



ACCOUNT NUMBER	DEPARTMENT	DATE
511.40 and 511-55	Council	10/12/2021

EMPLOYEE NAME	DEPARTURE DATE & TIME	RETURN DATE & TIME
Jake Hill, Jr.	11/3/2021 0:00	11/5/2021

PURPOSE / REASON / DESTINATION:	FLC BOD Meeting & 2021 FLC Legislative Conference, Kissimmee, FL 11/3-5/2021
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TRAVEL EXPENDITURES	# NIGHTS	RATE	PURCHASING CARD CHARGE	TOTAL EXPENDITURES
LODGING	2	\$ 154.00	Embassy Suites Orlando - Lake Buena Vista South	\$ 308.00
CONFERENCE REGISTRATION	1	\$ 250.00	2021 Florida League of Cities Legislative Conference	\$ 250.00
INCIDENTAL EXPENSES (TOLLS, PARKING-LIST EACH ITEM SEPARATELY)				
Parking Charges	\$ 3.00	\$ 13.00	Self Parking \$13 day (11/3-5/2021)	\$ 39.00
Tolls			Will use City Sunpass (estimate)	\$ 15.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
MEALS (Date)	# Days	Rate based on Location	REIMBURSEMENT THROUGH PAYROLL	
Wednesday 11/3/2021		\$ 69.00	First day of travel - no meals provided	\$ 51.75
Thursday, 11/4/2021		\$ 69.00	Breakfast, Lunch and Dinner provided	\$ 5.00
Friday, 11/5/2021		\$ 69.00	Last day of travel, breakfast provided	\$ 51.75
				\$ -
				\$ -
M&IE first & last day calculated at 75% - Full day may be approved based on time of departure and/or return.				
MILEAGE (Date)	# MILES	RATE		
L/C to Kissimmee	163.00	0.56	Account number 511.40	\$ 91.28
Kissimmee to L/C	163.00	0.56	Account number 511.40	\$ 91.28
				\$ -
				\$ -
				\$ -
TOTAL EXPENSE TO EMPLOYEE				\$ 291.06
TOTAL EXPENSE				\$ 903.06

I hereby certify that this claim is true and correct in every matter.

Payee Signature: \_\_\_\_\_

Date \_\_\_\_\_

Dept. Head Signature: \_\_\_\_\_

Date \_\_\_\_\_

City Mgr. Signature: (Required for unbudgeted or out of state travel only)

Date \_\_\_\_\_

\*Please attach all supporting documentation for auditing purposes.

\*Please obtain all signatures before submitting for payment.

revised 5/22/2019

## Cannon, Michelle

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**From:** Hill, Jake  
**Sent:** Monday, October 4, 2021 4:44 PM  
**To:** Cannon, Michelle  
**Subject:** Fwd: 2021 FLC Legislative Conference November 3-5, 2021

Sent from my iPad

Begin forwarded message:

**From:** Penny Mitchell <PMitchell@flcities.com>  
**Date:** September 10, 2021 at 3:25:53 PM EDT  
**To:** Penny Mitchell <PMitchell@flcities.com>  
**Cc:** Merrily Bennett <mbennett@flcities.com>  
**Subject:** 2021 FLC Legislative Conference November 3-5, 2021

### **Florida League of Cities Board of Directors:**

The FLC Board of Directors is scheduled to meet on Thursday, November 4, 2020, 4:45 p.m. – 6:00 p.m. in conjunction with the Annual Legislative Conference November 3-5, 2021 at Embassy Suites Orlando – Lake Buena Vista South, Kissimmee, FL. There will be a Board dinner following the Network Event at 7:00 p.m.

We will reserve hotel rooms for FLC Board members planning to stay at the hotel. Simply reply to this email to RSVP by September 29, 2021. The hotel is subject to selling out.

By reply of this email please advise the following:

- I will attend the Board of Directors meeting Thursday, November 4<sup>th</sup> at 4:45 p.m. \_\_\_\_\_
- I will attend the Board dinner \_\_\_\_\_ Guest \_\_\_\_\_
- I will need hotel accommodations for arrival \_\_\_\_\_ and check-out \_\_\_\_\_

**Please note: This meeting is NOT a reimbursable meeting expense and you will need to pay with your credit card upon check in.**

You do not need to register for the Legislative Conference to attend the Board meeting.

This link will give a tentative schedule of events: [Schedule of Events FLC Legislative Conference](#)

You may register here if you would like to attend the conference: [Registration for FLC Legislative Conference November 3-5, 2021](#)

**Penny B. Mitchell, CMP**  
Executive Assistant  
Florida League of Cities, Inc.

## FLC 2021 Legislative Conference

### Register today for the **2021 Florida League of Cities Legislative Conference.**

The event will be held November 3-5, 2021 at the Embassy Suites Orlando - Lake Buena Vista South.

Florida League of Cities President Phillip Walker, commissioner of the City of Lakeland, will preside over the conference where he will rally the membership in support of the League's 2022 Legislative Action Agenda.

You are essential to the League's legislative success. Join your municipal colleagues to discuss the latest on the state's top issues and the status of our legislative priorities, and to share ideas on ways to urge legislators to support Home Rule!

The registration fee for this event is \$250 and covers admission to all conference sessions, continental breakfasts, refreshment breaks and Thursday's luncheon and networking event.

We look forward to seeing you there!

### Schedule of Events

#### Wednesday - November 3, 2021

3:00 p.m. - 5:00 p.m.

**Crisis Communications for Mayors: How to Serve as the Spokesperson for Your Community in a Crisis**  
Using the Surfside condo collapse disaster as an example, this workshop will look behind the scenes at crisis management. You'll hear from members of the contracted crisis management team who worked with the Town of Surfside during the first thirty days after the building's collapse. Mayors will learn how to better prepare for a major disaster, about funding mechanisms and the media attention and public scrutiny that always follow. Read about the speakers [here](#).

*Pre-registration required; mayors only please.*

3:00 p.m. - 5:00 p.m.

#### Finding Unity in Division

Today Americans seem as deeply and broadly divided as the opposite rims of the Grand Canyon. How can public leaders find unity with their colleagues, their staff and their constituents against this backdrop? Focusing on what unites most of us and best practices for persuasion, we'll strengthen our ability to bring our communities together even in these trying times

5:00 p.m. - 6:00 p.m.

#### Florida League of Mayors Reception

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

#### Florida Black Caucus of Local Elected Officials Reception

#### Thursday - November 4, 2021

7:30 a.m.

#### Coffee Service

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

#### Registration Desk Open

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

#### First-Time Attendees' Orientation

If you are newly elected, appointed or just new to the Florida League of Cities, this workshop is designed for you!

## Sign in to register

Username

Password

[Sign In](#)

[Forgot username?](#) |

[Forgot password?](#)

**Need help logging in or creating an account?**

[Help me!](#)

### Important note concerning registration confirmations:

We need the email address of the registrant(s) in order to send confirmations. Please provide the email address of the attendee(s) using the badge information link located directly below the registration button.

If you are not the attendee, you will have the option to send yourself copies of the email confirmation(s) after submitting the registration(s), at the end of this sign-up process.



You'll hear about the League's membership, structure, the advocacy program, and why the annual Legislative Conference is so important. Materials will be available to help give you an orientation to the FLC's programs and services.

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

**Federal Action Strike Team Meeting**

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

**Positioning Your Municipality Pre- and Post-Disaster**

Learn how to build local-level capacity for all phases of emergency management, including preparedness, mitigation, response and recovery, to strengthen your municipality's resiliency. Understanding disaster planning and response activities that meet the needs of the whole community, and knowing where the gaps are so they can be corrected, is vital to reduce disaster risks.

10:00 a.m. - 11:30 a.m.

**Navigating the American Rescue Plan**

Florida's cities have received their first tranche in ARPA funding. Come join a discussion with municipal practitioners to hear how other cities are planning to spend their funds. League staff will also provide an ARPA update and share helpful resources to help cities navigate this unprecedented funding opportunity.

11:45 a.m. - 1:00 p.m.

**Keynote Luncheon--What Your Residents Think: A Round Up of Public Opinion Polling on Key Issues for Cities**

1:15 p.m. - 2:15 p.m.

**Legislative Preview/Joint Legislative Policy Committee Meeting**

Everyone is invited to this joint meeting of the legislative policy committees. Hear from the League's legislative team about what legislation has been filed so far and what to expect for the 2022 Legislative Session.

2:30 p.m. - 3:30 p.m.

**Working with Your Business Community**

Local businesses are the lifeblood of our cities. Come hear from experts about best practices and approaches to use when working with your business community as you adopt policies and ordinances.

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

**Issues and Media and Bills, Oh My!**

Wondering what big issues will dominate the headlines during the 2022 Legislative Session? Curious how the media landscape has changed? Want to learn how your city can cut through the clutter to have your story heard? Join veteran political reporters **Matt Dixon** from POLITICO, **Dara Kam** from the News Service of Florida and **Peter Schorsch** from *FloridaPolitics.com*, along with political and communications consultant **Steven J. Vancore**, to hear the latest on the important issues you need to be prepared for and what to expect this session.

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

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

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

**Networking Event**

Friday - November 5, 2021

8:00 a.m.

Coffee Service

8:00 a.m. - 10:00 a.m.

Headshot Photo Station

8:00 a.m. - 11:00 a.m.

Registration Desk Open

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

**Advocacy Committee Meeting**

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

#### **The Florida Race to Zero: Cities Racing Toward Carbon Neutrality**

Scientists believe (and the vast majority of Americans now agree) that we must dramatically reduce our carbon output in the coming decades if we hope to mitigate the worst impacts of climate change. Florida's cities are leading the effort to overcome this profound challenge. Ten Florida municipalities have joined a friendly competition to meet that challenge by "racing" toward carbon neutrality, or net-zero carbon emissions, before 2050. Find out how to join the race. Topics will include a discussion of the external resources available to elected officials and city staff, how cities can create an inventory of their carbon footprint, how municipalities use those inventories to create an action plan, and examples of high-impact ways to immediately begin reducing your carbon footprint.

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

#### **General Session: Amplify Your Advocacy; 13 Ways to Kill Your Community; Charge to Delegates**

##### *Amplify Your Advocacy: Learn from the Pros on Effectively Communicating with Legislators*

This portion of the general session will provide hands-on, effective advocacy techniques to discuss issues competently with policymakers while working within the legislative process. Whether a newcomer or long-serving advocate, don't miss this fun, interactive opportunity to learn from the pros on effective lobbying strategies.

##### *Keynote Presentation: 13 Ways to Kill Your Community*

In this presentation, popular community strategist and author **Doug Griffiths** offers valuable lessons on what makes the difference between a prospering community and a failing one. Based on his bestselling book, *13 Ways to Kill Your Community*, this presentation is sometimes startling and often revelatory. Doug's passion shines through in this keynote. He makes every audience member feel as if he was speaking directly to them about their community. His anecdotes deliver both wit and wisdom to challenge audiences, and he can help you be more confident in your role in creating a stronger community!

1:00 p.m. - 5:00 p.m.

#### **Continuing Education in Ethics: Have You Completed Your Hours?**

Florida's municipal elected officers are required to take four specific hours of continuing education in ethics per year. If you haven't completed your hours, this is your opportunity! The four hours include two hours on the Florida Ethics Law (Chapter 112, F.S.), one hour of public meetings (Chapter 286, F.S.) and one hour of public records (Chapter 119, F.S.).

**NOTE:** This class will be offered on a first-come, first-served basis. No pre-registration will be accepted, and the room will be filled in order of arrival.

*\*Schedule subject to change*

#### **Hotel Information**

The 2021 Legislative Conference will be held at the Embassy Suites Orlando - Lake Buena Vista South, located at 4955 Kyngs Heath Road in Kissimmee. The group rate is **\$154/night** and all reservations include a complimentary cooked-to-order breakfast and complimentary reception. Self-parking is **\$13.00/day**. Due to COVID-19, the hotel may have some limitations on services. Complete reservation instructions will be sent with your registration confirmation.

#### **Cancellation Policy**

Cancellations must be emailed to [Melanie Howe](#) by 5:00 p.m., Friday, October 22 to receive a full refund of registration fees. Refunds will not be issued until after the conference and no refunds will be issued for early departure.

**When** 11/3/2021 3:00 PM - 11/5/2021 12:00 PM

#### **Where**

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

**Note:** If there are additional registration options for this event, they will be shown below. To add an additional option, click the blue *Add* button to the left of the item(s). If there are no additional options available for this event, or additional options are available and you have successfully added the appropriate ones to the registration, click the gold *Proceed to checkout* button on the bottom right to continue on to the next registration step.



# FY 2022 Per Diem Rates for Florida

Meals & Incidentals (M&IE) Breakdown

Primary Destination	County	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & LastDay of Travel
Orlando	Orange	\$69	\$16	\$17	\$31	\$5	\$51.75
Standard Rate	Applies for all locations without specified rates	\$59	\$13	\$15	\$26	\$5	\$44.25

205 N Marion Ave  
Lake City, FL 32065

- Get on I-75 S from SW Main Blvd and FL-47 S
- 12 min (5.9 mi)
- ↑

1. Head south toward NE Madison St

89 ft
- ↻

2. Turn right onto NE Madison St

144 ft
- ↶

3. Turn left at the 1st cross street onto N Marion Ave

489 ft
- ↻

4. Turn right onto W Duval St

0.1 mi
- ↶

5. Turn left at the 3rd cross street onto SW Main Blvd

Pass by Wendy's (on the right)

1.4 mi
- ↻

6. Slight right onto FL-47 S

3.8 mi
- ⤴

7. Turn left to merge onto I-75 S

0.4 mi

- Follow I-75 S and Florida's Turnpike to FL-535 S in Orange County. Take exit 68 from I-4 W
- 2 hr 15 min (154 mi)
- ⤴

8. Merge onto I-75 S

95.2 mi
- ↶

9. Keep left at the fork to continue on Florida's Turnpike, follow signs for Orlando/Turnpike S

Toll road

49.0 mi
- ↻

10. Take exit 259 for Interstate 4 toward Downtown Orlando/Downtown Tampa

Toll road

0.7 mi
- ↻

11. Use the 2nd from the left lane to continue toward I-4 W

Toll road

322 ft
- ↶

12. Keep left at the fork, follow signs for Tampa W/I-4 W

Toll road

0.8 mi
- ↑

13. Continue onto I-4 W

7.9 mi
- ↻

14. Use the right 2 lanes to take exit 68 toward Kissimmee

0.3 mi

- Follow FL-535 S to your destination in Osceola County
- 11 min (3.5 mi)
- ↶

15. Slight left onto FL-535 S

3.4 mi
- ↻

16. Turn right onto Kyngs Heath Rd

289 ft
- ↻

17. Turn right

98 ft
- ↻

18. Turn right

82 ft
- ↶

19. Turn left

135 ft
- ↶

20. Use any lane to turn left

36 ft

4955 Kyngs Heath Rd  
Kissimmee, FL 34746

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