once the transactions are approved.

This P-Card expense report will be paid by the Finance Department after it has been approved and all receipts are submitted to the P-Card Administrator.

**General Information**

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<tr>
<th>Name</th>
<th>Receipts Status</th>
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**Expense Details**

Weekly Summary 
Approval Notes [0]

**Business Expenses**

**Cash Expenses**

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<td>Taxi Ride from New Orleans Airport to New Orleans Marriott for IIMC Conference Taxi Ride</td>
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Appendix 000157
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<tbody>
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<td>31.00</td>
<td>1 Taxi &amp; Limousine Service from New Orleans Marriott to New Orleans Airport from IIMC Conference</td>
</tr>
</tbody>
</table>

Copyright (c) 2005, Oracle. All rights reserved.
I will be out of the office at the International Institute of Municipal Clerks Conference in New Orleans, LA from May 21-27, 2007. During my absence, Assistant City Clerk Pam Burns, Special Projects Coordinator Lorriann Opara, Records System Coordinator Pamela Latimore and the entire Clerk’s Office staff will be available to assist you with any City Clerk related matters.

Priscilla A. Thompson, CMC
City Clerk
(305) 250-5370
-fax (305) 858-1610

Tracking:
Appendix 000159
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Appendix 000161

If you wish to:
FIND A BETTER JOB
LOCATE A SUPPLIER
BUY A BOOK ON-LINE
APPLY FOR MEMBERSHIP
DOWNLOAD KEY DOCUMENTS
Go to www.slcc.co.uk

LEADING TRAINING PROVIDER
‘Working with your council’
Induction course

THE CONFERENCE ORGANISER
Regional / National

REGIONAL & SPECIALIST ADVISORS

PROFESSIONAL PUBLICATIONS

COUNTY BRANCH MEETINGS
Technical updating & networking

33rd National Conference

‘Building Successful Communities’

Royal Court Hotel, Coventry

2pm on Friday 26th October, until
2pm on Sunday 28th October 2007

Conference sponsored by Proludic

Hospitality and Training Equipment sponsored by AON

SLCC, the professional Body for Local Council Managers
PROFESSIONAL SUPPORTIVE INNOVATIVE

Appendix 000161
Welcome to Coventry and this, the 33rd Annual Conference of the Society. I do hope you all have a fabulous time.

The Conference team have worked hard to ensure that there's something for everyone in the programme. This applies whether formally in the conference halls listening to the keynote speakers or participating in the skills sessions, or informally networking in the bar or enjoying the organised entertainments.

Above all this conference will enable each and every one of us to focus on the knowledge and skills that we all require to be able to do our jobs that little bit better. We can learn something from those who have been specifically engaged to share their expertise, and we can also learn much from each other. However experienced or inexperienced we may consider ourselves to be we all have much to learn and we all have much to share.

This conference provides us with an opportunity to reinforce our growing status as a developing and increasingly influential professional body and to reconnect as practitioners who are committed to our continuing professional development and public service. Enjoy!

Chris Rolley, President 2006/2007

Welcome to the Society's biggest ever national conference, here in the heart of England. Whether you are a regular or attending for the first time I hope you thoroughly enjoy the unique atmosphere for which Society events are famous. This is truly a meeting point for friends and like-minded professionals from all over the country.

The programme this year has been further refined as a result of feedback from delegates at previous conferences and contains a good mix of inspirational speakers and practical sessions aimed at giving you those vital insights that can make a big difference when you are at work with your council. You won't be able to do everything, but we hope there is something for everyone at each stage of the event.

Now is the time when all the exciting potential for our sector starts to become reality. The local government bill which will soon pass into law contains key provisions which over time will transform our sector. The launch of the Institute of Local Council Management here at conference will further prepare our profession to operate in this new world. The best is yet to come.

I hope you have an enjoyable and memorable conference

Nick Randle, Chief Executive

On behalf of the National Executive I am pleased to extend a very warm welcome to all delegates and guests attending our 33rd National Conference. I am sure that there are a wide range of sessions that will appeal to both first-time delegates and those who are regular conference attendees, from planning to playgrounds and cemeteries to climate change, alongside conference regulars such as the great debate and of course the Annual General Meeting.

Take the opportunity to visit our extended exhibition, where there are several new exhibitors alongside many of the "regulars". Take the opportunity to talk to as many exhibitors as possible gather the knowledge and information that will help you once you are back at your desk. You never know when a contact you made at conference will prove useful.

Conference is also an excellent opportunity to socialise and network, meet up with existing friends and to make some new ones! Please make first time delegates particularly welcome and assist them in making the most of conference, remember back to the time when you were a "first timer" and think what would have improved your experience.

I look forward to meeting you all over the next three days and hope that we all go away on Sunday having gained some extra skills to help us in "Building Successful Communities!"

Sam Shippen, NEC Chairman
The Age of the Multi-Faceted Clerk

President Chris Rolley Reflects on Another Successful Presidential Year

At the end of my year of office I have learnt so much from my visits to branches in all parts and in meeting so many members. My abiding memory is of the diligence, hard work and sheer professionalism displayed by clerk colleagues, whether full-time or part-time, working for small or large, active or less active councils, working out of civic offices or from home, based in England or Wales. Whichever boxes are ticked by individual clerks core aspects of the job are the same and it is only in the service delivery areas and in scale that things tend to be different.

An exercise I led at a number of the branch meetings attended clearly demonstrated the wide breadth of skills a modern-day clerk requires. This showed that the position of clerk, properly conducted, is more multi-faceted than any other single job within the local government family and compares favourably with any other job - period!

So the clerk is the proper officer, the legal adviser, the committee officer and the minute taker. We are also the responsible Finance Officer, the credit controller, the payroll clerk (even if it is only for ourselves), the budget manager, the preceptor adviser, the insurers officer and the investments manager. Keeper of the records, filing clerk, typist, risk manager, and safety officer, personnel and human resources manager, press and public relations officer and writer of the parish town newsletter; website manager, IT officer, grants officer, the keeper of civic traditions and civic ambassador are other important roles. And those are just some of the support functions.

When it comes to service delivery the clerk is the all rounder officer, the cemetery manager (one clerk has actually dug graves), halls and lettings officer, recreation manager, leisure officer, play grounds manager and sports pitches officer, the person responsible for street furniture – seats, litter bins, grit bins, dog waste bins, street lights etc, co-ordinator of community planting schemes and ‘Bloom’ entries and managers of lengthmen. These are the more obvious ones. Less commonly clerks are also Clerks to Trustees, manage nature reserves, woodland, fishing ponds, sports centres, theatres, art galleries, heritage centres, CCTV control rooms, car parks and markets and provide agency services on behalf of principal authorities. There are countless other examples.

What does this demonstrate? Well two things above all. The post of parish town or community clerk is special and the clerk can really make a difference to peoples’ lives. Most do. Thank you for what you do and letting me serve as your President this last year.

Chris Rolley, President 2006/2007

The Protocols Explained

At the Conference Opening Ceremony this year the Society will be formally signing two important new Protocols – with the University of Gloucestershire and with the Institute of Cemeteries and Crematorium Management. Below we explain what the two protocols are all about.

University of Gloucestershire

The SLCC played a major role in creating the original courses back in the mid-1980s and 90s. Members of the Society helped to shape the curriculum and design assignments such as the In-Trey Exercise, the visit to the meeting of another council ... and the memorable Alice assignment.

Since then several hundred clerks and aspiring clerks have achieved advanced qualification, now known as the CertHE in Local Policy. The course team has also seen dozens of anorexic clerks begin their studies nervously and then over time grow in confidence, emerging a few years later with a degree in Local Policy. The qualifications have helped to strengthen the Society itself as members become more knowledgeable and aware of their potential, whether at branch or national level.

Looking ahead, the course is at a watershed with innovative proposals for refreshing its content and style of delivery on the discussion table. The Society will continue to play a central role in the debate about advanced professional courses to ensure that the qualifications meet the future needs of local councils throughout England and Wales.

When asked about her reasons why the University should sign a protocol with the Society, Elisabeth Skinner said that it would “help to cement their twenty-year partnership. It also paves the way for an even stronger working relationship and a fresh approach to courses being delivered by the University. Overall, it would underpin the Institute and QFD by linking practical professionalism to academic study”.

Institute of Cemeteries and Crematorium Management

Ever since the publication, in 2001, of the House of Commons Environment Committee’s report on the state of the country’s burial grounds there has been a growing demand from local council clerks for advice and skills training in all aspects of cemetery and churchyard management and memorialial services. The most recent survey of Society members placed these issues second in a list of more than 30 services delivered by local councils in England and Wales.

Whilst the Society has been actively involved at the highest level with Government plans to improve safety in cemeteries, facilitate the re-use of graves and review burial law through the Ministry of Justice’s Burial and Cemeteries Advisory Group, we have lacked the expertise and resources to deliver professional training at regional and county branch level.

During the past two years Society National Officers have established an informal working relationship with the Institute of Cemetery and Crematorium Management (iccmuk.com) whose Chief Executive, Tim Morris and Director of Training and Development, Ron Dunn will be running a training workshop at this year’s Conference. The ICCM is the leading professional body for principal authority cemetery managers in England, Wales and Scotland and has a number of local council clerks in membership.

One of the early benefits of our partnership with the ICCM has been the offer of a place on the Board of Directors of the recently formed British Register of Accredited Memorial Masons (BRAMM) which now has over 1,000 registered firms and 450 individual memorial masons assessed and issued with BRAMM Firms’ Certificates. The scheme regulates the standards for fixing and guaranteeing the long term stability of all new memorials placed in cemeteries and churchyards. Over 80 burial authorities have also signed up to the scheme. National External Affairs Officer, Alan Fairchild is currently the Society’s BRAMM Board member.

The impending launch of the Institute of Local Council Management prompted National Training Manager, Mike Page to commission the ICCM to develop a comprehensive local council cemetery managers training manual which will be available as an interactive CD. Starting in 2008 the ICCM and the Society will also be delivering a nationwide series of skills training seminars and courses for clerks and other staff in all aspects of memorial safety, grave digging and stitching and the management and administration of burial grounds.

In recognition of our new partnership the Society is delighted to announce that the ICCM’s President, David McCarthy (City of London Cemetery & Crematorium) and Society President, Chris Rolley will sign a formal Protocol at the opening of Conference.
Hot Tips to Success

We asked delegates if they could share their "hot tips" for being a successful clerk with colleagues. Here is just a selection of the many responses. Thanks to all for your contributions.

"Always give your emails subject titles to save confusing them with spam"  
Chris Couchman  
"never get involved in Cllrs petty squabbles - never favour any Cllr in particular - don't socialise with them"  
Toni  
"Time spent in preparation is never wasted"  
Ted Bocking  
"Research an answer for every possible question you may be asked at a meeting"  
Ted Bocking  
"Record your minutes - saves questions later"  
Chris Smith  
"Make sure the chairman sits facing the clock...and record length of meetings/finish time"  
Julia Warren  
"Cultivate a good relationship with local press...pays dividends"  
Julia Warren  
"Always keep a pair of Wellington boots in the car"  
Philip Truppin  
"If you must talk to yourself - make sure it makes sense"  
Sutton Parish Council  
"Prepare - try to anticipate the likely comments/questions and have the answer ready"  
Kevin Shaw  
"Diplomacy is the ability to tell a person to go to hell in such a way that he looks forward to the trip!"  
Celia Adams  
"Copy and paste the agenda and use the same format for the minutes"  
Hazel Cooper  
"Always have your CAB and standing orders close by"  
Dominic Stapleton  
"If in doubt or want more time give the answer 'I will have to seek advice on that issue'"  
Dominic Stapleton  
"Be friendly with all councillors but close friends with none of them"  
An aged clerk  
"Provide all members with a declarations of interest proforma complete with flow chart (double sided A4) - saves the clerk having to interpret the nature of the interest given at meetings and if a mistake is made it's not the clerk who made it"  
Alan Fairchild  
"Before starting a project always make an agreement with HMRC on how you can reclaim VAT - and get their agreement in writing"  
Sam Clarke  
"Keep everything simple - the Councillors, the public and even the Clerk can understand it then"  
Doug Mass  
"Make sure that you do not live in the parish where you serve as clerk"  
Hannah Guvwell  
"Never reinvent the wheel. Someone, somewhere has come across it, done it or had problems with it and will be willing to help you, whatever it is"  
Janet Haines  
"Try not to take work home with you"  
Janet Haines

Hot Tips to Success

"Read your e-mails out loud before you press send"  
Rosie Seymour  
"Too much to do - make a list - then put kettle on"  
Rosie Seymour  
"Cultivate a ‘personal & trusting’ relationship with the local press"  
Rusty Adams  
"When planning your day, pick the task that you least want to do first and get it done. It feels good to complete it and it isn’t hanging over you for the rest of the day. It’s called BANNO = Bang A Nasty Job Off!"  
Graham Hunt  
"Don’t re-invent the wheel....steal it"  
Glenise Lee  
"Have a draft agenda sheet for each month for the meeting of Council and the committees so that if during the meeting it is suggested that an item becomes an agenda item not only for the next meeting but say in a couple of meetings time, it will ensure it does not get forgotten about"  
Brian Barton  
"The Agenda is the most important document I produce - if it fully states the business - there will be less misunderstandings"  
Doug Maass  
"Taking time to stand back from the minutiae of many daily tasks and ponder what it’s all for - the value of creating and sustaining the quality of life in a local community"  
Elisabeth Skinner  
"If the agenda and supporting papers are at least twice as long as the minutes I have served the meeting well"  
Lance Allan  
"Always keep a sense of humour"  
Celia Adams  
"Keep a good supply of ‘Post it’ notes"  
Celia Adams  
"Do not react immediately - pause and think"  
Sutton Parish Council  
"Set up a monthly calendar for all the agenda items you only deal with once a year - then it acts as a reminder for following years"  
Sam Shipman  
"As far as possible plan ahead"  
James Derouin  
"Always have ‘account balance’ details available at each meeting Just in case ‘budget’ questions crop up"  
Alan Fairchild  
"Scan your signature into the computer and apply it to agendas and letters, that way it saves time having to sign documents when they are printed out because the signature is already there. It also authenticates documents that are e-mailed. I also write my agendas as soon as the information comes in; I don’t like leaving things until the last minute just in case something unforeseen happens and the agenda can’t go out in time. I also copy the information as I go so that on the day the agendas are due to go out it’s just a matter of collating the information and putting it into the envelope. It just so happens that our Planning and Environment Committee Meeting is one week before full council so I take the agendas to the meeting and give them to committee members and save on the postage. I also give Members as much written information as possible to save time talking at meetings; doesn’t always work though."  
Sharon Clayton  
"We the willing, led by the unknown, are doing the impossible for the ungrateful and have been doing so much with so little for so long that we are now qualified to do anything with nothing!"  
Anon

Appendix 000164
Conference Programme
Friday 26th October 2007

3.15 pm Teamcoffee

3.45 pm The Planning White Paper - Britannia Suite
Gideon Amos, Chief Executive of the Town and Country Planning Association will give a personal view on the content of the White Paper and its relevance to town and parish councils.

4.30 pm Statutory Dispute Resolution - Windsor Room
Pat Robinson of Peninsula UK Ltd. will deal with the Statutory Dispute Resolution process, and the role of the Registered Planner and the Local Authority

4.45 pm Managing Emotions - Blenheim Suite
Chris Edge, Managing Director of Edge Design will discuss the management of stinking emotions.

5.15 - 6.00 pm Repeat of the above three sessions

Conference Programme
Saturday 27th October 2007

8.45 am Teamcoffee

9.00 am - 9.45 am Holy Communion, Keswick Parish Church (Anglican)
Services begin at 9.30 am. Holy Communion and Evensong services will be held.

9.30 am Best Practice Workshops - Windsor Room
Caroline Godfrey, advisor to the Local Government Association will discuss the work of the Local Government Association on town and parish councils.

10.15 am SLCC Chief Executive, Nick Randle will deliver his annual keynote address to Conference

10.45 am Launch of Continuing Professional Development and the Institute of Local Council Management

11.15 am Tea/coffee in Exhibition Hall

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Appendix 000166
List of Delegates

This is a list of SLCC Guests, DELEGATES and OFFICERS in alphabetic order of Surname, altogether totalling 276. Do please make the SLCC Guests and our 'first-timers' feel particularly welcome. Everyone has been allocated a badge with a colour tag, as follows:

- **Speakers & SLCC guests**
- **Delegates**
- **Exhibitors**
- **'First-timers' delegates**
- **NEC & SLCC Officers**

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| Ms    | Linda    | Hadley   | Boughton Alag & Snaith, High Holdon & Burslau Parish Councils |
| Ms    | Deidre   | Hansen   | Bradford Parish Council |
| Ms    | Sandra   | Clarke   | Brampton Parish Council |
| Ms    | Bernadine | Champneys | Brotton Parish Council |
| Ms    | Kathy    | Jones     | Bridgnorth & St Georges Priory Parish Council |
| Mr    | Chris    | Smith    | Bridlington Town Council |
| Mr    | Peter    | Wilkinson | Brough Parish Council |
| Ms    | Paula    | Heath    | Buckingham Town Council |
| Ms    | Hazel    | Cooper   | Bucklow Parish Council |
| Mr    | Mike     | Elliott   | Burscough Parish Council |
| Mr    | David    | Carden   | Burbage Hill Town Council |
| Mrs   | Ann      | Kingdon  | Calne Town Council |
| Ms    | Linda    | Roberts  | Calne Parish Council |
| Ms    | Fiona    | Palmer   | Castle Donington Parish Council |
| Ms    | Lucy     | Early    | Cawston Parish Council |
| Mr    | Alan     | Young    | Cawston Parish Council |
| Mr    | Bryn     | Metcalf  | Chapel Haldersley Parish Council |
| Ms    | Jackie   | Plasson  | Cheddon Parish Council |
| Mr    | Mark     | Hunter   | Chesterton Omour-Cudmore parish council |
| Mr    | William  | Richards | Chesham Town Council |
| Mr    | Paul     | Gray     | Chilton Town Council |
| Ms    | Laurie   | Breese   | Cirencester Parish Council |
| Ms    | Christine | Harvey | Church Stretton Village Council |
| Ms    | Edward   | Humphreys | Churchtown Community Council |
| Ms    | Kim      | Bedford  | Cotherby Parish Council |
| Mr    | David    | Bertrand | Cockermouth Parish Council |
| Ms    | Liz      | Bedford   | Cocker Parish Council |
| Ms    | Sarah    | Main  | Corringham Parish Association of Local Councils |
| Mrs    | Rachel   | Jackson  | Cottingham Parish Council |
| Mr    | Peter    | Taylor   | Cottingham Parish Council |
| Mr    | Roger    | Hendry   | Coverts Town Council |
| Mr    | Stephen  | Hedges   | Cow Green Parish Council |
| Mr    | Paul     | Smith    | Crowlie Lower Community Council |
| Ms    | Sheila   | Wilson   | Crossways Parish Council |
| Ms    | Linda    | Butcher  | Crawthorne Town Council |
| Ms    | Pete     | Bucker   | Crowthorne Parish Council |

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### The President's Charity

The Blond McIndoe Research Foundation is an independent medical research centre specialising in innovative research into skin wound repair. The Foundation seeks to play an essential role in translating practical research into results that advance patient care generally with particular emphasis on the treatment of burns.

The Blond McIndoe Research Foundation has been at the forefront of wound repair research for over 40 years. Their special relationship with surgeons in the Burns Unit at Queen Victoria Hospital in West Sussex and other clinical centres allows direct translation of research to the clinic. In recent years a GMIPv suite has been established at the Centre which allows us to culture skin cells for application onto burns patients with large surface area full thickness burns.

In addition to this clinical research the Blond McIndoe Research Foundation has a long history of innovative scientific research. Their primary objective is to improve clinical care, particularly, but not exclusively, in burns patients. Research at the centre primarily focuses on the processes involved in wound repair and the development of novel techniques and materials to improve wound healing. By furthering understanding of these processes the quality of treatment which patients receive can be markedly improved. Ultimately such improvements will reduce the degree of scarring in burns patients and reduce the number of those who die as a result of their injuries.

This vital charity will be the recipient of the proceeds of the prize draw on Friday night and the Silent Auction, please give generously. Thank you.

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Appendix 000168

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Queens Victoria Hospital
Appendix 000169

Meet the Speakers

Councillor Dave Batten, Lord Mayor of Coventry

"I believe in being a good listener," says Chris Edge. "I've worked in the field of customer relations for many years, and I believe that by listening to the needs of our customers, we can provide them with the best possible service." Chris has been with the Coventry City Council for over 20 years, and has held various positions, including Senior Manager of Customer Services. He is currently the Manager of the Customer Services Department.

Bethan Osbourne

"I have been with the Coventry City Council for over 15 years," says Bethan Osbourne. "I started my career in Customer Services, and have worked in a variety of departments, including IT and Human Resources." Bethan is currently the Senior Manager of Human Resources.

Brian Robertson

"I have been with the Coventry City Council for over 30 years," says Brian Robertson. "I started my career in the Benefits Department, and have worked in a variety of departments, including IT and Human Resources." Brian is currently the Director of Human Resources.

Carole Godfrey

"I have been with the Coventry City Council for over 20 years," says Carole Godfrey. "I started my career in the Benefits Department, and have worked in a variety of departments, including IT and Human Resources." Carole is currently the Senior Manager of Human Resources.

Chris Clee

"I have been with the Coventry City Council for over 15 years," says Chris Clee. "I started my career in the Benefits Department, and have worked in a variety of departments, including IT and Human Resources." Chris is currently the Senior Manager of Human Resources.

David Carter

"I have been with the Coventry City Council for over 20 years," says David Carter. "I started my career in the Benefits Department, and have worked in a variety of departments, including IT and Human Resources." David is currently the Director of Human Resources.

Charlie Studley

"I have been with the Coventry City Council for over 20 years," says Charlie Studley. "I started my career in the Benefits Department, and have worked in a variety of departments, including IT and Human Resources." Charlie is currently the Senior Manager of Human Resources.

Meet the Speakers

Gideon Aron

"I have been with the Coventry City Council for over 20 years," says Gideon Aron. "I started my career in the Benefits Department, and have worked in a variety of departments, including IT and Human Resources." Gideon is currently the Senior Manager of Human Resources.

Appendix 000169
<table>
<thead>
<tr>
<th>Line ID</th>
<th>Entry Type</th>
<th>Line Item Titles and Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>8534</td>
<td>Adjustment</td>
<td>$900,960.00 Professional Services (|) Remove cost associated with 2007 General Elections and place in budget reserve</td>
</tr>
<tr>
<td>5005</td>
<td>Entry</td>
<td>$50,000.00 Microfilming and Scanning Services (|) Microfilming and Scanning Services for the purpose of shutting documents into Laserfiche and meeting statutory requirements.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$250,540.00 TOTAL 531000 - Professional Services</td>
</tr>
</tbody>
</table>

### 534000 - Other Contractual Services

<table>
<thead>
<tr>
<th>Line ID</th>
<th>Entry Type</th>
<th>Line Item Titles and Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>5919</td>
<td>Entry</td>
<td>$8,640.00 Spanish and Creole Interpreting Services - City Commission Meetings (|) Spanish and Creole Interpreting Services for the City of Miami Commission Meetings at a rate of $30 an hour per Miami Dade County Contract 6524-4/10-OTR scheduled to expire 12/31/2007 with options to renew</td>
</tr>
<tr>
<td>5918</td>
<td>Entry</td>
<td>$2,948.00 Sign Language Interpreting Services - Public Requests (|) Sign Language interpreting services requested by the public per the Americans with Disabilities Act of 1990 for City Commission Meetings at a rate of $67 an hour</td>
</tr>
<tr>
<td>5920</td>
<td>Entry</td>
<td>$4,272.00 Translation Costs for 2007 General Election Notices - Districts 1, 2, and 4 (|) Spanish and Creole Translation Costs for 2007 General Election and Charter Amendment</td>
</tr>
<tr>
<td>5921</td>
<td>Entry</td>
<td>$2,880.00 Spanish and Creole Interpreting Services - Commission Special Requests (|) Spanish and Creole Interpreting Services upon special request by the City Commission for public meetings at a rate of $30 an hour per Miami Dade County Contract 6524-4/10-OTR scheduled to expire 12/31/2007 with options to renew</td>
</tr>
<tr>
<td>5922</td>
<td>Entry</td>
<td>$4,020.00 Sign Language Interpreting Services - City Commission Meetings (CDBG Item) (|) Sign Language Interpreting Services for Community Development Block Grant Items at a rate of $67 an hour (Requirement set forth by HUD Citizens Participation Plan)</td>
</tr>
</tbody>
</table>

### 540000 - Travel and Per Diem

<table>
<thead>
<tr>
<th>Line ID</th>
<th>Entry Type</th>
<th>Line Item Titles and Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>5924</td>
<td>Entry</td>
<td>$3,957.00 International Institute of Municipal Clerk's 2007 Study Abroad Program - October 2007 (|) International Institute of Municipal Clerks Study Abroad Program in the United Kingdom to be attended by the City Clerk for the purpose of obtaining points toward a Master Municipal Clerk Certification ($820 Airfare, $2261 Registration, $876 Per Diem)</td>
</tr>
<tr>
<td>5937</td>
<td>Entry</td>
<td>$1,300.00 FRMA Annual Conference - May 2008 (|) FRMA Annual Conference to be attended by a representative of the City Clerk's Staff in Orlando, Florida May 2008 ($550 Hotel, $200 Registration, $150 Mileage, $330 Per Diem and Tips, $60 Gas)</td>
</tr>
<tr>
<td>5926</td>
<td>Entry</td>
<td>$3,078.00 International Institute of Municipal Clerk's 2008 Region III Meeting - January 2008 (|) International Institute of Municipal Clerks' Regional Conference in Greenville, South Carolina to be attended by the City Clerk January 2008 ($1,788 Hotel and Airfare, $900 Registration, $390 Per Diem and Tips)</td>
</tr>
<tr>
<td>5928</td>
<td>Entry</td>
<td>$5,776.00 International Institute of Municipal Clerk's 2008 Annual Conference - May 2008 (|) International Institute of Municipal Clerks' Annual Conference in Atlanta, Georgia to be attended by a representative of the City Clerk's staff May 2008 ($1,658 Hotel and Airfare, $900 Registration, $330 Per Diem and Tips)</td>
</tr>
</tbody>
</table>

**Settings:** Filtered for All Funds / All Subfunds / All Departments / All Organizations || Grouped by Dept || Includes Revenues & Expenses

Appendix 000171
Expense Report IEX18337

Submission Instructions
For Regular Expense Reports:
* To send required receipts to Accounts Payable, print this page and attach all required receipts.
* Make a photocopy of this page and the receipts for your records.
* Place this page and the original receipts in an interoffice envelope, and send to Accounts Payable.

Your manager (or specified approver) will be notified requesting approval for this expense report. Upon approval, a notification will be sent to you and Accounts Payable. The expense report will be paid after it has been approved, and Accounts Payable verifies the receipts.

For P-Card Expense Reports:
* Print this page and attach all original receipts/invoices/back-up documents and submit to the P-Card Admininstrator. Please ensure that you make copies for your records of all documents submitted.

Your manager or specified approver will be notified via e-mail requesting approval for this p-card expense report. Once the report is approved electronically by all of the approvers in your department's hierarchy, it will be routed to the P-Card Administrator. Said person will make the final review and approval of this report before it is posted for payment.

General Information
Name: Thompson, Priscilla Angela (14137)  
Cost Center: 121088  
Purpose: Priscilla Thompson - IMC Study Abroad program in England  
Approver: Hernandez, Pedro G

Expense Details  
Type: Weekly Summary  
Approval Notes: [ ]

Business Expenses
Cash Expenses

| Date       | Receipt Amount | Exchange Rate | Expense Type    | Justification                                      | Merchant Name | Project Task | Award Number | Award Amount | Receipt Type | Receipt Number | Required Missing | Reimbursable Amount | Expenses Details | Allocations | Attachments |
|------------|----------------|---------------|-----------------|---------------------------------------------------|---------------|--------------|--------------|--------------|--------------|-----------------|-------------------|-------------------|-----------------|-------------|
| 10/28/2007 | 161.03 USD     | 1 Room Charges|                  | 1 night in London, Heathrow hotel, Associated with conference. |               |              |              |              |              | 161.03 USD       |                   |                   |                |             |
| 10/28/2007 | 30.34 USD      | 1 Hotel Taxes |                  | 1 night in London, Heathrow hotel, Associated with conference. |               |              |              |              |              | 30.34 USD       |                   |                   |                |             |
| 10/28/2007 | 38.66 USD      | 1 Other (description) |                  | 1 night in London, Heathrow hotel, Associated with conference. |               |              |              |              |              | 38.66 USD       |                   |                   |                |             |
| 10/28/2007 | 0.00 USD       | 1 Hotel Internet Service |          | 1 night in London, Heathrow hotel, Associated with conference. |               |              |              |              |              | 0.00 USD        |                   |                   |                |             |
| 10/28/2007 | 0.00 USD       | 1 Telephone   |                  | 1 night in London, Heathrow hotel, Associated with conference. |               |              |              |              |              | 0.00 USD        |                   |                   |                |             |
| 10/28/2007 | 546.88 USD     | 1 Registration Fees |          | 33rd National Conference - Building |               |              |              |              |              | 546.88 USD      |                   |                   |                |             |


Appendix 000172
<table>
<thead>
<tr>
<th>Date</th>
<th>Amount</th>
<th>Description</th>
<th>Rate</th>
<th>Location</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/19/2007</td>
<td>41.62</td>
<td>Breakfast</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10/19/2007</td>
<td>151.02</td>
<td>Lunch</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10/19/2007</td>
<td>30.68</td>
<td>Dinner</td>
<td></td>
<td>Per diem (10/19 - 10/27)</td>
<td></td>
</tr>
<tr>
<td>10/19/2007</td>
<td>55.00</td>
<td>Tips</td>
<td></td>
<td>Per diem (10/19 - 10/29)</td>
<td></td>
</tr>
<tr>
<td>10/19/2007</td>
<td>39.00</td>
<td>Taxi &amp; Limousine Service</td>
<td></td>
<td>From London, Heathrow Airport to</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Hotel</td>
<td></td>
</tr>
<tr>
<td>10/22/2007</td>
<td>8.16</td>
<td>Taxi &amp; Limousine Service</td>
<td></td>
<td>From Hotel to London, Heathrow</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Airport</td>
<td></td>
</tr>
<tr>
<td>10/23/2007</td>
<td>34.00</td>
<td>Taxi &amp; Limousine Service</td>
<td></td>
<td>From Miami International Airport</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>to home</td>
<td></td>
</tr>
</tbody>
</table>

**Total** 1,198.39
City of Miami
TRAVEL REIMBURSEMENT REQUEST

REFERENCE: City of Miami Labor / Management Policy Nos. 1-77 and 2-85

INSTRUCTIONS: 1. This form must be preceded by the Travel Expense Approval form.
2. Manager's approval is required if 2 or more out of state trips are taken in the same FY.
3. Attach all applicable receipts with this form or page from "PURCHASER".
4. Car mileage will be determined by Labor Relations.

<table>
<thead>
<tr>
<th>TRAVELER</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Travel Expense Approval No:</td>
</tr>
<tr>
<td>2. This request is for: Employee ☑ Other (Specify)</td>
</tr>
<tr>
<td>3. Name:</td>
</tr>
<tr>
<td>4. Title:</td>
</tr>
<tr>
<td>5. Department:</td>
</tr>
<tr>
<td>6. Division:</td>
</tr>
<tr>
<td>7. Mailing Address (Applicant):</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TRAVEL DATA</th>
</tr>
</thead>
<tbody>
<tr>
<td>8. Purpose of Travel: IME Study Abroad program in England</td>
</tr>
<tr>
<td>11. Date of Departure:</td>
</tr>
<tr>
<td>13. Charge to Account Code:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TRANSPORTATION/HOTEL</th>
</tr>
</thead>
<tbody>
<tr>
<td>14. Fare (City) Agent: Yes ☑ No ☐</td>
</tr>
<tr>
<td>15. Other Agent, please explain:</td>
</tr>
<tr>
<td>16. Car Mileage:</td>
</tr>
<tr>
<td>17. Hotel Room:</td>
</tr>
<tr>
<td>18. Total Transportation/Hotel Expenses:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MEAL EXPENSES</th>
</tr>
</thead>
<tbody>
<tr>
<td>19. Breakfast:</td>
</tr>
<tr>
<td>20. Lunch:</td>
</tr>
<tr>
<td>21. Dinner:</td>
</tr>
<tr>
<td>22. Total Meal Expenses:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>OTHER EXPENSES</th>
</tr>
</thead>
<tbody>
<tr>
<td>24. Registration:</td>
</tr>
<tr>
<td>25. Parking and Tolls:</td>
</tr>
<tr>
<td>26. Tax or Limousine Service:</td>
</tr>
<tr>
<td>27. Car Rental:</td>
</tr>
<tr>
<td>28. Tips (valet parking, bartending, housekeeping):</td>
</tr>
<tr>
<td>29. Misc. Expenses (reimburse):</td>
</tr>
<tr>
<td>30. Total Other Expenses:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TOTAL EXPENSES</th>
</tr>
</thead>
<tbody>
<tr>
<td>31. Total Travel Expenses (sum of lines 18, 22 and 30):</td>
</tr>
<tr>
<td>32. Amount Advanced (if applicable):</td>
</tr>
<tr>
<td>NOTE: Subtract line 32 from line 31. If amount if positive, complete line 33. If negative, complete line 34.</td>
</tr>
<tr>
<td>33. Net Amount Due to Traveler:</td>
</tr>
<tr>
<td>34. Funds Overpaid by City:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SIGNATURE OF TRAVELER</th>
</tr>
</thead>
<tbody>
<tr>
<td>35. I certify that expenses claimed herein were paid by me, are true and correct and in accordance with Labor/Management Policy No. 1-77 and 2-85.</td>
</tr>
<tr>
<td>Priscilla A. Thompson</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>APPROVALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Director:</td>
</tr>
<tr>
<td>City Manager/Designee:</td>
</tr>
</tbody>
</table>

Distribution: White - Finance Department Cassy - Department.
I will be out of the office from October 18 thru 29, 2007 attending the International Institute of Municipal Clerks (IIMC) and its United Kingdom affiliate, the Society of Local Council Clerks (SLCC) IIMC Study Abroad Program in England. This study aboard program will allow attendees to have the opportunity to meet with local Clerks to discuss how their offices run and observe the similarities/differences from our own offices. Also included in the Study Abroad are:

- attending local council meetings;
- meeting with mayors, council members to discuss specific roles and differences in the legislative body;
- on-site tours and discussions of property management processes and related matters;
- attending an education session at the University of Gloucester; and attending the SLCC Conference.

During my absence, Assistant City Clerk Pam Burns, Special Projects Coordinator Loriann Opara, Records System Coordinator Pamela Ltimore, Legislative Services Supervisor Todd Hannon and the entire Clerk's Office team will be available to assist you with any City Clerk related matters.

Priscilla A. Thompson, CMC
City Clerk
(305) 250-5370
fax (305) 858-1610