

AGENDA
DANIA BEACH CITY COMMISSION
REGULAR MEETING
TUESDAY, MARCH 27, 2018 - 7:00 PM

ANY PERSON WHO DECIDES TO APPEAL ANY DECISION MADE WITH REGARD TO ANY MATTER CONSIDERED AT THIS MEETING OR HEARING WILL NEED A RECORD OF THE PROCEEDING, AND FOR SUCH PURPOSE MAY NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDING IS MADE WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED.

LOBBYIST REGISTRATION IS REQUIRED. PRIOR TO ENGAGING IN ANY LOBBYING ACTIVITIES, WHETHER OR NOT COMPENSATION IS PAID OR RECEIVED IN CONNECTION WITH THOSE ACTIVITIES, EACH LOBBYIST SHALL FILE WITH THE CITY CLERK AN ANNUAL REGISTRATION STATEMENT AND PAY AN ANNUAL ONE HUNDRED DOLLARS (\$100.00) REGISTRATION FEE FOR EACH PRINCIPAL OR EMPLOYER. REGISTRATION FORMS ARE AVAILABLE ON THE CITY WEBSITE: WWW.DANIABEACHFL.GOV. (ORDINANCE #2012-019)

IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT, PERSONS NEEDING ASSISTANCE TO PARTICIPATE IN ANY OF THESE PROCEEDINGS SHOULD CONTACT THE CITY CLERK'S OFFICE, 100 W. DANIA BEACH BOULEVARD, DANIA BEACH, FL 33004, (954) 924-6800 EXTENSION 3624, AT LEAST 48 HOURS PRIOR TO THE MEETING.

IN CONSIDERATION OF OTHERS, WE ASK THAT YOU:

- A. PLEASE TURN CELL PHONES OFF, OR PLACE ON VIBRATE. IF YOU MUST MAKE A CALL, PLEASE STEP OUT INTO THE ATRIUM, IN ORDER NOT TO INTERRUPT THE MEETING.
 - B. IF YOU MUST SPEAK TO SOMEONE IN THE AUDIENCE, PLEASE SPEAK SOFTLY OR GO OUT INTO THE ATRIUM, IN ORDER NOT TO INTERRUPT THE MEETING.
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1. CALL TO ORDER/ROLL CALL

2. MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE

3. PRESENTATIONS AND SPECIAL EVENT APPROVALS

- 1. Award to Redline Media Group for helping to Re-brand the City of Dania Beach - Mayor James

4. PROCLAMATIONS

- 1. Women's History Month - Commissioner Grace

5. CITIZEN COMMENTS

Addressing the Commission: Comments by Dania Beach citizens, or other interested parties that are not part of the regular agenda, may be made during each Commission meeting during the period set aside for "citizen comments." A thirty (30) minute "citizen comments" period shall be designated on the agenda for citizens and interested persons to speak on matters not scheduled on that day's agenda. Each speaker shall be limited to 3 minutes for his or her comments. Persons desiring to speak during the citizen comment period shall inform the City Clerk prior to the beginning of the meeting of their intention to speak. If more than 10 speakers express a desire to speak, the Commission shall determine, on a meeting by meeting basis, whether to (a) extend the time allotted for citizen comments to accommodate all speakers, or (b) whether to limit the number of speakers or amount of time per speaker. A speaker's time shall not be transferable to another speaker.

6. PUBLIC SAFETY REPORTS

7. CONSENT AGENDA

- 1. Minutes:

Approve Minutes of March 13, 2018 City Commission Meeting

2. Travel Requests

Request from Sherry Pecoraro, Utility Billing Specialist, to attend the Florida Association of Business Tax Professionals Education Conference in Orlando, Florida, on May 29 - June 1, 2018, for certification purposes (Estimated cost \$1,112.59)

Request from Yeimy Guzman, Controller, to attend the National Government Finance Officers Association Conference in St. Louis, Missouri, on May 6-9, 2018 (Estimated cost \$1,466.20)

Request from Marc LaFerrier, Community Development Director, to attend the 2018 National Planning APA Conference in New Orleans, Louisiana, on April 21-24, 2018, for certification purposes (Estimated cost \$2,033.13)

3. RESOLUTION NO. 2018-037

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF DANIA BEACH, FLORIDA, AUTHORIZING THE EXPENDITURE OF FUNDS FROM THE PARKS AND RECREATION DEPARTMENT FOR MISCELLANEOUS PARK REPAIR SERVICES PURCHASED FROM SYLMAC INTERNATIONAL FOR FISCAL YEAR 2017/2018, ENDING SEPTEMBER 30, 2018, INCLUSIVE OF EXISTING PURCHASES THAT MAY EXCEED AN ANNUAL VENDOR TOTAL AMOUNT OF TWENTY FIVE THOUSAND DOLLARS (\$25,000.00); AUTHORIZING SUCH PURCHASES THAT ARE TO BE MADE WITHIN THE RESPECTIVE DEPARTMENTS' APPROVED ANNUAL BUDGET APPROPRIATIONS; PROVIDING FOR CONFLICTS; FURTHER, PROVIDING FOR AN EFFECTIVE DATE. *(Continued from March 13, 2018)*

4. RESOLUTION NO. 2018-042

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF DANIA BEACH, FLORIDA, AUTHORIZING THE PROPER CITY OFFICIALS TO APPLY FOR FUNDING UNDER THE FLORIDA INLAND NAVIGATION DISTRICT (FIND) WATERWAYS ASSISTANCE PROGRAM.

5. RESOLUTION NO. 2018-043

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF DANIA BEACH, FLORIDA PROVIDING FOR APPROPRIATION OF FUNDS FOR THE REBRANDING INITIATIVE FROM THE GENERAL FUND UNRESTRICTED RESERVES IN AN AMOUNT NOT TO EXCEED FIVE HUNDRED THOUSAND DOLLARS (\$500,000.00) AND AUTHORIZING THE CITY MANAGER TO TAKE ALL NECESSARY STEPS TO IMPLEMENT THE REBRANDING INITIATIVE;

PROVIDING FOR CONFLICTS; FURTHER, PROVIDING FOR AN EFFECTIVE DATE.

6. RESOLUTION NO. 2018-044

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF DANIA BEACH, FLORIDA, ESTABLISHING AND APPOINTING MEMBERS TO AN ANNUAL AUDIT COMMITTEE FOR THE PURPOSE OF ASSISTING THE CITY COMMISSION IN SELECTING A QUALIFIED AUDITOR TO CONDUCT THE ANNUAL FINANCIAL AUDIT PURSUANT TO FLORIDA STATUTES SECTION 218.391; PROVIDING FOR CONFLICTS; FURTHER, PROVIDING FOR AN EFFECTIVE DATE.

7. RESOLUTION NO. 2018-045

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF DANIA BEACH, FLORIDA, AUTHORIZING THE CITY MANAGER TO PURCHASE DOCUMENT MANAGEMENT SOFTWARE, HARDWARE AND SERVICES SOLUTION UTILIZING PRICING UNDER THE CITY OF MIAMI INVITATION TO BID (ITB) 391322 FROM MCCi (A SUBSIDIARY OF MUNICIPAL CODE CORPORATION) ENDING JUNE 15, 2018 IN AN AMOUNT NOT TO EXCEED ONE HUNDRED THIRTY TWO THOUSAND FIVE HUNDRED TWENTY SIX DOLLARS (\$132,526.00); PROVIDING FOR FUNDING, PROVIDING FOR CONFLICTS; FURTHER, PROVIDING FOR AN EFFECTIVE DATE.

8. RESOLUTION NO. 2018-046

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF DANIA BEACH, FLORIDA, AUTHORIZING THE PROPER CITY OFFICIALS TO USE AVAILABLE PRICING PROVIDED UNDER THE CITY OF DANIA BEACH INVITATION TO BID (“ITB”) NO. 17-004 FOR THE INSTALLATION OF MAILBOXES FOR THE OASIS XII NEIGHBORHOOD IMPROVEMENT PROJECT WITH SAGARIS CORP IN AN AMOUNT NOT TO EXCEED TWENTY FIVE THOUSAND DOLLARS (\$25,000.00); PROVIDING FOR CONFLICTS; FURTHER, PROVIDING FOR AN EFFECTIVE DATE.

9. RESOLUTION NO. 2018-047

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF DANIA BEACH, FLORIDA, REQUESTING ADVANCE APPROVAL FROM THE CITY COMMISSION FOR ADVERTISEMENT TO CONTRACT FINANCIAL AUDITING SERVICES FOR THE FISCAL YEARS ENDING SEPTEMBER 30, 2018, 2019 AND 2020 WITH TWO (2) ONE (1) YEAR CITY OPTIONAL RENEWALS; PROVIDING FOR CONFLICTS; FURTHER, PROVIDING FOR AN EFFECTIVE DATE.

10. ORDINANCE NO. 2018-007

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF DANIA BEACH, FLORIDA, AMENDING CHAPTER 2, ENTITLED “ADMINISTRATION”, ARTICLE VI, ENTITLED “MARINE ADVISORY BOARD”, OF THE CITY CODE OF ORDINANCES; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; FURTHER, PROVIDING FOR AN EFFECTIVE DATE. **(FIRST READING)**

8. BIDS AND REQUESTS FOR PROPOSALS

9. PUBLIC HEARINGS

10. DISCUSSION AND POSSIBLE ACTION

1. Charitable Donations – City Manager
2. FY 2018/2019 General Budget Discussion – City Manager

11. COMMISSION COMMENTS

1. Commissioner Brandimarte
2. Commissioner Grace
3. Commissioner Salvino
4. Vice-Mayor Harris
5. Mayor James

12. APPOINTMENTS

1. Broward League of Cities 2018-2019 Director Appointments
 - 1 Director
 - 1 Alternate
 - 1 Second Alternate

13. ADMINISTRATIVE REPORTS

1. City Manager
2. City Attorney
3. City Clerk - Reminders

Tuesday, April 10, 2018 - 5:30 p.m.
Tuesday, April 10, 2018 - 7:00 p.m.
Tuesday, April 24, 2018 - 7:00 p.m.

CRA Board Meeting
City Commission Meeting
City Commission Meeting

14. ADJOURNMENT



**OFFICE OF THE MAYOR
CITY OF DANIA BEACH, FLORIDA**

PROCLAMATION

WHEREAS, American women have led movements for social and economic justice, made groundbreaking scientific discoveries, enriched our culture with stunning works of arts and literature, and charted bold directions in our foreign policy; and

WHEREAS, American women of every race, class, and ethnic background served as early leaders in the forefront of every major progressive social change movement; and

WHEREAS, American women have played and continue to play a critical economic, cultural, and social role in every sphere of the life of the Nation by constituting a significant portion of the labor force working inside and outside of the home; and

WHEREAS, women in Dania Beach, such as Tamara James, Chickie Brandimarte, Bobbie H. Grace, Erma Bell, Jean Cook, Dottie Pratt, and Helen Williams, just to name a few of the great women who helped change and balance the voting rights in this great City; and

WHEREAS, accounts of the lives of individual women are critically important because they reveal exceptionally strong role models who share a more expansive vision of what a woman can do; and

WHEREAS, stories of women's lives, and the choices they made, encourage girls and young women to think larger and bolder, and give boys and men a fuller understanding of the female experience. Knowing women's achievements challenges stereotypes and upends social assumptions about who women are and what women can accomplish; and

WHEREAS, this year's theme, *"Nevertheless She Persisted: Honoring Women Who Fight All Forms of Discrimination Against Women"*, honors women who have shaped America's history and its future through their tireless commitment to ending discrimination against women and girls;

NOW, THEREFORE, on behalf of the Dania Beach City Commission, I, Tamara James, Mayor of the City of Dania Beach, Florida, do hereby proclaim March, 2018 as:

WOMEN'S HISTORY MONTH

and encourage all residents of Dania Beach to recognize and celebrate the many ways that women's history has become woven into the fabric of our national story.

ATTEST:

LOUISE STILSON, CMC
CITY CLERK

TAMARA JAMES
MAYOR

MINUTES OF REGULAR MEETING
DANIA BEACH CITY COMMISSION
TUESDAY, MARCH 13, 2018 – 7:00 P.M.

1. Call to Order/Roll Call

Mayor James called the meeting to order at 7:00 p.m.

Present:

Mayor:	Tamara James
Vice-Mayor:	Bill Harris
Commissioners:	Chickie Brandimarte
	Bobbie H. Grace
	Marco A. Salvino, Sr.
City Manager:	Robert Baldwin
City Attorney:	Thomas Ansbro
City Clerk:	Louise Stilson

2. Moment of Silence and Pledge of Allegiance

Mayor James called for a moment of silence followed by the Pledge of Allegiance to the United States Flag.

3. Presentations and Special Event Approvals

- 3.1 Special Event Request from Marine Industries Association of South Florida for their “22nd Annual Plywood Regatta” to be held on April 14th, 2018, at the north end of the Marina from 8:00 a.m. 6:00 p.m. on Saturday and from 8:00 a.m. 4: 00 p.m. on Sunday. The applicant is requesting waiver of parking fees for volunteers.

Commissioner Grace motioned to approve the Special Event request for the 22nd Annual Plywood Regatta; seconded by Commissioner Salvino. The motion carried unanimously.

4. Proclamations

There were no proclamations at this meeting.

5. Citizen Comments

Emmanuel George, 17 NE 2nd Avenue, Apt. 106, requested a historical site for Dania Beach, and suggested we partner with the City of Hollywood.

Commissioner Grace noted she wants to preserve the black theater, Dania Bar, the big house, and St. Ruth Missionary Baptist Church.

6. Public Safety Reports

Captain Daniel Marks, BSO Chief of Police, reported on the woman at the last Commission meeting who had complaints regarding various calls for service in her area, the upcoming Shred-a-thon and Operation Medicine Cabinet, and Get to Know Your BSO community meeting.

Captain Marks reported on a recent drug arrest in Hollywood in conjunction with the DEA; the arrest should net approximately \$125,000.

Captain Marks also noted the Active Shooter training for City employees is scheduled for Monday, March 19th.

Sean Brown, Battalion Chief, BSO Fire Rescue, discussed two initiatives in conjunction with the Sea Port: Rescue Task Force and Combat Medical training; and BCON, which is an initiative from the White House.

7. Consent Agenda

Items removed from Consent Agenda: #7.8

- 7.1 Minutes:
Approve Minutes of February 27, 2018 City Commission Meeting
- 7.2 Travel Requests: None

Resolutions

7.3 RESOLUTION #2018-032

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF DANIA BEACH, FLORIDA, AUTHORIZING THE PROPER CITY OFFICIALS TO EXECUTE AN AGREEMENT WITH FLORIDA POWER & LIGHT COMPANY FOR THE UNDERGROUND ELECTRICAL FACILITIES CONVERSION ASSOCIATED WITH THE DANIA BEACH REVITALIZATION PHASE II PROJECT WITHOUT COMPETITIVE BIDDING AND WITHOUT ADVERTISEMENT FOR BIDS IN THE AMOUNT OF ONE HUNDRED EIGHTY NINE THOUSAND FOUR HUNDRED EIGHTY THREE DOLLARS (\$189,483.00), PROVIDING FOR CONFLICTS; FURTHER, PROVIDING FOR AN EFFECTIVE DATE.

7.4 RESOLUTION #2018-033

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF DANIA BEACH, FLORIDA, AUTHORIZING THE PROPER CITY OFFICIALS TO MODIFY THE CONTRACT WITH MIGUEL LOPEZ JR. INC. FOR THE SW 26TH TERRACE DRAINAGE PROJECT CONTRACT; REDUCING THE CONTRACT

AMOUNT FROM SEVEN HUNDRED ELEVEN THOUSAND EIGHTY TWO DOLLARS AND TWENTY FOUR CENTS (\$711,082.24) TO SIX HUNDRED NINETY FOUR THOUSAND SIX HUNDRED TWENTY EIGHT DOLLARS AND SIXTY FOUR CENTS (\$694,628.64) FOR A NET FINAL CHANGE ORDER REDUCTION IN THE AMOUNT OF SIXTEEN THOUSAND FOUR HUNDRED FIFTY THREE DOLLARS AND SIXTY CENTS (\$16,453.60); PROVIDING FOR CONFLICTS FURTHER, PROVIDING FOR AN EFFECTIVE DATE.

7.5 RESOLUTION #2018-034

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF DANIA BEACH, FLORIDA, REPEALING RESOLUTION NO. 2013-047 WHICH CREATED TWO (2) ALTERNATE MEMBERS FOR THE GREEN ADVISORY BOARD; PROVIDING FOR CONFLICTS; FURTHER, PROVIDING FOR AN EFFECTIVE DATE.

7.6 RESOLUTION #2018-035

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF DANIA BEACH, FLORIDA, REDUCING THE MEMBERSHIP ON THE EDUCATION ADVISORY BOARD; PROVIDING FOR CONFLICTS; FURTHER, PROVIDING FOR AN EFFECTIVE DATE.

7.7 RESOLUTION #2018-036

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF DANIA BEACH, FLORIDA, ACCEPTING A RIGHT-OF-WAY (ROW) DEED CONVEYING TITLE FOR RIGHT-OF-WAY PURPOSES FROM FROST PARK, LLC FOR PROPERTY LOCATED AT THE SOUTHEAST CORNER OF NE 2ND COURT AND NE 1ST STREET, AS ADDITIONAL RIGHT-OF-WAY PROPERTY NEEDED FOR FUTURE RIGHT-OF-WAY IMPROVEMENTS AND PROVIDING FOR AN EFFECTIVE DATE.

Commissioner Grace motioned to adopt the Consent Agenda, with the exception of Item #7.8; seconded by Commissioner Salvino. The motion carried unanimously.

7.8 RESOLUTION #2018-037

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF DANIA BEACH, FLORIDA, AUTHORIZING THE EXPENDITURE OF FUNDS FROM THE PARKS AND RECREATION DEPARTMENT FOR MISCELLANEOUS PARK REPAIR SERVICES PURCHASED FROM SYLMAC INTERNATIONAL FOR FISCAL YEAR 2017/2018, ENDING SEPTEMBER 30, 2018, INCLUSIVE OF EXISTING PURCHASES THAT MAY EXCEED AN ANNUAL VENDOR TOTAL AMOUNT OF TWENTY FIVE THOUSAND DOLLARS (\$25,000.00); AUTHORIZING SUCH PURCHASES THAT ARE TO BE MADE WITHIN THE RESPECTIVE DEPARTMENTS' APPROVED ANNUAL BUDGET APPROPRIATIONS; PROVIDING FOR CONFLICTS; FURTHER, PROVIDING FOR AN EFFECTIVE DATE.

City Attorney Ansbro read the title of Resolution #2018-037.

Vice-Mayor Harris noted he wants the new Athletic Director to address some of the repairs and line items involved; it would only delay the process for improvements by a couple of months.

Commissioner Grace motioned to continue Resolution #2018-037 until the City Commission meeting on March 27, 2018; seconded by Commissioner Brandimarte. The motion carried unanimously.

8. Bids and Requests for Proposals

8.1 RESOLUTION #2018-038

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF DANIA BEACH, FLORIDA, AUTHORIZING THE PROPER CITY OFFICIALS TO AWARD INVITATION TO BID (“ITB”) NO. 17-008 TO EVERGLADES CONTRACTING, INC. FOR THE MELALEUCA WATER MAIN PROJECT PHASE I IN AN AMOUNT NOT TO EXCEED THREE HUNDRED EIGHTY FOUR THOUSAND FIVE HUNDRED EIGHTY FIVE DOLLARS AND FORTY EIGHT CENTS (\$384,585.48); PROVIDING FOR CONFLICTS; PROVIDING FOR FUNDING; FURTHER, PROVIDING FOR AN EFFECTIVE DATE.

City Attorney Ansbro read the title of Resolution #2018-038.

Commissioner Grace motioned to adopt Resolution #2018-038; seconded by Commissioner Salvino. The motion carried on the following 5-0 Roll Call vote:

Commissioner Brandimarte	Yes	Vice-Mayor Harris	Yes
Commissioner Grace	Yes	Mayor James	Yes
Commissioner Salvino	Yes		

8.2 RESOLUTION #2018-039

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF DANIA BEACH, FLORIDA, AUTHORIZING THE CITY MANAGER TO EXECUTE AN AGREEMENT WITH EACH OF THE FOLLOWING THREE (3) FIRMS FOR GRANT WRITING: 1) CAROL EADDY LANGFORD, LLC, 2) IN REM SOLUTIONS, INC. AND 3) SOUTHEASTERN SURVEYING & MAPPING CORP; PROVIDING FOR CONFLICTS; FURTHER, PROVIDING FOR AN EFFECTIVE DATE.

City Attorney Ansbro read the title of Resolution #2018-039.

Mayor James questioned if these firms would be used to write two grants that we are in the process of applying for.

City Manager Baldwin responded the Sheriff’s Office is doing the fire grant, and we are working with Mr. Gaboton on the other grant.

Commissioner Grace motioned to adopt Resolution #2018-039; seconded by Commissioner Salvino. The motion carried unanimously.

9. Public Hearings and Site Plans

9.1 ORDINANCE #2018-005

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF DANIA BEACH, FLORIDA, TO AMEND CHAPTER 28, OF THE “LAND DEVELOPMENT CODE,” OF THE CITY’S CODE OF ORDINANCES BY AMENDING ARTICLE 110 “USE REGULATIONS FOR COMMERCIAL AND MIXED-USE DISTRICTS” TO ADDRESS REQUIREMENTS TO ALLOW OUTDOOR SEATING; AMENDING ARTICLE 115 “SCHEDULE

OF PERMITTED USES” TO ADDRESS USES CONCERNING AUTOMOBILES AND STORAGE FACILITIES IN CERTAIN ZONES; AMENDING ARTICLE 302 “DETAILED USE REGULATIONS” TO ADDRESS SPECIAL EXCEPTION USES AND PERMITTED USES FOR CIVIC AND INSTITUTIONAL USES, GENERAL COMMERCIAL USES, RESTRICTED COMMERCIAL USES, AND INDUSTRIAL USES; AMENDING ARTICLE 303 “DISTRICT DEVELOPMENT STANDARDS”; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; PROVIDING FOR INCLUSION IN THE CODE; FURTHER PROVIDING FOR AN EFFECTIVE DATE. **(FIRST READING)** *(Continued from January 23, 2018 and February 13, 2018)*

City Attorney Ansbro read the title of Ordinance #2018-005.

Corinne Lajoie, Planning & Zoning Manager, explained the proposed amendments.

Mayor James objected to the Neighborhood Mixed-Use changes.

Commissioner Grace agreed, and noted she has developers who want to build single family homes on Phippen Waiters Road. She understands mixed-use, but she cannot support putting anything in like paint and body shops.

Commissioner Salvino commented it is a warehouse area and we need to be more lenient in the back streets that do not have residential.

Planning & Zoning Manager Lajoie noted the ordinance would be adjusted before second reading.

Mayor James opened the Public Hearing. Seeing as there was no one to speak in favor or opposition, she closed the Public Hearing.

Mayor James reiterated she is uncomfortable with the mixed-use conditions.

Commissioner Grace motioned to adopt Ordinance #2018-005, on first reading, with changes to Mixed-Use for second reading; seconded by Commissioner Brandimarte. The motion carried on the following 5-0 Roll Call vote:

Commissioner Brandimarte	Yes	Vice-Mayor Harris	Yes
Commissioner Grace	Yes	Mayor James	Yes
Commissioner Salvino	Yes		

City Attorney Ansbro advised the remaining items were quasi-judicial hearings and swore-in those who would speak. He asked the Commission to disclose any communication they had on these matters.

9.2 ORDINANCE #2018-006

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF DANIA BEACH, FLORIDA APPROVING THE RIGHT-OF-WAY EASEMENT VACATION REQUEST (VC-125-17) SUBMITTED BY THOMAS

ENGINEERING GROUP, LLC ON BEHALF OF THE PROPERTY OWNER, GRIFFIN 3100, LLC, FOR PROPERTY GENERALLY LOCATED ON THE NORTHEAST CORNER OF THE INTERSECTION OF GRIFFIN ROAD AND SW 32ND AVENUE WITHIN THE CITY OF DANIA BEACH, FLORIDA, AS LEGALLY DESCRIBED IN EXHIBIT “A”; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; FURTHER, PROVIDING FOR AN EFFECTIVE DATE. **(SECOND READING)**

City Attorney Ansbro read the title of Ordinance #2018-006.

Corinne Lajoie, Planning & Zoning Manager, briefly described the vacation request.

Mayor James opened the Public Hearing. Seeing as there was no one to speak in favor or opposition, she closed the Public Hearing.

Commissioner Salvino motioned to adopt Ordinance #2018-006, on second reading; seconded by Commissioner Grace. The motion carried on the following 5-0 Roll Call vote:

Commissioner Brandimarte	Yes	Vice-Mayor Harris	Yes
Commissioner Grace	Yes	Mayor James	Yes
Commissioner Salvino	Yes		

9.3 RESOLUTION #2018-026

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF DANIA BEACH, FLORIDA, APPROVING THE SITE PLAN (SP-101-17), VARIANCES (VA-04-18, VA-05-18, VA-06-18, VA-10-18), AND APPROVAL OF DECLARATION OF RESTRICTIVE COVENANTS, SUBMITTED BY STIRLING ALYA LLC FOR PROPERTY LOCATED AT 2851 STIRLING ROAD IN THE CITY OF DANIA BEACH, FLORIDA AS LEGALLY DESCRIBED IN EXHIBIT “A” (“PROPERTY”), A COPY OF WHICH IS ATTACHED TO THIS RESOLUTION; PROVIDING FOR CONDITIONS; PROVIDING FOR CONFLICTS; FURTHER, PROVIDING FOR AN EFFECTIVE DATE. *(Continued from February 13, 2018)*

City Attorney Ansbro read the title of Resolution #2018- 026.

Corinne Lajoie, Planning & Zoning Manager, provided an overview of the site plan, variances and declaration of restrictive covenants.

Mayor James opened the Public Hearing. Seeing as there was no one to speak in favor or opposition, she closed the Public Hearing.

Commissioner Salvino motioned to adopt Resolution #2018-026; seconded by Commissioner Grace. The motion carried on the following 5-0 Roll Call vote:

Commissioner Brandimarte	Yes	Vice-Mayor Harris	Yes
Commissioner Grace	Yes	Mayor James	Yes
Commissioner Salvino	Yes		

9.4 RESOLUTION #2018-040

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF DANIA BEACH, FLORIDA, APPROVING THE “FLORIDA POWER & LIGHT UNIT 7 ” PLAT (PL-130-17) SUBMITTED BY LEIGH ROBINSON KERR

& ASSOCIATES, INC., ON BEHALF OF FLORIDA POWER & LIGHT COMPANY FOR PROPERTY LOCATED AT 3801 SW 43RD COURT, IN THE CITY OF DANIA BEACH, FLORIDA, AS LEGALLY DESCRIBED IN EXHIBIT “A”, A COPY OF WHICH IS ATTACHED TO THIS RESOLUTION; PROVIDING FOR CONFLICTS; FURTHER, PROVIDING FOR AN EFFECTIVE DATE.

9.5 RESOLUTION #2018-041 *Revised Resolution*

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF DANIA BEACH, FLORIDA, APPROVING THE SITE PLAN (SP-126-17), VARIANCES (VA-127-17 AND VA-128-17), AND SPECIAL EXCEPTION (SE-129-17) SUBMITTED BY LEIGH ROBINSON KERR & ASSOCIATES, INC., ON BEHALF OF FLORIDA POWER & LIGHT COMPANY FOR PROPERTY LOCATED AT 3801 SW 43RD COURT IN THE CITY OF DANIA BEACH, FLORIDA, AS LEGALLY DESCRIBED IN EXHIBIT “A”, A COPY OF WHICH IS ATTACHED TO THIS RESOLUTION; PROVIDING FOR CONFLICTS; FURTHER, PROVIDING FOR AN EFFECTIVE DATE.

City Attorney Ansbro read the title of Resolution #2018-040 and Resolution #2018-041.

Corinne Lajoie, Planning & Zoning Manager, explained all of the requests for the existing FPL site.

Mayor James opened the Public Hearings.

Maggie Fernandez, 3620 SW 21st Street, Miami, representing the Miami Climate Alliance, asked the Commission to be the first City to ask FPL to build a solar renewable energy plant; not a gas frack plant.

Tiffany Grantham, 1612 N 17 Avenue, Hollywood, said FPL needs to talk to the community before proceeding. They should be encouraged to build a state of the art renewable power plant, and we should take this opportunity to be a leader.

Douglas Young, 10871 W Clairmont Circle, Tamarac, is COO of the South Florida Audubon Society, and has been involved with the Broward County Climate Alliance. He said this natural gas station would be an improvement for our area.

Emanuel George, 17 NE 2nd Avenue, Apt. 106, Dania Beach, noted the lack of community awareness of what is going on; better communication is needed. FPL should meet with the community because the economic impact is very serious.

Nancy Metayer, 9833 NW 54th Place, Coral Springs, asked the Commission to delay action until residents meet with FPL and the Commission. The community has not been involved with the development plans. She is not against redevelopment, only against the lack of communication.

Renee Mowatt, 1901 Pierce Street, Hollywood, requested a meeting with FPL and the community.

Steven Jones, 4930 SW 29 Way, Dania Beach, requested the community and Commission meet with FPL.

Elizabeth Bercaw, 18 SE 15th Street, Apt A, Dania Beach, had to leave and did not speak.

James Valsing, 7 NW 3rd Street, Dania Beach, noted he does not trust FPL. They need to come to the community and address their concerns.

Tim Canova, 822 Hollywood Boulevard, Hollywood, local law professor and chair of Progress for All, urged more community involvement in the decision. Florida is way behind in solar energy; the Commission has the power to make solar and other renewable energies happen in Florida.

Pat Chukerman, 545 SE 4th Court, Dania Beach, said there have been numerous meetings between FPL and there were four residents who cared enough to attend.

Albert Garcia, 260 SW 29 Road, Miami, communication director for New Florida Majority, said he has seen pictures of FPL signages. He knows it is hard to get people to attend meetings, but another meeting with FPL is needed.

Dennis Mele, representing the applicant, spoke of their community outreach efforts. He noted this plant has been here since 1927 and uses natural gas; a more efficient system is proposed that will generate more power with less gas and less emissions. He also noted this site is not viable for solar because of the wetlands, and the source of the natural gas is the pipeline from Louisiana.

Commissioner Brandimarte noted more Dania residents would be here if they were upset about this, and not residents from other cities.

Vice-Mayor Harris said he received a notice in the mail and attended the meeting a year ago. This has been in the works for at least five years, and he questioned where those who oppose the plant were during that time.

Mayor James noted she has respect for anyone who speaks for their community.

Commissioner Grace said she sat through three meetings. The residents of Dania Beach have always been our first concern.

Commissioner Salvino noted we have had multiple meetings; we already know what is going on. He is very satisfied with the project.

Seeing as there was no one else to speak in favor or opposition, Mayor James closed the Public Hearings.

Commissioner Salvino motioned to adopt Resolution #2018-040; seconded by Commissioner Brandimarte. The motion carried on the following 5-0 Roll Call vote:

Commissioner Brandimarte	Yes	Vice-Mayor Harris	Yes
Commissioner Grace	Yes	Mayor James	Yes

Commissioner Salvino Yes

Commissioner Salvino motioned to adopt Resolution #2018-041; seconded by Commissioner Grace. The motion carried on the following 5-0 Roll Call vote:

Commissioner Brandimarte	Yes	Vice-Mayor Harris	Yes
Commissioner Grace	Yes	Mayor James	Yes
Commissioner Salvino	Yes		

10. Discussion and Possible Action

10.1 Schedule City Commission Summer Break

The Commission discussed canceling the first meeting in the months of July and August.

Vice-Mayor Harris motioned to cancel the first meeting in the months of July and August; seconded by Commissioner Grace. The motion carried unanimously.

11. Commission Comments

11.1 Commissioner Brandimarte

Commissioner Brandimarte questioned if the gun policy took out the part that the Commission could be sued if they enforced gun regulations.

City Attorney Ansbro responded no, it has not been removed from the state law. He clarified the language of the statute and confirmed that the resolution approved by the Commission is not a problem.

11.2 Commissioner Grace

Commissioner Grace had no comments.

11.3 Commissioner Salvino

Commissioner Salvino had no comments.

11.4 Vice-Mayor Harris

Vice-Mayor Harris noted we have an opportunity for a sponsorship for our new branding with the Broward League of Cities for their installation of new officers at Margaritaville on May 19th at 7:00 p.m.

The Commission agreed on the \$2,500 sponsorship.

Vice-Mayor Harris noted we could speak at another meeting about city-wide Wi-Fi; it could be something we budget in the upcoming year. Wilton Manors Mayor Gary Resnick is at the forefront of this and spoke to Congress today about the advantages of city-wide Wi-Fi for educational purposes.

Mayor James said she will be bringing to the Commission for the new budget a proposal to expand our Wi-Fi at the beach, and the security of city-wide Wi-Fi.

11.5 Mayor James

Mayor James thanked everyone for their love and support for her son during his illness.

Mayor James wants the Commission to make arrangements to meet with Renee Narlock, the executive recruiter for city manager.

Mayor James noted she did not see an update in the report given to the Commission on filling vacancies before the city manager leaves.

12. Appointments

12.1 Marine Advisory Board Discussion

The Commission briefly discussed attendance at the meetings and reducing the number of members.

Linda Barber, Marine Advisory Board, said she regularly attends the meeting, with 10-12 members usually in attendance. She does not understand why the numbers show low attendance.

Commissioner Brandimarte motioned to reduce the size of the Marine Advisory Board to 10 members; seconded by Commissioner Grace. The motion carried unanimously.

13. Administrative Reports

13.1 City Manager

City Manager Baldwin distributed the projects update which is attached to these minutes.

City Manager Baldwin suggested the Commission attend the Mandatory Shooter Training.

City Manager Baldwin thanked Ron Book for getting us funding for the EOC facility planned for Dania Pointe; it is pending approval by the Governor.

13.2 City Attorney

City Attorney Ansbro gave a follow up on gun control issues: there is a lawsuit pending from Weston to challenge the constitutionality of removal from office, the \$5,000 penalty, and lawsuits against cities enacting regulations. Buy-in for the Weston case would cost \$10,000. Another group called Every Town USA for Gun Safety is bringing a lawsuit for free. He suggested we wait at this point; in the future, we could possibly file a friend of the court brief with no cost to the City.

13.3 City Clerk - Reminders

Tuesday, March 27, 2018 – 7:00 p.m.

City Commission Meeting

Tuesday, April 10, 2018 – 5:30 p.m.

CRA Board Meeting

Tuesday, April 10, 2018 – 7:00 p.m.

City Commission Meeting

14. Adjournment

Mayor James adjourned the meeting at 8:50 p.m.

ATTEST:

CITY OF DANIA BEACH

LOUISE STILSON, CMC
CITY CLERK

TAMARA JAMES
MAYOR

CITY OF DANIA BEACH

Agenda Request Item

Type of Request: Consent Agenda

Continued from:

Requested Action (Identify appropriate Action or Motion)

Approve request from Sherry Pecoraro, Utility Billing Specialist, to attend the Florida Association of Business Tax Professionals Education Conference in Orlando, Florida, on May 29 - June 1, 2018, for certification purposes.

Approve request from Yeimy Guzman, Controller, to attend the National Government Finance Officers Association Conference in St. Louis, Missouri, on May 6-9, 2018.

Approve request from Marc LaFerrier, Community Development Director, to attend the 2018 National Planning APA Conference in New Orleans, Louisiana, on April 21-24, 2018, for certification purposes.

Purchasing Requests ONLY

Dept:

Acct #:

Amt:

Fund:

Fiscal Impact/Cost Summary

Exhibits Attached

Sherry Pecoraro Travel Request, Yeimy Guzman Travel Request, Marc LaFerrier Travel Request



CITY OF DANIA BEACH FINANCE DEPARTMENT MEMORANDUM

TO: Honorable Mayor Tamara James
Honorable Vice-Mayor Bill Harris
Honorable Commissioner Chickie Brandimarte
Honorable Commissioner Bobbie H. Grace
Honorable Commissioner Marco Salvino, Sr.

FROM: Robert Baldwin, City Manager DFA-18-007

VIA: Colin Donnelly

BY: Nicki Satterfield, Finance Director 

DATE: March 27, 2018

SUBJECT: Florida Assoc. of Business Tax Professionals Conference

This memo is to request approval for Sherry Pecoraro, Utility Billing Specialist, to attend the annual Florida Association of Business Tax Professionals education conference in Orlando which takes place from May 29st - June 1, 2018. Sherry Pecoraro has been cross training with Megan Jelaso, Revenue Coordinator, with regard to the intake and processing of business tax receipts for the City for the past year and half.

The conference provides valuable educational and networking opportunities for the City of Dania Beach as well as Ms. Pecoraro. The estimated total cost to the City for attendance is \$1,112.59. To become a FABTO Certified Business Tax Official certification requires attendance at two conferences within a three year period. Megan completed her certification last year. Finance is a very big proponent of cross-training and succession planning as it provides necessary overlap of duties and consistency should employees vacate a position or are out on extended leave. It is in the best interest of the City to have both individuals certified and knowledgeable in this area. As the certification requires two years Sherry would attend in 2018 and 2019 to obtain her certification. Thereafter, each individual would alternate annually to maintain their certifications.

The City's conference is currently planned and appropriated in the FY 2017 - 2018 budget.

The following is a summary of the cost of the conference:

Lodging (3 Nights)	\$ 378.00
Conference Fee	\$ 290.00
Per Diem/Transportation/Parking	\$ 444.59
Estimated cost of the conference:	\$ 1,112.59

The Finance Department recommends Commission approval to allow Ms. Pecoraro, to attend this annual educational conference.

CITY OF DANIA BEACH TRAVEL AUTHORIZATION

EMPLOYEE: Sherry Pecoraro
DEPARTMENT: Finance
LOCATION: Orlando, Florida
TRIP/TRAINING DATE: May 29 - June 1, 2017
PURPOSE: Florida Assoc. of Business Tax Professionals Conference

CHECK ONE
☒ Certification
☒ General Training
☐ License
☐ Other

Note any overnight or out of state travel events attended in the last 12 months: _____

ACCOUNT NO: 001-17-01-513-55-10

COST SUMMARY		
Expense	Description	Estimate
Registration Fee	FABTO Conference	\$ 290.00
Lodging (3 nights @ \$126)	Hilton Resort at the Walt Disney World Resort	\$ 378.00
Parking (3 nights @ \$10)	Self-Parking Costs	\$ 30.00
Per Diem	S. Pecoraro	\$ 147.50
Tolls	Round Trip Estimate	\$ 37.08
TOTAL EXPENSES		\$ 882.58

MILEAGE DETAIL - PERSONAL VEHICLE (attach MapQuest or Google Maps mileage calculation)		
Departure/Destination	Standard Mileage Calculation	
	Cost per Mile	Round Trip Mileage
City Hall - 100 W Dania Beach Blvd, Dania Beach	0.545	422.0
Hilton Resort, 1751 Hotel Plaza Blvd, Lake Buena Vista		
TOTAL MILEAGE CALCULATION		\$ 230.01

TOTAL ESTIMATED TRAVEL COST **\$ 1,112.59**

I hereby certify that travel as shown above is to be incurred in connection with official business of the City of Dania Beach.		
Traveler (print)	Signature	Date
Sherry Pecoraro		02/21/18
Department Director (print)	Signature	Date
Nicki Satterfield		3/6/18
Finance Director (print)	Signature	Date
Nicki Satterfield		3/6/18
City Manager (print)	Signature	Date
Robert Baldwin		3/8/18

TO BE COMPLETED BY FINANCE		
Preparer (print name)	Signature	Date
Tania Stevens		2/21/18



*Make plans now
to attend the*

**FLORIDA
ASSOCIATION OF
BUSINESS TAX
OFFICIALS INC.**

**30th ANNUAL
EDUCATIONAL
CONFERENCE**

May 29 – June 1, 2018

Hilton Resort
at the Walt Disney
World[®] Resort

Lake Buena Vista, Florida

Please visit our website:
www.fabto.org

A MESSAGE FROM YOUR PRESIDENT

A 30 Year Mission of Education

**The Florida Association of Business Tax Officials, Inc.
is proud to present its 30th Annual Educational Conference.**

FABTO's 30 Year Mission has been to provide a professional association where business tax officials may cooperate and consider matters of mutual concern, including the exchange of ideas and information among the municipalities and counties from throughout the State of Florida.

This 2018 FABTO Educational Conference celebrates 30 Years of promoting statewide education and certification opportunities for Florida's Business Tax professionals by providing and maintaining communication with a variety of agencies and individuals able to assist the organization and membership in accomplishing our educational goals! FABTO in coordination with the John Scott Dailey Florida Institute of Government at Florida Atlantic University has assembled an exciting, informative and diverse agenda for our 2018 FABTO Educational Conference that includes:

- Florida Statutes, Chapter 205 Compliance
- Florida Department of Agriculture
- Florida Department of Business & Professional Regulation
- Legislative Update with the Florida League of Cities
- Florida Department of Financial Services
- Florida Department of State: Division of Corporations
- City/County Discussions – Governments Helping Governments

This 30th year agenda is filled with informative, pertinent and educational sessions! Each year's educational conference kicks off on Tuesday afternoon with the FS Chapter 205/Business Tax 101 session — a requirement for first time attendees and a prerequisite to certification but an invaluable refresher session for all Local Business Tax professionals. Be sure to get your registration in early as this session fills up quickly. Our invaluable Governments Helping Governments session remains the greatest opportunity to share, learn and interact with one another.

Please visit our website at www.fabto.org to find links to online conference registration, new membership applications, renewal(s), online payment of membership dues, conference fees, hotel registration and much, much more including our Members Forum where members help members.

FABTO has so many rewarding opportunities available for you to serve at both the local chapter and state level(s). Through your service as a local or state board member or officer, the opportunity for educational growth, personal development and advanced certification is yours to achieve! Our diverse knowledge base and varied experiences has allowed FABTO to grow into the powerful, professional association it is today.

Contact your local Chapter representative or me, directly to ask questions, attend a meeting, get involved and become an active member. And, be sure to make attending the conference your first priority, the collective experience is invaluable! I look forward to seeing, meeting and getting to know all of you at our 2018 FABTO 30th Educational Conference in May! Be sure to register for the conference and book your hotel rooms early.

Warmest regards,

Lynn

Lynn Barth, MBTO

President - Florida Association of Business Tax Officials, Inc.

The Program

TUESDAY, MAY 29

- 12:00 noon Registration/check-in
- 2:00-5:00 p.m. **F.S. Chapter 205/Business Tax 101**
(required for first-year attendees)
*Presented by FABTO Board of Directors and
Education Committee Members*
- 7:30-8:30 p.m. **Meet and Greet Reception**

WEDNESDAY, MAY 30

- 8:00 a.m. Registration/Continental Breakfast
(provided)
- 8:30 a.m. **Welcome**
*LYNN BARTH, President
Florida Association of Business Tax Officials*
- 8:45 a.m. **Keynote Session: Managing Change**
BOB HARRIS, Training Consultant
- 10:15 a.m. Break
- 10:30 a.m. Keynote session continued
- 12:00 noon Lunch (provided)
- 1:00 p.m. **Florida Department of
Agriculture**
*JULIE WOOD, Research and Training
Specialist, Division of Food Safety*
- 2:15 p.m. **Recovery Residence Regulation**
*JOHN LEHMAN, CEO & Board Chair, Florida
Association Recovery Residences (FARR)*
- 3:15 p.m. Break
- 3:30 p.m. **DBPR: Division of Regulation**
*LARISSA VAUGHN, Investigator Supervisor
TIMOTHY MCGRATH, Field Office Manager*
- 4:45 pm. Presentation of Certificates
(single day recertification)
- 5:00 p.m. Adjourn

THURSDAY, MAY 31

- 8:30 a.m. Registration/Continental Breakfast
(provided)
- 9:00 a.m. Conference Information/General
Membership Meeting
- 9:30 a.m. **Department of Business and
Professional Regulation: Division
of Hotels and Restaurants**
VALERIE FREEMAN, District 4 Manager
- 10:30 a.m. Break
- 10:45 a.m. **Legislative Update**
*AMBER HUGHES, Senior Legislative
Advocate, Florida League of Cities*
- 12:00 noon Lunch (provided)
- 1:00 p.m. **Division of Workers' Compensation**
*STUART SCOTT, Investigations Manager,
Bureau of Compliance*
- 2:15 p.m. **Florida Department of State:
Division of Corporations**
*LYN SHOFFSTALL, Chief, Bureau of
Commercial Recording*
- 3:30 p.m. Break
- 3:45 p.m. **City/County Discussions –
Governments Helping
Governments**
- 4:45 p.m. Presentation of Certificates
(single day recertification)
- 5:00 p.m. Adjourn

FRIDAY, JUNE 1

- 8:00 a.m. Registration/Continental breakfast
(provided)
- 8:30 a.m. **Closing session: Effective
Interpersonal Skills**
*SANDRA DEAN, President, Communication
Advantage*
- 10:00 a.m. Morning break – extended for check-out
- 10:30 a.m. **Closing session: Sandra Dean**
- 11:30 a.m. Presentation of Certificates
(1st time and Advanced Certifications)
- 12:00 noon Adjourn

For more information about the
Florida Association of Business
Tax Officials, Inc. or the 30th
Annual Conference, please visit
our website: www.fabto.org

Conference Details

CONFERENCE REGISTRATION FEE:	<i>On or Before April 28:</i>	Member – \$290.00	Non-Member – \$335.00
	<i>After April 28:</i>	Member – \$350.00	Non-Member – \$395.00
1 DAY RECERTIFICATION FEE:	<i>On or Before April 28:</i>	\$235.00	
	<i>After April 28:</i>	\$255.00	
REGISTRATION DEADLINE:	Due to planning considerations, please submit all registrations no later than May 15, 2018.		
CERTIFICATION:	FABTO Certified Business Tax Official (CBTO) certification requires obtaining a Certificate of Completion and participation at two complete FABTO conferences within three consecutive conferences. Recertification requires one full-day's attendance at a FABTO conference within a three-year period.		

Conference Location and Reservations



Hilton Resort at the Walt Disney World® Resort
1751 Hotel Plaza Boulevard
Lake Buena Vista, FL 32830
(407) 827-4000 FAX (407) 560-2108

HOTEL RATES:	Single or Double \$126.00 when reserved by April 28, 2018. Parking fee is \$10 per day which represents a 40% discount extended towards FABTO attendees.	
HOTEL RESERVATIONS:	(407) 827-4000 - local or (800) 782-4414 (When making reservations, you <i>MUST</i> specify you are with FABTO to receive the group rate. The FABTO group code is FAB.)	
HOTEL INFORMATION:	Check in: 4:00 p.m.	Check out: 11:00 a.m. or earlier

A one-night deposit, by check or credit card, is requested at the time a reservation is made. Reservations will be accepted on a room- and rate-available basis. Cancellation within three days of arrival will result in forfeiture of first night's room and tax. This room rate is extended three days prior to and following the conference, depending on availability.

All rates are subject to State of Florida sales tax and Orange County tourist tax. *To qualify for tax-exempt status, you will need to supply the hotel with a copy of the city/county tax-exempt certificate when you check in and pay with a city or county check or credit card. A personal check or credit card, to be reimbursed by your agency, does not qualify for tax-exempt status.*

Please call us at least seven days in advance if you require reasonable accommodation under the Americans with Disabilities Act of 1990.



Florida Association of Business Tax Officials, Inc.
30th Annual Educational Conference
May 29 – June 1, 2018
CONFERENCE REGISTRATION FORM

For your convenience, you may now register online at www.fabto.org. Fees may also be paid via the website OR complete this form and return it with a check to the address at the bottom of this form. Due to planning considerations, your registration form and payment must be received by the conference registrar no later than May 15, 2018. All participants will receive a confirmation and receipt by email.

This form may be duplicated for additional registrations. PLEASE PRINT OR TYPE.

Name _____ First Time Attendee? ☐ Yes ☐ No

Name for Nametag (if different) _____

Agency Name _____

Agency Address _____

City _____ State _____ ZIP _____

Phone _____ EXT. _____ FAX _____

Email (Required) _____

I PLAN TO ATTEND:

- | | | |
|--|--------------------------------------|-------------------------------|
| ☐ Entire FABTO Conference – Member | \$290.00 on or before April 28, 2018 | \$350.00 after April 28, 2018 |
| ☐ Entire FABTO Conference – Non-Member | \$335.00 on or before April 28, 2018 | \$390.00 after April 28, 2018 |
| ☐ 1 Day Re-certification – Wed., May 30, 2018 | \$235.00 on or before April 28, 2018 | \$255.00 after April 28, 2018 |
| ☐ 1 Day Re-certification – Thurs., May 31, 2018 | \$235.00 on or before April 28, 2018 | \$255.00 after April 28, 2018 |
| ☐ FS Chapter 205/Business Tax 101 Class – Tuesday, May 29, 2018 | | |
| ☐ Payment Enclosed \$ _____ OR ☐ Paid Online | | |

Please make check for FABTO Conference fees payable to FABTO (FEIN #59-1922100) and mail to:

FABTO 30th Annual Educational Conference
Cindy Drake, CBTO
C/O Village of Wellington
12300 Forest Hill Blvd
Wellington, FL 33414

Telephone: ((561) 753-2527
Fax: (561) 791-4045
email: cdrake@wellingtonfl.gov

This form and corresponding payment is for registration for the 2018 FABTO Educational Conference ONLY. *Please do not include chapter membership fees with this registration. (Membership forms and fees must be submitted directly to the FABTO Membership Director).* Refunds minus a \$50.00 processing fee will be made if a written request for refund is received by the FABTO Conference Registrar no later than May 4, 2018. Due to planning considerations no refunds will be issued after that date.

Individuals must be a current paid member of FABTO in order to receive certification at any level.



Standard Mileage Rates for 2018 Up from Rates for 2017

IR-2017-204, Dec. 14, 2017

WASHINGTON — The Internal Revenue Service today issued the 2018 optional standard mileage rates used to calculate the deductible costs of operating an automobile for business, charitable, medical or moving purposes.

Beginning on Jan. 1, 2018, the standard mileage rates for the use of a car (also vans, pickups or panel trucks) will be:

- 54.5 cents for every mile of business travel driven, up 1 cent from the rate for 2017.
- 18 cents per mile driven for medical or moving purposes, up 1 cent from the rate for 2017.
- 14 cents per mile driven in service of charitable organizations.

The business mileage rate and the medical and moving expense rates each increased 1 cent per mile from the rates for 2017. The charitable rate is set by statute and remains unchanged.

The standard mileage rate for business is based on an annual study of the fixed and variable costs of operating an automobile. The rate for medical and moving purposes is based on the variable costs.

Taxpayers always have the option of calculating the actual costs of using their vehicle rather than using the standard mileage rates.

A taxpayer may not use the business standard mileage rate for a vehicle after using any depreciation method under the Modified Accelerated Cost Recovery System (MACRS) or after claiming a Section 179 deduction for that vehicle. In addition, the business standard mileage rate cannot be used for more than four vehicles used simultaneously. These and other requirements are described in [Rev. Proc. 2010-51](#).

[Notice 2018-03](#), posted today on [IRS.gov](#), contains the standard mileage rates, the amount a taxpayer must use in calculating reductions to basis for depreciation taken under the business standard mileage rate, and the maximum standard automobile cost that a taxpayer may use in computing the allowance under a fixed and variable rate plan.

Page Last Reviewed or Updated: 14-Dec-2017

YOUR TRIP:



Total Route: **6 hr 31 min - 422 miles**

Est. Fuel cost: \$32.90 - **IRS Reimbursement: \$230.01**



Print a full health report of your car with HUM
vehicle diagnostics (800) 906-2501



100 W Dania Beach Blvd, Dania, FL 33004-3643



1. Start out going west on W Dania Beach Blvd toward NW 3rd Ave.

Then 0.03 miles



2. Turn left onto SW 3rd Ave.

Then 0.25 miles



3. Turn right onto Stirling Rd/FL-848.

Then 0.91 miles



4. Merge onto I-95 N toward W Palm Bch.

Then 64.37 miles



5. Merge onto FL-706 W/W Indiantown Rd via EXIT 87B toward Okeechobee.

Then 0.87 miles



6. Merge onto FL-91 N/Florida's Tpke N toward Orlando (Portions toll).

Then 132.64 miles



7. Take the Osceola Parkway exit, EXIT 249.

Then 0.29 miles



8. Turn left onto E Osceola Pkwy (Portions toll).

Then 6.20 miles



9. Turn slight right onto ramp.

Then 0.42 miles



10. Merge onto N Poinciana Blvd (Portions toll).

Then 0.09 miles



11. Turn right onto Vineland Rd/FL-535. Continue to follow FL-535.

Then 1.35 miles



12. Turn slight left onto World Center Dr/FL-536. Continue to follow FL-536 W.

Then 1.50 miles

↑ 13. Take Epcot Center Dr W toward FL-536/Disney World.

Then 0.93 miles

↘ 14. Take the exit toward Disney's Hollywood Studios/Epcot Resort Area/Wide World of Sports/Disney Springs.

Then 0.19 miles

↘ 15. Keep right at the fork in the ramp.

Then 0.23 miles

↘ 16. Merge onto E Buena Vista Dr.

Then 1.52 miles

↑ 17. E Buena Vista Dr becomes Hotel Plaza Blvd.

Then 0.09 miles

📍 18. 1751 HOTEL PLAZA BLVD is on the left.

📍 1751 Hotel Plaza Blvd, Orlando, FL 32830-8430

This leg: 3 hr 18 min - 211.87 miles

📍 1. Start out going northeast on Hotel Plaza Blvd toward State Road 535/FL-535.

Then 0.74 miles

↘ 2. Turn right onto State Road 535/FL-535.

Then 1.79 miles

↘ 3. Turn slight left onto World Center Dr/FL-536.

Then 0.63 miles

↘ 4. Merge onto FL-417 N/Central Florida Greenway N (Portions toll).

Then 6.03 miles

↘ 5. Merge onto FL-91 S/Florida's Tpke S via EXIT 12 toward Miami (Portions toll).

Then 134.47 miles

↘ 6. Take the FL-706 exit, EXIT 116, toward Jupiter.

Then 0.52 miles

↘ 7. Turn left onto W Indiantown Rd/FL-706.

Then 0.14 miles

↘ 8. Merge onto I-95 S toward W Palm Beach.

Then 64.12 miles

9. Take the FL-848/Stirling Rd exit, EXIT 22.

Then 0.39 miles

10. Keep left to take the ramp toward Dania Beach.

Then 0.02 miles

11. Turn left onto FL-848/Stirling Rd.

Then 1.01 miles

12. Turn slight left onto SW 3rd Ave.

Then 0.27 miles

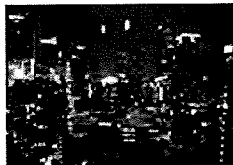
13. Turn right onto W Dania Beach Blvd.

Then 0.03 miles

14. 100 W DANIA BEACH BLVD is on the left.

100 W Dania Beach Blvd, Dania, FL 33004-3643

This leg: 3 hr 13 min - 210.16 miles



Book a hotel tonight and
save with some great deals!
(1-877-577-5766)



Car trouble mid-trip?
MapQuest Roadside
Assistance is here:
(1-888-461-3625)



Toll Calculator

Payment Type

☐ SunPass
 ☐ Cash
 ☒ TOLL-BY-PLATE

Axle Count

☒ 2
 ☐ 3
 ☐ 4
 ☐ 5
 ☐ 6
 ☐ 7
 ☐ 8

Route Detail

Start Point: Griffin Rd. - \$0.54
 Cypress Creek Toll Plaza - \$1.50
 Lantana Plaza - \$0.00
 Three Lakes Plaza - \$16.50
 End Point: Orlando (I-4) - \$0.00

Trip Cost: \$18.54

You could save \$4.84 by using SunPass.
 *TOLL-BY-PLATE tolls are billed monthly, plus a \$2.50 administrative charge.

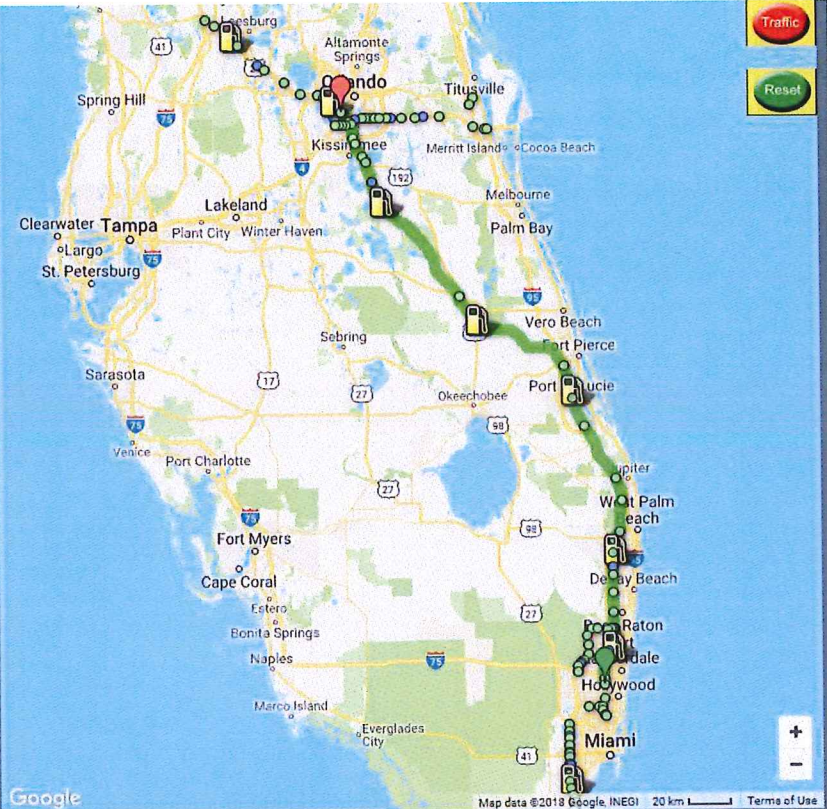
[Payment Options](#)
[Toll Violation Info](#)
[Construction Info](#)
[Toll Calculator Instructions](#)



Download the Toll Calculator Mobile App!

[Google play](#)
[Download on the App Store](#)

Supported Browsers
 IE10 or newer, Firefox and Chrome
 IE11 may require adjustments to the compatibility settings



Map Legend

- Interchange
- Mainline Toll Point
- Service Plaza

Toll rates effective as of October 29, 2017

Please note that the toll values shown in this application are the same as the toll rates displayed at each respective toll collection location on the Turnpike system, which are shown via roadway signs and toll tickets. In the unlikely event that there is a discrepancy between the toll rates shown in this application and those displayed at the toll collection locations, those shown at the toll collection locations are the official toll rates on the Turnpike system facilities.

Round-trip Total $\$18.54 \times 2 = \37.08

City of Dania Beach
Travel Per Diem Calculator

Traveler Name: Sherry Pecoraro

Description of Trip: Florida Assoc. of Business Tax Professionals Conference

FY 18 Daily Per Diem Rate: \$ 59.00

Destination: Orlando, Florida

First Date of Travel 29-May-18

Last Date of Travel 1-Jun-18

		Travel			Travel		
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Date		29-May-18	30-May-18	31-May-18	1-Jun-18		
Breakfast 15%			\$ -	\$ -			
Lunch 35%			\$ -	\$ -			
Dinner 50%			\$ 29.50	\$ 29.50			
Total Daily total =	\$ -	\$ 44.25	\$ 29.50	\$ 29.50	\$ 44.25		

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Date							
Breakfast 15%							
Lunch 35%							
Dinner 50%							
Total Daily total =							

Pro-rating Per Diem for Travel Date of Departure/Return: \$ 44.25

Total Per Diem Due to Traveler \$ 147.50

Meal Exclusions		
Date	Meal Provided	Amount
30-May-18	Breakfast	\$ 8.85
30-May-18	Lunch	\$ 20.65
31-May-18	Breakfast	\$ 8.85
31-May-18	Lunch	\$ 20.65



FY 2018 Per Diem Rates for Orlando, Florida

(October 2017 - September 2018).

Cities not appearing below may be located within a county for which rates are listed.

To determine what county a city is located in, visit the National Association of Counties (NACO) website (a non-federal website).

October 2017 - September 2018 The following rates apply for **Orlando, Florida**. Max lodging by month (excluding taxes.) The last column is the Meals and Incidental Expense (M&IE) rate.

Primary Destination (1, 2)	County (3, 4)	2017			2018									M&IE (5)
		Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	
Orlando	Orange	\$129	\$129	\$129	\$129	\$129	\$129	\$121	\$121	\$121	\$121	\$129	\$129	\$59

Footnotes

1. Traveler reimbursement is based on the location of the work activities and not the accommodations, unless lodging is not available at the work activity, then the agency may authorize the rate where lodging is obtained.
2. Unless otherwise specified, the per diem locality is defined as "all locations within, or entirely surrounded by, the corporate limits of the key city, including independent entities located within those boundaries."
3. Per diem localities with county definitions shall include "all locations within, or entirely surrounded by, the corporate limits of the key city as well as the boundaries of the listed counties, including independent entities located within the boundaries of the key city and the listed counties (unless otherwise listed separately)."
4. When a military installation or Government-related facility (whether or not specifically named) is located partially within more than one city or county boundary, the applicable per diem rate for the entire installation or facility is the higher of the rates which apply to the cities and/or counties, even though part(s) of such activities may be located outside the defined per diem locality.
5. *Meals and Incidental Expenses*, see Breakdown of M&IE Expenses for important information on first and last days of travel.



Meals and Incidental Expenses (M&IE) Breakdown

Choose one of the headings below to get meals and incidental expense rates (M&IE) for federal travelers.

Find total M&IE for travel in the continental U.S.

Find M&IE breakdown by meal for travel in the continental U.S.

M&IE Breakdown

M&IE Total (1)	Continental Breakfast/ Breakfast (2)	Lunch (2)	Dinner (2)	Incidental Expenses	First & Last Day of Travel (3)
\$51	\$11	\$12	\$23	\$5	\$38.25
\$54	\$12	\$13	\$24	\$5	\$40.50
\$59	\$13	\$15	\$26	\$5	\$44.25
\$64	\$15	\$16	\$28	\$5	\$48.00
\$69	\$16	\$17	\$31	\$5	\$51.75
\$74	\$17	\$18	\$34	\$5	\$55.50

1. This table lists the full daily amount federal employees receive for a single calendar day of travel when that day is neither the first nor last day of travel.
2. The separate amounts for breakfast, lunch and dinner listed in the chart are provided should you need to deduct any of those meals from your trip voucher. For example, if your trip includes meals that are already paid for by the government (such as through a registration fee for a conference), you will need to deduct those meals from your voucher. Refer to Section 301-11.18 of the Federal Travel Regulation for specific guidance on deducting these amounts from your per diem reimbursement claims for meals furnished to you by the government. Other organizations may have different rules that apply for their employees; please check with your organization for more assistance.
3. This column lists the amount federal employees receive for the first and last calendar day of travel. The first and last calendar day of travel is calculated at 75 percent.

Find M&IE breakdown by meal for foreign and outside the continental U.S. (OCNUS) travel

The shortcut to this page is www.gsa.gov/mie.

For all travel policy questions, email travelpolicy@gsa.gov.

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**CITY OF DANIA BEACH
DEPARTMENT OF FINANCE
MEMORANDUM**

TO: Honorable Mayor Tamara James
Honorable Vice Mayor William Harris
Honorable Commissioner Chickie Brandimarte
Honorable Commissioner Bobbie Grace
Honorable Commissioner Marco Salvino, Sr.

Memo #: DFA-18-006

FROM: Robert Baldwin, City Manager

VIA: Colin Donnelly, Assistant City Manager

BY: Nicki Satterfield, Finance Director 

DATE: March 27, 2018

SUBJECT: Florida Government Finance Officers Association – Annual Conference 2018
May 6, 2018 to May 9, 2018.

The FGFOA (Florida Government Finance Officers Association) is holding their annual conference May 6, 2018 – May 9, 2018 this year. The conference provides continuing education hours to maintain CPA licensure requirements as well as offering annual updates and training covering topics in auditing, financial planning, debt management and various other technical topics including GASB updates and requirements which are essential. The conference also provides the latest reporting requirements, updates to new pension requirements and proposed legislative updates including health care reform, pension reform and other significant disclosure requirements.

As Director I typically attend the National Conference and have either the Assistant Director or Controller attend the State Conference. However, due to family illness I do not feel comfortable at this time going out of State. I am requesting the Controller be allowed to attend the National GFOA Conference in my absence and I attend the local state GFOA conference. Should I not be able to attend the State conference Adam Segal, Assistant Director will attend in my absence.

The City's FY 2018 budget is planned for and has sufficient funding for attending this conference.

Commission approval is recommended to allow the City Controller to attend this annual Government Finance conference.

CITY OF DANIA BEACH TRAVEL AUTHORIZATION

EMPLOYEE: Yeimy Guzman
DEPARTMENT: Finance
LOCATION: St. Louise, Missouri
TRIP/TRAINING DATE: May 6 - 9, 2018
PURPOSE: GFOA Annual Conference 2018

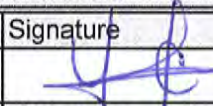
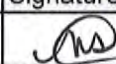
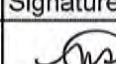
CHECK ONE
☐ Certification
☒ General Training
☐ License
☐ Other

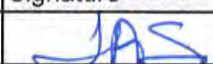
Note any overnight or out of state travel events attended in the last 12 months:
 2017 Leadership FGFOA Program, Orlando, FL Apr 2-7, 2017

ACCOUNT NO: 001-17-01-513-40-10

COST SUMMARY		
Expense	Description	Estimate
Registration Fee	GFOA	\$ 425.00
Lodging (3 night @ \$130.00)	Embassy Suites by Hilton	\$ 390.00
Airfare	Estimate	\$ 400.00
Shuttle/Taxi/Lyft/Uber	Estimate	\$ 100.00
Per Diem	M&IE	\$ 151.20
TOTAL EXPENSES		\$ 1,466.20

TOTAL ESTIMATED TRAVEL COST **\$ 1,466.20**

I hereby certify that travel as shown above is to be incurred in connection with official business of the City of Dania Beach.		
Traveler (print)	Signature	Date
Yeimy Guzman		2/23/18
Department Director (print)	Signature	Date
Nicki Satterfield		3/6/18
Finance Director (print)	Signature	Date
Nicki Satterfield		3/6/18
City Manager (print)	Signature	Date
Robert Baldwin		3/8/18

TO BE COMPLETED BY FINANCE		
Preparer (print name)	Signature	Date
Tania Stevens		2/23/18

Register **ONLINE** at www.gfoa.org or complete and scan the registration form and **E-MAIL** it to conference@gfoa.org. You may also **FAX** it to (312) 977-4806 or **MAIL** it to: GFOA, 203 N. LaSalle Street, Suite 2700, Chicago, IL 60601-1210. **By attending this conference, your photo is subject to be taken and used for various promotional purposes, including conference posting on social media during the event.**

STEP 1 Attendee Information

Please print or type.

First Name	MI	Last Name
Title/Position		Organization/Company
Mailing Address		
City	State/Province	Zip/Postal Code Country
Telephone	Fax	
E-mail Address (REQUIRED)	GFOA Membership # (if available)	
Preferred Name on Badge ☐ Indicate if you are substituting for a government member.		
Name of Government Member		

STEP 2 Preconference/Conference Registration

Preconference seminar registration and fees are separate and in addition to the annual conference registration and fees. Check the seminar(s) of your choice:

Friday, May 4, 2018

- | | |
|---|--------------------|
| ☐ Alliance for Excellence in School Budgeting – Spring Conference | 8:30 am – 4:30 pm |
| ☐ Leadership from the Finance Office: Building Skills for Communication and Teamwork | 8:30 am – 12:30 pm |
| ☐ Best Practices in Planning and Budgeting for Capital Projects | 1:00 pm – 5:00 pm |
| ☐ Leadership from the Finance Office: Negotiation Workshop | 1:00 pm – 5:00 pm |

Saturday, May 5, 2018

- | | |
|--|--------------------|
| ☐ Debt Management 101 | 8:30 am – 12:30 pm |
| ☐ Establishing an Investment Program | 8:30 am – 12:30 pm |
| ☐ Leadership from the Finance Office: Disaster Planning and Organizational Resilience | 8:30 am – 12:30 pm |
| ☐ Accounting for a Disaster | 1:00 pm – 5:00 pm |
| ☐ Health Care Procurement in the Current Environment | 1:00 pm – 5:00 pm |

CHECK RATE BELOW:

Each Half Day Each Full Day

Two half-day seminars do not equal the full-day rate as each half-day seminar receives a different set of materials.

☐ Government Member	\$160	\$310
☐ Nonmember Government	\$175	\$335
☐ Private-Sector Member	\$185	\$430
☐ Nonmember Private Sector	\$210	\$455

CONFERENCE REGISTRATION FEES (Please check one)

	Advance Registration Postmarked and paid by 3/23/18	Full Registration Postmarked and paid after 3/23/18
Government Member	☐ \$425	☐ \$475
Private-Sector Member	☐ \$570	☐ \$645
Nonmember Government	☐ \$575	☐ \$630
Nonmember Private Sector	☐ \$845	☐ \$920
Full-Time Student	☐ \$135	☐ \$145
Retired GFOA Government Member (not currently employed)	☐ \$ 0	☐ \$ 0

STEP 3 New Member Fees (if applicable)

Member Type* Please Check One:

- ☐
- Government Member
- ☐
- Private-Sector Member

*Visit www.gfoa.org or call 312.977.9700 for fee.**STEP 4 Total Fees (All fees in U.S. funds)**

Preconference Seminar(s):	\$ _____
Conference Registration:	_____
Group Discount:**	_____
New member fee	_____
Discount for paid new member	(\$25.00)
Complete Set of 112th Annual Conference Session Recordings	_____
☐ Member - \$99 ☐ Nonmember - \$149	_____
Subtotal:	\$ _____
Closing Event:	
# of tickets/adult, \$25.00	x _____ = _____
# of tickets/children and young adults under 21, \$10.00	x _____ = _____
# of tickets/children under 5, complimentary	x _____ = 0
Total Fees:	\$ _____

** Receive a 10 percent discount on your conference registration if three or more people from your jurisdiction are attending the annual conference (registrations must be submitted and paid together). This discount does not apply to preconference seminars. If you plan to sign up with 10 or more colleagues, e-mail conference@gfoa.org for discounted fees.

STEP 5 Method of payment (please check one)

- ☐
- Payment by check: Make payable to "Government Finance Officers Association"
-
- ☐
- Payment by credit card:
- ☐
- Amex
- ☐
- Discover
- ☐
- MasterCard
- ☐
- Visa

Name on Card

Card Number

Expiration Date (mandatory)

Signature

- ☐
- Bill Me: P.O. Number: _____
-
- You must include a purchase order number. GFOA Tax ID Number: 36-2167796

Confirmations

Confirmations and invoices will be sent as PDF attachments via e-mail from training@gfoa.org. Please add this address to your allowed senders list.

Please see the GFOA conference brochure and www.gfoa.org for the cancellation and refund policy.

Bringing a Guest?

Print name(s) of additional guest(s)/children and young adults. Please attach additional names on a separate sheet if needed.

First Name Last Name

First Name Last Name

- ☐
- Children and young adults 21 or Under.

First Name Last Name

First Name Last Name



Hotel	Distance to Convention Center	Limited Government Rate (Single/Double)	Group Rate (Single/Double)
1.) Courtyard St. Louis Downtown/Convention Center	0.1 miles		\$179/\$189
2.) Drury Inn & Suites St. Louis Convention Center	0.1 miles	\$130	\$160/\$170
3.) Embassy Suites by Hilton St. Louis Downtown	0.1 miles	\$130	\$189
4.) Holiday Inn St. Louis Downtown Convention Center	0.1 miles	\$130	
5.) Magnolia Saint Louis	0.1 miles		\$219
6.) Marriott St. Louis Grand	0.1 miles	\$130	\$214
7.) Hampton Inn St. Louis-Downtown (At the Gateway Arch)	0.2 miles	\$130	
8.) Hilton St. Louis Downtown at the Arch	0.3 miles		\$169
9.) Drury Plaza Hotel St. Louis at the Arch	0.4 miles	\$130	\$160/\$170
10.) Four Seasons Hotel St. Louis	0.4 miles		\$205
11.) Hilton St. Louis at the Ballpark	0.4 miles		\$169
12.) Hyatt Regency St. Louis at the Arch	0.4 miles	\$130	\$209
13.) Lumiere Place Casino and Hotel	0.4 miles		\$186
14.) The Westin St. Louis	0.6 miles	\$130	\$189
15.) Drury Inn St. Louis at Union Station	1.1 miles	\$130	\$160/170
16.) Pear Tree Inn Union Station	1.2 miles	\$130	\$160/\$170

Español FLIGHT | HOTEL | CAR | SPECIAL OFFERS | RAPID REWARDS® 

Ft. Lauderdale, FL to St. Louis, MO

Air

Total Price: **\$327.96**

ITINERARY

Travel Date	Flight Segments			Flight Summary
DEPART MAY 6 SUN	08:30 AM	Depart Ft. Lauderdale, FL (FLL) on Southwest Airlines	Flight #978 Southwest	Sunday, May 6, 2018 Travel Time 2 h 50 m (Nonstop) Wanna Get Away
	10:20 AM	Arrive in St. Louis, MO (STL)	WiFi available	
RETURN MAY 9 WED	11:30 AM	Depart St. Louis, MO (STL) on Southwest Airlines	Flight #5654 Southwest	Wednesday, May 9, 2018 Travel Time 2 h 40 m (Nonstop) Wanna Get Away
	03:10 PM	Arrive in Ft. Lauderdale, FL (FLL)	WiFi available	

What you need to know to travel:

Check-in: Be sure to arrive at the departure gate with your boarding pass at least 10 minutes before your scheduled departure time. Otherwise, your reserved space may be cancelled and you won't be eligible for denied boarding compensation.

No Show Policy: If you are not planning to travel on any portion of this itinerary, please cancel your reservation at least 10 minutes prior to the scheduled departure of your flight. Customers who fail to cancel reservations for a Wanna Get Away fare segment at least ten (10) minutes prior to travel and who do not board the flight will be considered a no show, and all remaining unused Wanna Get Away funds will be forfeited. All remaining unused Business Select and Anytime funds will be converted to reusable travel funds for the originally ticketed Passenger only. If you no show your reward travel reservation, the points will be redeposited to the purchaser's Rapid Rewards account. Any taxes and fees associated with your reward travel reservation will be held for future use in the form of reusable travel funds under the name of the traveler(s).

Applying Travel Funds: In the event your travel plans change and you need to apply travel funds to future trips, please make note of your confirmation number. Customers calling Southwest to request a refund or to research travel funds for a specific ticket must provide their confirmation number, ticket number or flight information (date, origin and destination).

Prohibition of Multiple/Conflicting Reservations: To promote seat availability for our Customers, Southwest prohibits multiple reservations for the same Passenger departing from the same city on the same date, or any multiple reservations containing conflicting or overlapping itineraries (such as departures for the same Customer from multiple cities at the same time). Furthermore, without advance notice to the Passenger or purchaser, Southwest may cancel such reservations, or any other reservations that it believes, in its sole discretion, were made without intent to travel. With the exception of Southwest gift cards, funds from proactively cancelled reservations by Southwest will be returned to the original form of payment. Reservations paid for with a Southwest gift card will have the amount applied from the gift card held as travel funds for use by the Customer on a future Southwest Airlines flight.

Booking with Rapid Reward Points:

When booking with Rapid Rewards points, your point balance may not immediately update in your account.

PRICE: ADULT

Trip	Routing	Fare Type View Fare Rules	Fare Details	Quantity
Depart	FLL-STL	Wanna Get Away Excellent Value	- No Change Fees (applicable fare difference applies) - Reusable Funds (non-transferable - no name changes allowed) - Non-refundable unless purchased with Points	1
Return	STL-FLL	Wanna Get Away Excellent Value	- No Change Fees (applicable fare difference applies) - Reusable Funds (non-transferable - no name changes allowed) - Non-refundable unless purchased with Points	1

Earn at least 1,672 points for this flight.

Enroll in Rapid Rewards after you book, then add your new number to this reservation.

Subtotal **\$327.96**
Fare Breakdown

You can't find this great fare on any other website. Southwest fares are only on southwest.com®.

1st and 2nd Checked Bags Fly Free®*

*Weight and size limits apply.

Bag Charge \$0.00

Air Total:
\$327.96

United States | English (javascript:;)

MileagePlus: Sign in or join
(<https://www.united.com/web/en-US/apps/account/account.aspx>)

- 1
- Review
- 2
- Traveler
- 3
- Seats
- 4
- Payment

Review trip itinerary

Roundtrip (1 traveler) [Edit search \(#\)](#)

Sun, May 06, 2018	
FLL - STL (4) 8:10 am - 2:20 pm	Revise (#)
Wed, May 09, 2018	
STL - FLL (4) 8:30 am - 5:52 pm	Revise (#)
Fare (offer code applied) (4)	\$310.87
Taxes and fees (1)	\$69.32

TOTAL **\$380.19**

Trip summary

Your account may give you access to travel benefits. [Sign in \(#\)](#)

Sun, May 06, 2018

[Compare offers \(#\)](#)

8:10 am Fort Lauderdale, FL, US (FLL) 2:20 pm St. Louis, MO, US (STL) 1 Connection 7h 10m total (4) FLL to ORD UA 1418 Boeing 737-800 2h 32m connection ORD to STL UA 4518 Canadair Regional Jet 700 Operated By GOJET AIRLINES DBA UNITED EXPRESS Revise flight (#) Details (#)flight details 1)	Select Offer 1. Extra checked bag + \$23 per person Select	Choice Offer 1. Economy Plus® + \$90 per person Select
---	--	--

Wed, May 09, 2018

8:30 am St. Louis, MO, US (STL) 5:52 pm Fort Lauderdale, FL, US (FLL) 1 Connection 3h 22m total (4) STL to IAH UA 6064 Embraer ERJ-175 Operated By MESA AIRLINES DBA UNITED EXPRESS 3h 30m connection IAH to FLL UA 1792 Boeing 737-800 Revise flight (#) Details (#)flight details 2)	Select Offer 1. Extra checked bag + \$23 per person Select	Choice Offer 1. Economy Plus® + \$155 per person Select
--	--	---

[View fare rules and restrictions \(https://www.united.com/ual/en/us/flight-search/book-a-flight/fare-rules/fare-rules/display/rev?CarId=0563P838-7A\)](https://www.united.com/ual/en/us/flight-search/book-a-flight/fare-rules/fare-rules/display/rev?CarId=0563P838-7A) **Total** **\$380.19** [Reveal Fare](#)
Additional baggage charges may apply (<https://www.united.com/CMS/en-US/travel/Pages/CheckedBaggage.aspx>)

[Continue](#)

Book without worry
Cancel for free within 24 hours
of booking ([https://www.united.com/web/en-US/apps/mileageplus/promotions/registrationDet
promoCode=A5753](https://www.united.com/web/en-US/apps/mileageplus/promotions/registrationDet promoCode=A5753))

[Terms & conditions \(#terms-condition-content\)](#)

Award miles shown are the miles that can be earned for this flight. Mileage accrued will vary depending on the terms and conditions of your frequent flyer program. United MileagePlus mileage accrual and other benefits of MileagePlus associated with air travel are subject to the rules of the MileagePlus program.

You will not earn PQD or award miles for the full amount of the displayed price for these itineraries because the U.S. Federal Transportation tax is not eligible to earn PQD or miles.

The award miles and Premier qualifying dollars displayed are calculated using the base fare and any applicable carrier-imposed surcharges for the itinerary. The initial calculation of MileagePlus earnings in the flight search results may be different than the final calculation shown on the Review Trip itinerary page.

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BOOK A TRIP

[New Search](#)[Flights](#)[Passengers](#)[Extras](#)[Payment](#)Mixed-experience itinerary: You have selected a combination of experiences for this trip. [Details](#).

FLIGHTS

[Meeting Event Code Applied](#)SUN
06
MAYFLL → STL
06:15 AM 10:20 AMDL 827, DL 1570
5h 5m | 1 STOPMain Cabin (T) |
Main Cabin (T)
Changeable / Nonrefundable[Change Flight](#)[Delta Air Lines Baggage Information](#)Price per
Passenger \$298.11Taxes, Fees
and Charges \$68.34[Details](#) [View Seats](#)WED
09
MAYSTL → FLL
09:29 AM 2:53 PMDL 2204, DL 1826
4h 24m | 1 STOPDelta Comfort+® (W) |
Delta Comfort+® (W)
Changeable / Nonrefundable[Change Flight](#)[Delta Air Lines Baggage Information](#)[Details](#) [View Seats](#)[+ More](#)IT'S SIMPLE. PLUS MEANS MORE
DELTA COMFORT+®\$52.95
Per Person Entire Trip[UPGRADE](#)[See Details](#)Total Price (USD)
\$366.45Earn a \$200 Statement Credit and 20,000 Bonus Miles
Apply for the Gold Delta SkyMiles Credit Card from American Express

- \$200 Statement Credit after you use your new Card on a Delta purchase in your first 3 months*
- 20,000 bonus miles after you make \$1,000 in purchases on your new Card in your first 3 months.
- First checked bag free and Priority Boarding on Delta flights
- \$0 introductory annual fee for the first year, then \$95 Rates & Fees | [Offer Terms](#) | [Benefit Terms](#)

[Terms and Conditions Apply](#)☐ Yes! I'd like to apply now for a Card and then complete my booking

*Statement credit will be issued approximately 8-12 weeks after making your first Delta purchase

Statement
Credit* - \$200.00Total After
Statement
Credit (USD)
\$166.45[CONTINUE](#)

TERMS AND CONDITIONS

GENERAL CONDITIONS OF PURCHASE

You agree to accept all Fare Rules for each flight, all Trip Extras Terms & Conditions, and all terms in Delta's applicable Contract of Carriage. Once your ticket is purchased, Risk-Free Cancellation may apply. No contract to sell until you receive confirmation that payment was received and processed.

[View Fare Rules, Change & Cancellation Policies.](#) This ticket is changeable/nonrefundable. Fees may apply.


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BAGGAGE & TRAVEL FEES

KNOW THE FEES & DETAILS

When you travel with Delta, we want to help you understand the fees you'll pay. This way, you can make the right choices regarding what bags you bring, flexibility when changing your flight or even what to expect when traveling with children or pets.

BAGGAGE FEES	BAGGAGE FEE EXCEPTION	TRAVEL CHANGES	TRAVEL SERVICES
Common Baggage Fees	Active Military	Same Day Travel Changes	Unaccompanied Minors
Standard Checked Bag Allowance	Medallion Status	Standard Flight Changes	Infant in Arms
Baggage Limitations	SkyMiles Credit Card	Award Ticket & Mileage Upgrade Changes	Pet Travel
Baggage Fee Details & Rules			Direct Ticketing
Baggage Protection			

CASHLESS STATIONS

Most domestic Delta airport locations are designated "cashless stations" and do not accept cash from customers. Here's a list.

Customers without an accepted form of payment may elect to purchase a Visa gift pre-paid credit payment card from a kiosk provided by a third party vendor for a nominal fee.

CHECKED BAGGAGE UPDATE

Delta does not sell baggage in advance through 3rd parties, including travel agencies. Any 3rd party charging a fee for any kind of checked baggage (or special items like sporting equipment) for travel on Delta is not authorized to do so.

BAGGAGE FEES

COMMON BAGGAGE FEES

The most common fees for traveling in a domestic, Main Cabin seat are:

FREE	Carry-on + personal item	\$25	Each way for your first bag under 50 lbs. (23 kg)	\$35	Each way for your second bag under 50 lbs. (23 kg)
-------------	--------------------------	-------------	---	-------------	--

- Visit [Carry-On Baggage](#) to find sizing and requirements for carry-on baggage.
- First standard checked bag free for Delta SkyMiles Medallion® Members and SkyMiles® Credit Card Members.
- Checked Baggage Allowance Each Way price varies by route and fare class.

For U.S. and Canada TO AND FROM Europe/North Africa - ticketing on or after Dec. 6, 2017 for travel on/after April 10, 2018 will have the following baggage fees:

BASIC ECONOMY ONLY

- 1st bag fee is \$60/50EUR/75CAD
- 2nd bag fee is \$100/85EUR/120CAD

No change to policy for Main Cabin/Delta Comfort+®/First Class/Delta Premium Select/Delta One®
For travel departing before April 10, 2018, Basic Economy passengers will enjoy a 1st standard checked bag free.

For Delta Premium Select customers, the following baggage allowances apply:

- 2 free bags weighing a maximum of 50 lbs. (23 kg)

STANDARD CHECKED BAG ALLOWANCE

**City of Dania Beach
Travel Per Diem Calculator**

Traveler Name: Yeimy Guzman

Description of Trip: GFOA Annual Conference 2018

FY 18 Daily per diem rate: \$ 54.00

Destination: St. Louise, Missouri

First Date of Travel 6-May-18

Last Date of Travel 9-May-18

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Travel Sunday
Date							6-May-18
Breakfast 15%							
Lunch 35%							
Dinner 50%							
Total Daily total =							\$ 40.50

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Travel Sunday
Date	7-May-18	8-May-18	9-May-18				
Breakfast 15%	\$ 8.10	\$ 8.10					
Lunch 35%	\$ -	\$ -					
Dinner 50%	\$ 27.00	\$ 27.00					
Total Daily total =	\$ 35.10	\$ 35.10	\$ 40.50				

Pro-rating Per Diem for Travel Date of Departure/Return: \$ 40.50

Total Per Diem Due to Traveler \$ 151.20

Meal Exclusions		
Date	Meal Provided	Amount
7-May-18	Lunch	\$ 18.90
8-May-18	Lunch	\$ 18.90
5-Jan-00	Dinner	\$ 27.00



FY 2018 Per Diem Rates for St. Louis, Missouri

(October 2017 - September 2018).

Cities not appearing below may be located within a county for which rates are listed.

To determine what county a city is located in, visit the National Association of Counties (NACo) website (a non-federal website).

October 2017 - September 2018 The following rates apply for **St. Louis, Missouri**. Max lodging by month (excluding taxes.) The last column is the Meals and Incidental Expense (M&IE) rate.

Primary Destination (1, 2)	County (3, 4)	2017			2018										M&IE (5)
		Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep		
St. Louis	St. Louis / St. Louis City / St. Charles / Crawford / Franklin / Jefferson / Lincoln / Warren / Washington	\$130	\$130	\$130	\$130	\$130	\$130	\$130	\$130	\$130	\$130	\$130	\$130	\$130	\$54

Footnotes

1. Traveler reimbursement is based on the location of the work activities and not the accommodations, unless lodging is not available at the work activity, then the agency may authorize the rate where lodging is obtained.
2. Unless otherwise specified, the per diem locality is defined as "all locations within, or entirely surrounded by, the corporate limits of the key city, including independent entities located within those boundaries."
3. Per diem localities with county definitions shall include "all locations within, or entirely surrounded by, the corporate limits of the key city as well as the boundaries of the listed counties, including independent entities located within the boundaries of the key city and the listed counties (unless otherwise listed separately)."
4. When a military installation or Government-related facility (whether or not specifically named) is located partially within more than one city or county boundary, the applicable per diem rate for the entire installation or facility is the higher of the rates which apply to the cities and/or counties, even though part(s) of such activities may be located outside the defined per diem locality.
5. *Meals and Incidental Expenses*, see Breakdown of M&IE Expenses for important information on first and last days of travel.



Meals and Incidental Expenses (M&IE) Breakdown

Choose one of the headings below to get meals and incidental expense rates (M&IE) for federal travelers.

Find total M&IE for travel in the continental U.S.

Find M&IE breakdown by meal for travel in the continental U.S.

M&IE Breakdown

M&IE Total (1)	Continental Breakfast/ Breakfast (2)	Lunch (2)	Dinner (2)	Incidental Expenses	First & Last Day of Travel (3)
\$51	\$11	\$12	\$23	\$5	\$38.25
\$54	\$12	\$13	\$24	\$5	\$40.50
\$59	\$13	\$15	\$26	\$5	\$44.25
\$64	\$15	\$16	\$28	\$5	\$48.00
\$69	\$16	\$17	\$31	\$5	\$51.75
\$74	\$17	\$18	\$34	\$5	\$55.50

1. This table lists the full daily amount federal employees receive for a single calendar day of travel when that day is neither the first nor last day of travel.
2. The separate amounts for breakfast, lunch and dinner listed in the chart are provided should you need to deduct any of those meals from your trip voucher. For example, if your trip includes meals that are already paid for by the government (such as through a registration fee for a conference), you will need to deduct those meals from your voucher. Refer to Section 301-11.18 of the Federal Travel Regulation for specific guidance on deducting these amounts from your per diem reimbursement claims for meals furnished to you by the government. Other organizations may have different rules that apply for their employees; please check with your organization for more assistance.
3. This column lists the amount federal employees receive for the first and last calendar day of travel. The first and last calendar day of travel is calculated at 75 percent.

Find M&IE breakdown by meal for foreign and outside the continental U.S. (OCONUS) travel

The shortcut to this page is www.gsa.gov/mie.

For all travel policy questions, email travelpolicy@gsa.gov.

RATE THIS PAGE



Government Finance Officers Association

112th Annual Conference

May 6–9, 2018 ■ St. Louis, Missouri



Go to www.gfoa.org to register today!

Earn more than 20 CPE credits

#GFOA2018



About St. Louis

In the heart of a revitalized downtown, a vibrant new hospitality district continues to grow and thrive. With world-class hotels, restaurants, museums, and entertainment venues that will make your stay a memorable one. St. Louis is an accessible and affordable destination that will keep you entertained with magnificent cultural institutions, theatre, live music, sports, and much more.

In St. Louis, the month of May is characterized by rising high temperatures, with daily highs from 72°F to 81°F over the course of the month and rarely exceeding 89°F or dropping below 61°F.

For more information on what to do while in St. Louis, visit <https://explorestlouis.com/gfoa/>.



Blues music in St. Louis



City Garden

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Milles Fountain



Saint Louis Zoo McDonnell Polar Bear Point

MESSAGE FROM GFOA PRESIDENT

Join Us!

Dear Colleague:

I invite you to GFOA's 112th Annual Conference, May 6–9, 2018, in St. Louis, Missouri. GFOA's Annual Conference is a great opportunity to learn new skills, share real-world experiences with your peers, and join the larger conversation about how we can be advocates for our communities at the federal level.

As finance officers we are involved in the core functions of our organizations—budgets and accounting, economic development, debt management, treasury and cash management, labor relations, and risk management. Within these broad functions, the finance officer is viewed as the professional who can approach problems with precision, accuracy, and a long-term view. We are often brought in as the “experts”—the problem solvers/advisors, and, ultimately, the final arbiters of the analysis that our principals and elected officials turn to.

In our increasingly complex world, we need to be ever more nimble and adaptable. By attending GFOA's Annual Conference, you'll gain resources and learn tools you need to better serve your communities.

See you in St. Louis!



Patrick J. McCoy
GFOA President
Director of Finance
Metropolitan Transportation Authority, New York



MY FIRST GFOA CONFERENCE

"My first GFOA conference was in 2003, in my hometown of New York City. I volunteered with the local host committee, and what a great experience it was. I continued my involvement with GFOA, attending conferences and joining the Committee on Governmental Debt Management. Since then, I have increasingly relied on GFOA resources in my role as the finance director of the Metropolitan Transportation Authority in New York. Being a GFOA member has been a source of pride, and it has made me more effective within my organization."

-Patrick J. McCoy

CONFERENCE OVERVIEW

WHY ATTEND?

CONCURRENT SESSIONS. A rich array of concurrent sessions cover a broad range of topics, allowing participants to tailor their conference experience to their own needs and circumstances.

PRECONFERENCE SESSIONS. Special preconference sessions provide an opportunity to explore selected topics of interest in even greater depth.

GENERAL SESSIONS. Experience direct contact with nationally recognized speakers addressing topics important to public finance professionals.

DISCUSSION GROUPS. Meet peers and discuss topics directly relevant to school districts, utilities, large governments, small governments, and the next generation of finance officers.

NETWORKING OPPORTUNITIES. Renew contacts and build your professional network.

SOCIAL EVENTS. Wind down from a full day of learning and connect with colleagues during GFOA's Welcome Reception and Closing Event.

CPE CREDIT. Earn more than 20 CPE credits at the annual conference, with even more credits available for those who elect to participate in preconference sessions.

EXHIBIT HALL. GFOA's exhibit hall will put participants in contact with vendors that offer practical tools and solutions for a broad range of professional challenges. Stroll through the hall to view new products, ask questions, and see live demonstrations of services that can save your government time and money. Join us on Sunday morning to kick off this year's hall with music and a ribbon cutting ceremony! Watch for new events in the exhibit hall!

If you know vendors that should be exhibiting at this year's show, please e-mail conference@gfoa.org.

SCHEDULE OF EVENTS

Preconference Seminars

May 4, 2018

8:30 am – 4:30 pm
8:30 am – 12:30 pm
1:00 pm – 5:00 pm

May 5, 2018

8:30 am – 12:30 pm
1:00 pm – 5:00 pm

Concurrent Sessions

May 6, 2018

1:30 pm – 2:20 pm
2:40 pm – 3:30 pm
3:45 pm – 4:45 pm — *Keynote Address*

May 7, 2018

8:30 am – 10:10 am — *Opening General Session, including Keynote speaker*

10:30 am – 12:10 pm
12:10 pm – 1:10 pm — *Lunch*
1:30 pm – 2:20 pm
2:40 pm – 3:55 pm
4:15 pm – 5:30 pm

The following events (unless otherwise noted) will be held at America's Center Convention Complex, 701 Convention Plaza, St. Louis, Missouri 63101.



Concurrent Sessions (continued)

May 8, 2018

8:30 am – 10:00 am — *General Session, including Keynote speaker and Annual Business Meeting*

10:20 am – 12:00 pm
12:15 pm – 1:15 pm — *Lunch*
2:00 pm – 3:15 pm
3:35 pm – 4:50 pm

May 9, 2018

8:30 am – 10:10 am
10:30 am – 12:10 pm

Welcome Reception

May 6, 2018

5:00 pm – 6:30 pm

Exhibits

May 6, 2018

9:30 am – 1:30 pm — *To open the hall, festivities will include a ribbon-cutting ceremony, giveaway prizes to the first 112 delegates (excludes guests and children) to enter the hall, and refreshments.*

4:30 pm – 6:30 pm — *The Exhibit Hall will continue to stay open during GFOA's Welcome Reception*

May 7, 2018

11:30 am – 5:30 pm

May 8, 2018

10:00 am – 2:30 pm

Closing Event

May 8, 2018

7:30 pm – 10:30 pm — *This event will take place at the Peabody Opera House*

FIRST-TIMERS SCHOLARSHIP

GFOA IS COMMITTED TO YOUR GROWTH

APPLY FOR A FIRST-TIME ANNUAL CONFERENCE ATTENDEE SCHOLARSHIP

The Annual Conference is an incomparable opportunity for professional growth, and we want all GFOA members to have the chance to attend. For that reason, we are pleased to offer the First-Time Annual Conference Attendee Scholarship program to GFOA active government members. In four years, the scholarship has enabled almost 1,700 recipients to attend their first Annual Conference.

DETAILS

- GFOA will award up to 50 scholarships per state or province.
- Applicants must be GFOA active government members who have never attended an Annual Conference. We've made it easy—applicants who are not yet GFOA members can use the scholarship application to join GFOA all in one step!

BENEFITS

- The scholarship **covers the full conference registration fee.**
- Scholarship recipients will participate in GFOA's **mentorship program** during the Annual Conference as an introduction to the event and also the many ways to become more involved with GFOA.
- Scholarship recipients are invited to kick-off their experience at the **First-Timers Brunch**. Attendees will have the opportunity to network with their peers and mentors, GFOA's Executive Board, and staff.

GFOA active government members who have never attended the Annual Conference before are encouraged to submit an application request to firstannualconference@gfoa.org.



Missouri Botanical Garden

PROGRAM

NEW THIS YEAR –

GFOA TO ADD THIRD FEATURED “KEYNOTE” SPEAKER

GFOA's 112th Annual Conference will include three featured keynote speakers. In addition to GFOA's traditional schedule of keynote presentations to lead off Monday and Tuesday, GFOA will be adding a featured presentation on Sunday afternoon just prior to the Welcome Reception. Keynote presentations will focus on delivering a perspective about current events, public finance knowledge, and essential leadership skills that can benefit all finance professionals. Speakers will be announced on GFOA's website.

FEATURED SUNDAY SESSION

Sunday, May 6 – 3:45 pm – 4:45 pm

OPENING SESSION

Monday, May 7 – 8:30 am – 10:10 am

GENERAL SESSION AND BUSINESS MEETING

Tuesday, May 8 – 8:30 am – 10:00 am



2017 General Session in Denver, Colorado

CPE CREDITS

It is possible to earn more than 20 continuing professional education (CPE) credits at GFOA's annual conference. Additional CPE credits can be earned by attending one or more of GFOA's preconference seminars.

GFOA is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be submitted to the National Registry of CPE Sponsors through its website: www.learningmarket.org.



National Registry of CPE Sponsors
150 Fourth Avenue North, Suite 700,
Nashville, TN 37219-2417
www.nasba.org

Session Tracks

ACCOUNTING, AUDITING, AND FINANCIAL REPORTING

In recent years there have been numerous changes to accounting and auditing standards. Consequently, government finance officials need to make sure that they and their staff are current with new developments. GFOA advocates that state and local governments prepare financial statements in accordance with generally accepted accounting principles (GAAP), and is dedicated to providing participants with information to better understand the changing requirements. The conference will include sessions that will focus on accounting and financial reporting topics ranging from new Governmental Accounting Standards Board (GASB) pronouncements to how to prepare for an audit.

Featured sessions will include:

- **Accounting and Auditing Year in Review** — This session, long a staple at the annual conference, will provide a comprehensive overview of the key developments in accounting, auditing, and financial reporting that affect state and local governments.
- **New Lease Accounting** — The GASB has issued a new accounting and financial reporting standard for leases. This session will highlight the changes to lease accounting and what state and local governments need to know to implement the new standard.
- **OPEB** — With 2018 being the first year for many government employers to implement the new other post-employment benefit (OPEB) reporting standards, sessions will include how to address the implementation challenges of OPEB and how to understand actuarial information.
- **Prepare for the Audit** — Session presenters will provide participants with some helpful tips to make the audit process less time consuming and more efficient for the auditee. The session will look at the planning, fieldwork, and wrap-up stages of the audit process, including how to respond to findings that may arise.

BUDGETING AND FINANCIAL PLANNING

An organization's budget process sets policy, identifies operational goals, and provides a financial plan for all spending throughout the period. The budget also acts as a building block for establishing long-term fiscal sustainability, organizational resilience, financial stewardship, and public trust. GFOA has long been a proponent of best practices in budgeting, focusing on long-term financial planning, program budgeting, performance management, citizen engagement, and budget transparency. Sessions at the conference will include how to build technical skills as well as enhance leadership strategies for improving an organization's budget process.

Featured sessions will include:

- **Developing Goals and Defining Priorities** — Budgeting starts with having well-defined goals that can be used to reinforce an organization's mission and align spending. This session will provide practical strategies for working with department heads and elected officials on establishing those priorities.
- **Business Continuity and Finance** — In a world of never-ending uncertainty and fiscal challenges, governments need to be able to recover from unexpected events, including natural disasters and economic disturbances, and have leaders in place who recognize the importance of financial resilience and its link to the budget. This session will explain how to build principles of business continuity into budgeting and planning.
- **Capital Project Budgeting** — Finance officers play a key role in coordinating capital projects, estimating project costs (often over multiple years), and identifying appropriate funding streams. This session will feature leaders in capital budgeting discussing lessons learned and tools needed for developing capital project budgets.
- **Budget Transparency** — Budget transparency goes beyond printing or posting a budget document on social media. Attend this session to learn about effective strategies that go beyond the budget document to ensure that budget decisions and information are communicated and understood.

DEBT MANAGEMENT AND CAPITAL FINANCE

Effective financing of infrastructure and capital equipment is a core aspect of public finance and is critical to having the appropriate capacity to deliver government services, develop strong communities, and ensure fiscal sustainability. Finance officers play a critical role in managing a government's capital program and need to be able to maintain existing assets, develop long-term plans, finance new projects, and manage the complex environment in which governments issue and manage debt obligations. Sessions will focus on GFOA's best practices and on implementing policies and procedures to execute effective management of capital programs, debt management strategies, and disclosure requirements, as well as providing attendees with overall insights on the current market.

Featured sessions will include:

- **Debt Management for Small Governments** — Small governments face numerous hurdles in their debt management program. This session will focus on effective strategies for issuing debt, hiring outside professionals, meeting disclosure requirements, and utilizing checklists and policies and procedures to best manage these responsibilities.

- **Improving Your Bond Rating** — As bond rating agencies update their rating criteria, governments should be aware of these changes and become acquainted with the factors the agencies look for when rating their government's bonds. Panelists will discuss how to put your government's best foot forward in rating presentations, ongoing rating surveillance, and when you should look to improve your entity's ratings.
- **Bond Market Update** — The market has seen greater fluctuations over the last year than in the recent past. Experts will address the factors that are affecting the market and the types of products that are being used by governments to manage a changing interest-rate environment.
- **Disclosure Update** — The Municipal Securities Rulemaking Board (MSRB) and the Securities and Exchange Commission (SEC), as well as investors, continue to stress the importance of good disclosure practices. This session will review GFOA's best practices related to disclosure, provide insights about how to improve your entity's disclosure and investor outreach programs, as well as increase your awareness about what may be on the horizon regarding regulatory action and issuer disclosure practices.

TREASURY AND INVESTMENT MANAGEMENT

At its core, treasury management involves implementing appropriate procedures for the receiving and dissemination of funds and having an investment strategy that protects the safety, liquidity, and yield of a government's financial assets. Managing those assets, however, also requires detailed knowledge in investment strategy, cash management, internal control, and risk mitigation, and working effectively with a network of service providers, including banks, advisors, and other financial service providers. Sessions at GFOA's annual conference will focus on providing information for challenges facing finance officers from governments of all sizes.

Featured sessions will include:

- **Investment Strategies** — GFOA recently released best practices on many facets related to a government's investment program, stressing the importance of having robust and clear investment policies. This session will provide a discussion about the components of an investment policy, as well cover investing options that address the pros and cons for various strategies used by governments of all types and sizes.
- **Analyzing Bank Fees** — Governments procuring banking services face a daunting task of understanding the often complex and confusing series of bank service fees. This session will work to decode the mystery and provide tips for governments to gain a level of transparency in banking service procurements.

PROGRAM

- **Understanding PCI Compliance and Accepting Payment Cards** — Governments accepting payment cards must be aware of and comply with industry standards to ensure a secure processing environment. This session will provide information that all finance officers need to know about PCI standards and how they should address potential risks facing their governments when processing electronic payments.
- **Treasury Management and ERP Systems** — Treasury management software provides functions to manage cash flow, investment portfolios, debt programs, and more. However, many governments struggle to integrate these systems with a larger ERP system. Attend this session to learn how to create a more efficient enterprise-wide financial system.

PENSION AND BENEFIT ADMINISTRATION

GFOA members have identified health-care costs and pension liabilities as two of the most pressing challenges facing governments. Recent changes in accounting rules have highlighted the financial impact of these employee benefits, but the reality of pension and health-care cost trends have been clear for years. Both will continue to increase as a percentage of government spending, creating issues for long-term financial sustainability if not addressed. GFOA conference sessions will present information on market trends, strategies for addressing challenges and lowering costs, and guidance on reforms that will help keep these essential components of public-sector compensation sustainable and effective as tools for recruiting and retaining staff — while ensuring the fiscal health of governments.

Featured sessions will include:

- **Price Transparency in Health Care** — As consumers, governments are at a significant disadvantage in shopping for health care. Price information is not transparent, and making comparisons across options is not easy. Attend this session to better understand the issues and to learn what steps governments can take to get the information they need to make more informed decisions about their health-care benefits.
- **Myth versus Reality in Wellness Plans** — Governments have been implementing wellness plans for years as a strategy for increasing engagement, reducing health-care costs, and improving overall employee health — with mixed results. This session will highlight lessons learned and discuss the facts governments need to know about wellness plans in the public sector.
- **Pension and OPEB Funding Strategies** — Achieving sustainable funding for their pension and OPEB plans is one of governments' main fiscal concerns. Attendees at this session will learn the essential strategic elements, starting with the most essential practices for avoiding volatility and higher contributions.
- **Understanding Actuarial Valuations and Assumptions** — Underlying pension and OPEB reporting is a set of actuarial valuations and assumptions. This session will help attendees master a crucial fiscal responsibility — understanding and interpreting your government's actuarial reports. You will also learn practical steps for improving the accuracy of the information.

RISK MANAGEMENT

Governments face a number of risks, including legal, economic, political, and environmental, along with other factors that may affect their financial position. Risk management involves identifying potential events and developing plans and strategies to mitigate the potential impact and provide for continued business operations, long-term fiscal sustainability, and organizational resilience. Sessions will focus on the finance officers' specific role in risk management and helping prepare their organizations for the forces and challenges facing it.

Featured sessions will include:

- **Be Prepared for Your Next Disaster** — We always hope the next hurricane, flood, fire, or "unknown unknown" will not hit us, but governments have to be prepared for the worst. In this session, attendees will learn effective strategies for creating a resilient disaster plan, from capital planning to social media.
- **Cyber Insurance** — Governments have traditionally bought cyber insurance at a much lower rate than the private sector, but should we be reconsidering? Cyber-attacks on governments are becoming more frequent and more sophisticated, creating a risk that governments can no longer afford to ignore. In this session, you will learn how cyber insurance works, covering expenses, including legal defense costs, computer forensics, and breach notification and remediation.
- **Health-Care Cost Containment** — Health-care benefits account for a huge percentage of a government's expenses, so failing to manage them effectively is not an option. This session will explain some of the keys to containing costs long term, including price transparency, virtual care, and population health management.
- **Fund Balance Policies** — To operate sustainably, governments have to maintain adequate levels of fund balance to effectively mitigate and manage current and future risks. In this session, attendees will learn how to establish a formal policy for restricted and unrestricted fund balance, and will review examples of effective financial policies.

TECHNOLOGY

Finance officers depend on technology, and must understand how to leverage technology to improve financial outcomes. GFOA's technology sessions will focus on core technologies essential for day-to-day operations of a finance office, and will discuss and explore emerging trends, new developments, and the ever-evolving relationship between information technology for finance.

Featured sessions will include:

- **Technology and Security – The Finance Officer's Guide** — As systems become integrated and more government information is housed on the Internet, finance officers must be aware of the security risks and mitigating strategies for safeguarding sensitive information. This session will feature Internet security experts to provide an overview of key elements of a security strategy.
- **Five-Year Technology Forecast** — If you question how fast technology can evolve, think about what cell phone technology looked like 10 years ago. No one can predict the future, but GFOA will assemble a panel of experts to offer a glimpse into the future and will cover trends and potential developments. From cloud technologies to the Internet-of-things to blockchain, the panel will discuss the potential impacts on public finance.
- **Technology Roundtable** — This session will feature an interactive discussion that will focus on answering members' questions related to technology. A panel of subject matter experts, practitioners, and other leaders will answer your most pressing technology questions.

LEADERSHIP DEVELOPMENT

GFOA understands the role of the finance offices in providing organizational-wide leadership. GFOA is committed to enhancing the leadership skills of finance officers and promoting practices that lead to more efficient processes, improved communication, better managed teams, and cross-department collaboration that is necessary for high-performing organizations. Sessions at the annual conference will include speakers from innovative governments and other experts who will help build leadership and communication skills.

Featured sessions will include:

- **Building Trust in Your Organization and in Government** — Government leaders cannot "order" stakeholders to behave in a sustainable way. Instead, they must inspire pride, loyalty, and enthusiasm among stakeholders so that followers will want to help make the organization financially sustainable. This session will explore strategies from effective leaders in building trust.

- **Culture and the Workplace** — Generational change technology and overall shifts in "traditional" work environments, such as work-from-home and new workspace design, are changing workplace culture. This session will feature discussion about building an effective workplace culture in a modern work environment.
- **Ethics and the Finance Office** — Today's world presents not only technical challenges for today's finance leader, it also presents ethical challenges. This session will provide timely insight on ethics and what it means to act with a high degree of integrity.
- **Managing Human Capital** — As finance officers, we are trained how to generate return on investment from our financial assets, develop process improvements that generate efficiencies, and manage infrastructure so that it provides optional service over its lifespan. However, many finance officers lack training in maximizing their staff or "human capital." This session will explore strategies that managers can use to aid in the professional development of employees working in the finance office.

ANALYTICS

Whether the issue relates to budget estimates, cash flow forecasts, cost benefit analyses, fiscal impact studies, or policy analysis, finance officers must be able to deliver accurate and reliable analyses along with factual information for decision making. GFOA understands that skills related to data analysis, forecasting, and — most importantly — communication, can be continually refined and improved. Sessions will focus on practical strategies for not only improving the quality of projections, but for ensuring that decision makers truly understand the message.

Featured sessions will include:

- **Economic Development Analysis** — GFOA recommends that finance officers have a seat at the table to analyze the fiscal and economic impacts of development incentives and programs. This session will provide practical strategies and tools for analyzing economic development proposals.
- **ERP Business Intelligence** — "Smart" Cities, Data-Driven Decision Making, and Performance Management rely on having data. ERP systems have that data, but often lack the tools to make it accessible to analysts, managers, and policy makers. This session will explore the capabilities of business intelligence in modern ERP systems and how to unlock that potential for your government.
- **Data Visualization** — Analysis is not always about numbers, complex formulas, and pivot tables. Often, analysts need to think creatively about how to effectively communicate budget information. This session will cover how to use websites, infographics, images, dashboards, videos, and more in communicating your message.

PROGRAM

PRINCIPLES OF PUBLIC FINANCE

GFOA exists to promote excellence in state and local government financial management and publishes a series of best practices that provide guidance to governments and finance officers. GFOA has best practices across a variety of topics, including accounting, auditing, financial reporting, budgeting, capital planning, debt management, economic development, pension and benefit administration, and treasury and investment management that serve as the foundation for communicating the principles of sound financial management in the public sector.

Featured sessions will include:

- **Accounting and Auditing Best Practices** — This session will focus specifically on the best practices that GFOA has developed relating to accounting, auditing, and financial reporting. Key best practices will be discussed with emphasis on governments providing lessons learned on how to effectively implement the best practices.
- **Budgeting Best Practices** — GFOA's best practices in budgeting focus on the four steps in the National Advisory Council on State and Local Budgeting (NACSLB) framework. The session will provide an overview of budget best practices.
- **Debt Management Best Practices** — This session will highlight GFOA's best practices related to debt issuance. Attendees will hear from their peers whose experiences demonstrate the importance of developing and implementing debt policy and procedures. GFOA's best practices will be highlighted for members to better understand the ins-and-outs of debt issuance and management, and assembling the financing team.
- **Treasury Management Best Practices** — This session will focus on the suite of best practices and advisories developed by GFOA to help finance officers better understand policies, procedures, and optimal techniques related to their cash management and investing duties.



Missouri History Museum

TARGETED NETWORKING SESSIONS

GFOA's annual conference provides numerous opportunities for networking with your peers. Many GFOA sessions will feature roundtable panels or opportunities for discussion. GFOA social events also provide time to make connections and build your network. In addition, GFOA has planned special networking sessions for members looking to engage on specific issues.

Delegates working in any of the following arenas should attend these events specifically planned to bring them together with their peers:

- **School Budgeting** — GFOA's Alliance for Excellence in School District Budgeting will meet to provide an opportunity for discussion centered on improving the budget process to best align to strategies for improving student achievement.
- **Small Government Forum** — GFOA's Small Government Forum is a discussion group that identifies and explores topics of interest to governments with populations less than 25,000.
- **Urban Forum** — GFOA's Urban Forum will provide networking opportunities and speakers on issues facing large organizations for GFOA attendees representing governments from metropolitan areas with over 1,000,000 people.
- **Utility Finance Forum** — Utility finance requires detailed knowledge in rate setting, enterprise accounting, asset management, and understanding regulations. This networking group is composed of GFOA members from utility organizations, and municipalities that operate utilities.
- **Women's Public Finance Network** — The Women's Public Finance Network is a voluntary association of elected and appointed officials, and other women finance professionals to encourage active involvement and full participation of women members in the organization, policy-making process, and programs of GFOA.
- **Black Caucus** — GFOA's Black Caucus supports the aspirations and achievements of African-American public finance officers, helps them to pursue professional development opportunities, and sponsors projects to assist African-Americans seeking careers in government finance.
- **Young Professional Networking Event** — As more and more governments experience retirement of the "Baby Boomer" generation, young professionals are ascending to leadership roles. To support that rise, it is essential for young finance professionals to build and maintain their network. This group is focused on GFOA members under 40.

FULL PROGRAM SESSION DETAILS COMING IN JANUARY 2018.

PRECONFERENCE SEMINARS

GFOA's preconference seminars provide an opportunity for attendees to get in-depth training on topics vitally important to finance officers. Come to St. Louis a day or two early and multiply the benefits you'll get by signing up for these added training offerings. Preconference sessions will be held at America's Center Convention Complex.

Friday, May 4, 2018

ALLIANCE FOR EXCELLENCE IN SCHOOL BUDGETING – SPRING CONFERENCE

Friday, May 4, 2018 | 8:30 am – 4:30 pm

GFOA's Alliance for Excellence in School Budgeting is a networked group of districts working collaboratively to implement best practices in school budgeting. This session will provide practical strategies, lessons learned, and case study examples about HOW leading school districts from around the United States have implemented improved budget practices. GFOA's best practices in school budgeting is a framework for enhancing a school district's budget and planning processes. The framework includes practical recommendations on all aspects of the process from better collaboration, goal setting, strategy prioritization, utilizing cost effectiveness measurements to the development of a strategic financial plan and how to leverage the budget document as a communications device.

LEADERSHIP FROM THE FINANCE OFFICE: BUILDING SKILLS FOR COMMUNICATION AND TEAMWORK

Friday, May 4, 2018 | 8:30 am – 12:30 pm

Teamwork and communication are essential for every finance office. Finance officers not only manage their own departments, but also play an effective role in establishing a collaborative team culture across the organization to better allocate resources, deliver effective programs, and ensure accountability. This session will be focused on two components: 1) identifying practical strategies and tips to better manage a team and create a collaborative culture, and 2) developing communication skills, which are critical to the success of every team.

BEST PRACTICES IN PLANNING AND BUDGETING FOR CAPITAL PROJECTS

Friday, May 4, 2018 | 1:00 pm – 5:00 pm

GFOA's recent member survey indicated that governments struggle most with implementing best practices related to capital planning and capital budgeting. This session is designed to provide an overview of GFOA's best practices related to creating a multi-year capital plan that includes prioritizing capital project requests, developing a capital budget, and maintaining ongoing capital asset management. Speakers will include leading government practitioners who will provide case studies illustrating how the finance office can best manage the development of infrastructure, plan and budget for large capital purchases, manage current assets to achieve the best return on investment, and ensure the long-term financial sustainability of the organization.

LEADERSHIP FROM THE FINANCE OFFICE: NEGOTIATION WORKSHOP

Friday, May 4, 2018 | 1:00 pm – 5:00 pm

Finance officers face many scenarios where negotiation skills are critical. In many situations finance officers have a seat at the table or are looked to for their leadership. Such common instances occur while creating contract purchases or professional service contracts with vendors, establishing economic development, public-private partnership or intergovernmental agreements, or during collective bargaining with employees. In addition, finance officers have an opportunity to negotiate internally as part of the budget process, within their own spheres, as well as through their daily interaction with other departments. This session will be a "hands-on" skill-building workshop and will incorporate case studies and role playing to provide participants with practical tips on how they can represent their governments more effectively at the negotiating table.

Saturday, May 5, 2018

DEBT MANAGEMENT 101

Saturday, May 5, 2018 | 8:30 am – 12:30 pm

The municipal marketplace is rapidly evolving due to market changes and following a recent push from investors and the federal government for stronger disclosures. This session will provide an overview for issuers, especially small and infrequent issuers, about how current debt issuance and management trends are affecting public-sector entities. Course instructors will guide participants through their responsibilities before, during and after bonds are sold, common transaction stakeholders, rating agency expectations, disclosure standards, as well as other functions of debt management. The course will feature practical examples, highlights of recent regulatory changes, and interactive discussion about each topic. Relevant best practices, advisories, and resources created by GFOA's Committee on Governmental Debt Management will also be discussed. Session participants will gain a better understanding of the debt issuance process, managing their debt responsibilities and practical guidance about how to navigate an increasingly complex marketplace.

ESTABLISHING AN INVESTMENT PROGRAM

Saturday, May 5, 2018 | 8:30 am – 12:30 pm

Governments should have an investment policy in place to ensure the appropriate safeguarding of public funds. GFOA's best practices on developing an investment program and investment policy identify essential components of a policy, including scope and investment objectives, suitable and authorized investments, investment diversification, risk and performance standards, and suggestions of how to work with outside professionals for comment or review. This session will cover GFOA's best practices, provide guidance on how governments should approach developing or updating a current policy, and deliver key examples of how to implement an investment policy that addresses not only a government's unique needs, but market products and conditions as well.

LEADERSHIP FROM THE FINANCE OFFICE: DISASTER PLANNING AND ORGANIZATIONAL RESILIENCE

Saturday, May 5, 2018 | 8:30 am – 12:30 pm

Local governments are beset by forces that threaten to impair both their financial position and ability to deliver services. These forces can take the form of an extreme event like a natural or man-made disaster, or an economic downturn. They could also come in the form of social or environmental stressors that slowly wear down a local government, such as crime, homelessness, drug abuse, deteriorating infrastructure, or climate change. The practice of resiliency is the art of being prepared for such events to mitigate at their devastating impact and to provide a structure that enables recovery as quickly as possible. At this session, you will learn from government leaders who have been on the forefront of developing resiliency plans and strategies and how the finance officer plays a role in disaster preparedness.

ACCOUNTING FOR A DISASTER

Saturday, May 5, 2018 | 1:00 pm – 5:00 pm

The impacts of a natural disaster can be devastating for a community and a government's budget. The Federal Emergency Management Agency (FEMA) has programs in place to provide funding for areas impacted by disasters; however, they also require that governments follow strict rules in properly accounting for disaster costs. This is equally true with many private insurers and other state programs that may be available. Finance officials need to be ready to account for the losses and understand how to recoup funds prior to a disaster. In this session we will look at what governments need to do to be prepared to track costs associated with a natural disaster before it is too late. Topics will include establishing what needs to be tracked, training staff to understand requirements, tracking and documenting required cost information as part of your financial system, and how to properly complete reimbursement claims for FEMA. This session will also cover the accounting and financial reporting for temporary or permanently impaired capital assets that are likely to occur during a disaster.

PRECONFERENCE SEMINARS

Saturday, May 5, 2018 (CONTINUED)

HEALTH CARE PROCUREMENT IN THE CURRENT ENVIRONMENT

Saturday, May 5, 2018 | 1:00 pm – 5:00 pm

Increasing employee health care costs present many challenges for local governments as they strive to stretch budget resources further and further to provide essential services. Procurement of health care and planning and forecasting benefit costs have a large impact on the overall financial sustainability of an organization. This session will provide information to finance officers about how to approach procurement of health care, how to structure a competitive process, what to look for when analyzing proposals, and how to negotiate the best deal for your organization — including what is best for both employees and the long-term finances of the government.



Taking a full-day session on Friday?

Enjoy a continental breakfast and lunch.

Taking a morning session on Friday or Saturday? A continental breakfast will be available in your session room.

Taking an afternoon session on Friday or Saturday? An afternoon snack will be available in your session room.

Taking a morning and afternoon session on Friday or Saturday? Enjoy a continental breakfast and afternoon snack in your session room, as well as a grab-and-go lunch.

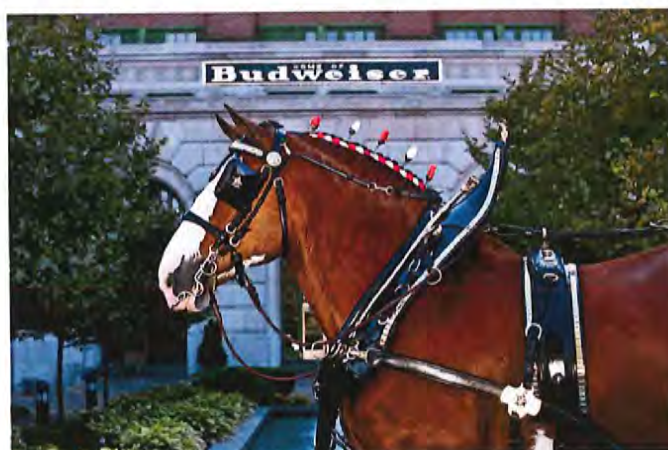
TOURS

TOURS

The following tours will be offered for GFOA attendees and guests. The tours have been chosen specifically for GFOA, and will allow you to explore the best of the city and surrounding regions:

- **Gateway Arch Walking Tour**
- **Baseball & Brews Tour** — (Busch Stadium – home of the Cardinals/Anheuser-Busch Brewery)
- **Forest Park** — “Meet Me in St. Louis” – (self-guided tours of St. Louis Zoo, Missouri History Museum, and Art Museum) – transportation will be provided complimentary by GFOA
- **The Grand Tour** — (Fox Theater/Missouri Botanical Garden)
- **A Little Taste of St. Louis** — (driving tour of St. Louis neighborhoods sampling signature food items)
- **Microbrewery Madness** — (Square One Brewery & Distillery/Schlafly Brewery)
- **The Anheuser-Busch Connection** — (Grant’s Farm – estate of August Busch, Jr./Anheuser-Busch Brewery)

Detailed information, including schedule, pricing, and ordering will be posted to www.gfoa.org.



Anheuser Busch Clydesdale

CARDINALS BASEBALL

GFOA will be arranging group ticket options for the Sunday, May 6, 2018, baseball game versus the Chicago Cubs and the Monday, May 7, 2018, game versus the Minnesota Twins. Full details along with links to a purchasing site will be available to GFOA attendees in January (game times subject to change).

Tickets are limited.

WELCOME RECEPTION AND CLOSING EVENT

Meet and Mingle Welcome Reception (FOLLOWING THE KEYNOTE ADDRESS)

SUNDAY, MAY 6, 2018 • 5:00 PM – 6:30 PM

America's Center Convention Complex

Complimentary to all registered attendees and guests

Help GFOA kick off the start to our 112th Annual Conference by joining us for a welcome reception! Enjoy beverages and appetizers in the convention center as you mingle with friends and colleagues and make some new acquaintances along the way. The exhibit hall will be open during this time, so take advantage of this opportunity to stroll the hall.

This informal reception will finish early enough to allow maximum flexibility for dinner plans or an evening to explore St. Louis. See you there!

Night at the Peabody

TUESDAY, MAY 8, 2018 • 7:30 PM – 10:30 PM

Peabody Opera House

(1400 Market Street, St. Louis, Missouri 63103)

*Ticketed event, which includes live entertainment, beverages, and dessert
Space is limited*

Join us in the beautifully restored Peabody Opera House for a night not to be missed!

We are very excited to welcome the talented **Huey Lewis and The News** for an exclusive concert for GFOA conference attendees and guests in a one-of-a-kind venue! Huey Lewis and The News are truly one of America's great Rock & Roll bands. As they enter their 39th year together selling over 20 million albums in the process, their music has outlasted countless trends, and is as fresh today as ever. These Grammy Award winners have written and performed such classic **Top Ten Hits** as "Heart of Rock & Roll," "Stuck With You," "If This Is It," "Hip To Be Square," "Do You Believe In Love," and "Workin' For A Livin'." The group also wrote and performed "The Power of Love" and "Back in Time" for the hit film *Back To The Future*.

What better way to top off your conference stay than with great friends and entertainment—buy your tickets today!

You must be registered for the conference to purchase an evening event ticket. Ticket price includes entertainment, beverages, and dessert. Courtesy roundtrip shuttle service will be provided for GFOA attendees to the Peabody Opera House beginning at 7:00 pm.

Adults: \$25

Children and young adults under 21: \$10

Children under 5: complimentary



Peabody Opera House

Photo Credit — Tom Paule



Huey Lewis and The News

REGISTRATION

IMPORTANT ACTION DATES

First discount deadline
February 1, 2018

Second discount deadline
March 23, 2018

Full registration fee required
March 24, 2018

CONFIRMATIONS

Registration confirmations and invoices will be sent as PDF attachments via e-mail from training@gfoa.org to the **registrant only**. Please add this address to your allowed senders list.

GUEST REGISTRATION

There is no registration fee for guests or children, but they must be preregistered. Guests will be admitted to the Sunday Welcome Reception and to the exhibit hall during designated hours. Conference sessions and the luncheons on Monday and Tuesday are not open to guests and children.

REGISTRATION FEES INCLUDE

- ✓ Concurrent sessions on Sunday through Wednesday (delegates only)
- ✓ Welcome Reception on Sunday night (delegates and guests)
- ✓ Access to the Exhibit Hall on Sunday through Tuesday (delegates and guests)
- ✓ General sessions on Monday and Tuesday mornings (delegates only)
- ✓ Luncheons on Monday and Tuesday (delegates only)
- ✓ Networking and discussion groups held throughout the conference (delegates only)

REGISTRATION FEE DISCOUNTS

Take advantage of the following discounts:

- ✓ Receive a 10 percent discount on your conference registration fee when three or more people from your jurisdiction register together (registrations must be submitted and paid together). This discount does not apply to preconference seminars.
- ✓ Qualify for the early registration fee discounts. Payment must be received by the deadline dates listed in this brochure.
- ✓ Join GFOA today and receive \$25 off the conference registration fee with a paid new membership.

SUBSTITUTIONS

(Government entities only)

A one-for-one substitution of a nonmember for an active member is allowed. If your organization has a current GFOA member on the staff who is not attending conference, a nonmember may attend in their place at the lower member rate. Please provide the name or the membership number of the GFOA member on the registration form.

CANCELLATION AND REFUND POLICY

March 29, 2018

No fee for cancellations received before this date.

March 30, 2018

Cancellations postmarked between March 30 and April 30 will be refunded, less a 25 percent service fee.

May 1, 2018

Cancellations postmarked between May 1 and May 5 will be refunded, less a 50 percent service fee.

May 6, 2018

No refunds will be issued this date forward.



Register online @ www.gfoa.org or fill out the form in this brochure and mail or fax it to GFOA (fax: 312-977-4806), or scan the completed registration form and e-mail it to conference@gfoa.org. Phone registrations cannot be accepted. Check the registration discount dates and save money by registering early.

GETTING THERE



AIRLINE DISCOUNT CODES

Flying to the St. Louis Lambert International Airport is a convenient way to visit St. Louis. GFOA has arranged for discounts with the following airlines:

DELTA

(www.delta.com) Meeting ID – NMR4Z

When booking online, select Meeting Event Code and enter the Meeting ID in the box provided on the search flight page.

UNITED

(www.united.com) Z-code – ZEAD

Agreement code – 988710

To book travel online, enter the Z-code followed by the Agreement code (i.e., ZEAD988710) in the offer code box.

SOUTHWEST

Go to www.swabiz.com/flight/search-flight.html?cid=99622471 to save with discounted rates. Save 10% on Anytime & Business Select® fares and 3% on select Wanna Get Away® fares for travel to and from the conference. Book your travel between November 1 and April 15 to take advantage of the discounted rates. Discounts are available for travel April 29 through May 13. 50% bonus Rapid Reward points for attendee travel to and from the conference with a Rapid Rewards # added to your reservation. (To enroll in the Rapid Rewards program, visit www.southwest.com/corporaterapidrewards.)



RAIL

METROLINK

Metro's light-rail network, MetroLink, has been called one of the best mass transit systems in the country. The rail system offers multiple lines and stops through St. Louis County and City and the Metro East stopping at or near many of St. Louis attractions.

To plan your trip, you can use their online Trip Planner, Google Transit, or download the Metro On The Go app (available on the App Store and Google Play) and plan your trip from your mobile device. www.metrostlouis.org/

DOWNTOWN & FOREST PARK TROLLEY

There is a more economical way to get around downtown St. Louis these days, thanks to the **Metro Downtown Trolley**. Colorful Metro buses that have been painted to look like trolleys travel a circuit that links riders to many of downtown's most popular destinations, including St. Louis Union Station, Busch Stadium, the America's Center Convention Complex, City Museum, and dozens of restaurants and hotels. <http://www.stladventurepass.com/downtown-trolley.html>

In addition to the Downtown Trolley, visitors can explore Forest Park onboard the **Metro Forest Park Trolley**. The Forest Park Trolley is a great way for Forest Park visitors to conveniently navigate through the Park and its many attractions. The Forest Park Trolley operates daily between 9:00 a.m. and 7:00 p.m. from April through September and will connect all of the popular Forest Park attractions with the Forest Park-DeBaliviere MetroLink Station.

Tickets for both Trolleys are \$2 for adults and \$1 for children (ages 5-12) for unlimited use all day.



RENTAL CAR

HERTZ

To reserve special meeting rates, please include the CV# when making reservations.

1-800-654-2240 or www.hertz.com CV# – 04SJ0006



TAXI SERVICE

Terminal 1: Exit Door 14 to Garage Yellow Level
Terminal 2: Exit Door 12

Exact fares depend on final destination. Each taxi will have an Airport Use Fee of \$4.00 per pickup (approximate fare from airport to convention center is \$50 with tip).

Airport taxis are regulated by the Metropolitan Taxicab Commission.

For more information regarding Airport Taxis, please visit www.stlouisambertaxi.com.



AIRPORT SHUTTLE

GO BEST EXPRESS AIRPORT SHUTTLE

Provides a clean, safe, affordable way of getting from the airport to downtown hotels. This express, non-stop bus service runs every 30 minutes from 4:00 a.m. to 11:00 p.m. for only \$25 one way www.gobestexpress.com/.

WHERE TO STAY IN ST. LOUIS

Reserve your room in GFOA's official hotel block and you'll have a great opportunity to network with other conference attendees outside the convention center. GFOA will run dedicated shuttle between the Pear Tree Inn and Drury Inn Union Station and the convention center. GFOA will run courtesy shuttle between the Westin, Hilton Ballpark, and Drury Plaza and the convention center.

All other hotels in the GFOA official block are within walking distance to the convention center. Specific routes and schedules will be posted on www.gfoa.org as they become available.

GUARANTEEING YOUR ROOM RESERVATION

Experient is the Official Housing Provider for GFOA's 112th Annual Conference. GFOA has worked diligently with the hotels in St. Louis to establish room blocks for attendees and exhibitors. **Solicitation of hotel reservations from any company or housing provider other than Experient is not approved by GFOA.**

Reservations made by unaffiliated organizations may appear to be for lower rates; however, they may be illegitimate, have unreasonable cancellation or change penalties, or be completely non-refundable. Please be aware of and report any unauthorized solicitation to GFOA.

Reservations will be processed on a first-come, first-served basis. If available, a hotel will be assigned in order of your preference, or closest to event if not available. You can expect to receive a confirmation within two business days of booking your room reservation. If you have not received your acknowledgement within 10 days of mailing or faxing your housing reservation form, please contact GFOA's Housing Department at GFOA@experient-inc.com or 1-800-967-8717 (International callers 1-847-996-5846).

A major credit card number valid until June 2018 or later or a check for one night's room and tax (add 17.92% tax) is required to secure a reservation. Credit cards are held as a guarantee only by the Housing Bureau, but may be charged by the hotel after April 12, 2018. A charge of one night's room and tax will be charged or forfeited on reservations that do not arrive (no-shows) and are not cancelled before 72 hours of arrival. Early departures after check-in are subject to penalty fees set by hotel.

Checks must be received by April 4, 2018, and must be made payable to Experient/GFOA Housing. Reservations indicating a deposit guarantee, for which no check has been submitted, are subject to cancellation. Please base the amount of the check on the rate at the hotel of your first preference. **Note:** Institutional purchase orders are NOT accepted. Cancellations within 72 hours of arrival will forfeit one night's room and tax. Refunds to those who guaranteed accommodations with a check deposit will be mailed after the end of the event.

HOUSING POLICIES

The lowest available room rates at event hotels have been specially negotiated. Other booking channels are continuously monitored to track down rival rates.



INTERNET:

Use Experient's online system to simplify your group/block booking and reserve your rooms in real-time with an immediate confirmation. Log on to www.gfoa.org and look for the housing link.



PHONE:

8:00 am – 5:00 pm CST, Mon – Fri
1-800-967-8717 (Domestic)
1-847-996-5846 (International callers)



MAIL:

Experient/GFOA Housing
5202 President's Court
Frederick, MD 21703



FAX:

1-301-694-5124



E-MAIL:

GFOA@experient-inc.com

CHANGES AND CANCELLATIONS

Cancellations within 72 hours of arrival will be charged one night's room and tax.

ROOM REQUESTS

Use the grid on the enclosed housing reservation form to indicate your room type(s) and number of rooms you are requesting per night. Enter your hotel choices in order of preference. For more space, attach an additional page, or log on to www.gfoa.org where you can easily make your group booking through Experient's online system. Please indicate any special needs.

OFFICIAL HOTELS AND AREA MAP

Government Finance Officers Association

Downtown St. Louis Hotels



*The conference will take place at America's Center Convention Complex.

Hotel	Distance to CC	Limited Government Rate Single/ Double	Group Rate Single/ Double
1 Courtyard St. Louis Downtown/Convention Center	0.1		\$179/\$189
2 Drury Inn & Suites St. Louis Convention Center	0.1	\$130	\$160/\$170
3 Embassy Suites by Hilton St. Louis Downtown	0.1	\$130	\$189
4 Holiday Inn St. Louis Downtown Convention Center	0.1	\$130	
5 Magnolia Saint Louis	0.1		\$219
6 Marriott St. Louis Grand	0.1	\$130	\$214
7 Hampton Inn St. Louis-Downtown (At the Gateway Arch)	0.2	\$130	
8 Hilton St. Louis Downtown at the Arch	0.3		\$169
9 Drury Plaza Hotel St. Louis at the Arch	0.4	\$130	\$160/\$170
10 Four Seasons Hotel St. Louis	0.4		\$205
11 Hilton St. Louis at the Ballpark	0.4		\$169
12 Hyatt Regency St. Louis at the Arch	0.4	\$130	\$209
13 Lumiere Place Casino and Hotel	0.4		\$186
14 The Westin St. Louis	0.6	\$130	\$189
15 Drury Inn St. Louis at Union Station	1.1	\$130	\$160/\$170
16 Pear Tree Inn Union Station	1.2	\$130	\$160/\$170

Experient will be the **ONLY** official housing company for GFOA's Annual Conference and will not contact attendees directly to make a reservation.

Top reasons to book your hotel room in GFOA's Official Hotel Block

SUPPORT GFOA

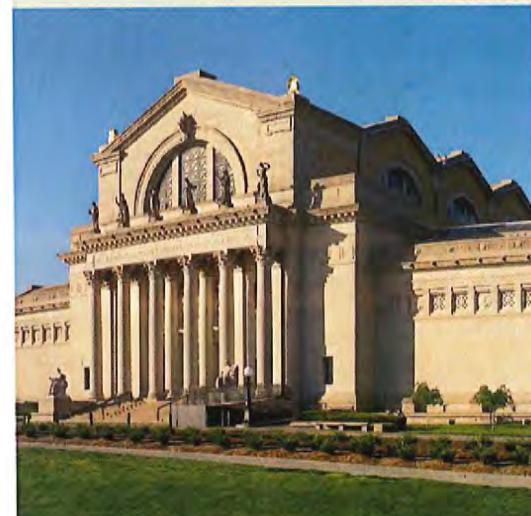
Booking in the official hotel block helps GFOA continue to offer the best, most competitive hotel rates in the future as well as keeps your registration fee increases to a minimum. It shows GFOA's value to the city and allows GFOA to negotiate better room blocks and rates for you.

RESERVATION PROTECTION

In the event a hotel overbooks, Experient protects those booked in the official hotel block. Rooms booked outside of the official hotel block do not receive this protection.

WAIT LIST

Booking in the block grants the ability to be placed on a wait list online for additional hotel nights needed.



Saint Louis Art Museum

MEMBERSHIP AND SOCIAL MEDIA

NOT A MEMBER? HELP US REACH 20,000 MEMBERS BY 2020!

WE'RE ALMOST THERE! Become a member of GFOA and join forces with more than 19,100 colleagues dedicated to enhancing and promoting the professional management of governments for the public benefit.

As a member of GFOA, you have access to:

- Training
- Consulting
- Technical Services
- Networking
- Awards Programs
- *Government Finance Review* magazine
- *e-Newsletter*
- Discounts
- Best Practice guidance

Already a member? Encourage your colleagues to join whether they're in the public or private sector: add members to your government's existing membership or encourage your peers who are interested in public finance but practicing in the private sector to join as Associate members.

If you have any questions about membership, e-mail membership@gfoa.org.



Go to www.gfoa.org to read about GFOA member benefits and to download a membership application and fee schedule today!



Riverboat on the Mississippi River

CONNECT WITH GFOA



@GFOA
(#GFOA & #GFOA2018)

@GFOAJobs

@chrisgfoa



GFOA of the US & Canada
GFOA Members Group



Government Finance Officers
Association (GFOA)

**KEEP WATCH ON GFOA'S WEBSITE
FOR UPDATES ABOUT THE ANNUAL CONFERENCE**

REGISTER EARLY AND SAVE!



GFOA ST. LOUIS CHECKLIST

- ✓ Register for conference
- ✓ Register for preconference seminars
- ✓ Purchase tickets to GFOA's Closing Event
- ✓ Reserve a hotel room from GFOA's official block of rooms
- ✓ Make your travel arrangements

Watch www.gfoa.org for the latest details on all conference events.

ABOUT GFOA

Government Finance Officers Association (GFOA), founded in 1906, represents more than 19,100 public finance officials throughout the United States and Canada. GFOA's mission is to promote excellence in state and local government financial management. GFOA views itself as a resource, educator, facilitator, and advocate for both its members and areas that affect state and local government finance. To meet the many needs of its members, the organization provides best practice guidance, leadership, professional development, resources and tools, networking opportunities, award programs and advisory services, concentrated in the following areas:

- accounting, auditing, and financial reporting
- budgeting
- capital planning
- debt management
- financial management
- pension and benefit administration
- treasury and investment management



Government Finance Officers Association

203 North LaSalle Street, Suite 2700
Chicago, Illinois 60601-1210
312.977.9700 | fax: 312.977.4806
www.gfoa.org | #GFOA2018



Department of Community Development

To: Robert Baldwin, City Manager
Colin Donnelly, Assistant City Manager

From: Marc LaFerrier, Community Development Director

Date: March 27, 2018

Subject: 2018 National Planning APA Conference Travel Request for Marc LaFerrier

Please be advised that I am requesting travel authorization to attend the National APA Planning Conference, April 21-24, 2018 located in New Orleans, Louisiana. The conference offers over 400 Certification Maintenance credits (CM) credits required for maintaining American Institute of Certified Planners (AICP) certification.

The following is a summary of the cost of the events:

Per Diem	\$224.00
Registration (4 day event)	\$735.00
Lodging (1 room x 3 nights)	\$863.23
<u>Airfare</u>	<u>\$210.90</u>
Total Cost (Estimate)	\$ 2033.13

CITY OF DANIA BEACH TRAVEL AUTHORIZATION

EMPLOYEE: Marc LaFerrier
DEPARTMENT: Community Development
LOCATION: New Orleans, Louisiana
TRIP/TRAINING DATE: April 21 - 24, 2018
PURPOSE: 2018 National Planning APA Conference

CHECK ONE

- ☒ Certification
☐ General Training
☐ License
☐ Other

Note any overnight or out of state travel events attended in the last 12 months:

2017 National Planning APA Conference, New York City, May 2017

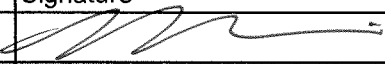
ACCOUNT NO: 001-15-01-515-40-10

COST SUMMARY		
Expense	Description	Estimate
Registration Fee	APA Conference	\$ 735.00
Lodging (3 nights @ \$246)	Sheraton New York Times Square Hotel (including taxes)	\$ 863.23
Airfare	Orbitz Estimate	\$ 210.90
Per Diem	M. LaFerrier	\$ 224.00
TOTAL EXPENSES		\$ 2,033.13

TOTAL ESTIMATED TRAVEL COST

\$ 2,033.13

I hereby certify that travel as shown above is to be incurred in connection with official business of the City of Dania Beach.

Traveler (print)	Signature	Date
Marc LaFerrier		
Department Director (print)	Signature	Date
Marc LaFerrier		
Finance Director (print)	Signature	Date
Nicki Satterfield		2/2/18
City Manager (print)	Signature	Date
Robert Baldwin		

TO BE COMPLETED BY FINANCE

Preparer (print name)	Signature	Date
Tania Stevens	TAS	2/1/18



American Planning Association
Making Great Communities Happen

American Planning Association's
National Planning Conference
April 21–24, 2018 • New Orleans

NPC18 REGISTRATION FORM

Questions about APA's National Planning Conference registration policies?
Find answers at planning.org/conference/registration/policies

NAME AND ADDRESS (PLEASE PRINT)

APA ID NUMBER

FIRST NAME

M.I.

LAST NAME

HOME PHONE

OFFICE PHONE

E-MAIL ADDRESS REQUIRED: (THIS WILL BE YOUR EMAIL ADDRESS OF RECORD)

Badge Details

ENTER YOUR FIRST NAME AS YOU WOULD LIKE IT TO APPEAR ON YOUR BADGE

FULL NAME

ORGANIZATION

LOCATION (CITY AND STATE)

Where should APA mail your badge?

ADDRESS

CITY STATE

COUNTRY

ZIP/POSTAL CODE

Please answer the following: (If you do not answer, you will be opted out of sharing your information.)

Would you like APA to share your full contact information with national conference exhibitors and sponsors? ☐ Yes ☐ No

Would you like APA to share your full contact information with other conference attendees? ☐ Yes ☐ No

STEP 1: JOIN APA NOW

Join APA now for significant savings on conference registration. You'll qualify for the member conference price. Go to planning.org/join, follow the onscreen instructions, and make a note of your APA ID. (It will appear on the confirmation screen and be emailed to you.)

STEP 2: BASIC REGISTRATION

CIRCLE the rate option that fits your current membership category and registration date. Register online and save! A \$50 paper-processing fee applies to each mailed or faxed registration. You need an APA ID to register. Members use the ID found on your Planning label or APA invoice. Nonmembers, create an ID online.

FULL CONFERENCE RATES

Includes awards luncheon invitation (ticket required), Exhibitor Meet and Greet, Welcome Reception, and session presentations and recordings (post conference). Rate applies to individuals only, not agencies.

Payment must be received by:	Feb. 22	Mar. 22	Last Chance
APA Members	\$735	\$785	\$835
APA New Members	\$368	\$393	\$418
Nonmember	\$1,050	\$1,050	\$1,050
Nonmember Planning Officials	\$735	\$840	\$890

DISCOUNTED CONFERENCE RATES

Includes Exhibitor Meet and Greet, Welcome Reception, and session presentations and recordings (post conference). YOU MAY PURCHASE A TICKET for the awards luncheon, but it is not included with discounted registration. Nonmember students must pay the nonmember registration rate.

Payment must be received by:	Feb. 22	Mar. 22	Last Chance
Life, Retired, Student member	\$125	\$145	\$165

Step 2: Basic Registration Subtotal \$ _____

Name _____ Daytime Phone _____

STEP 3: EVENTS AND ACTIVITIES

Indicate the title, function code (found at the end of the activity description), quantity, and price for each additional activity. For information, browse the program at planning.org/conference. Reminder: Full paid registrants, add your awards luncheon ticket to your activities if you plan to attend. Space is limited and tickets are expected to sell out.

[illegible]

Step 3: Events and Activities Subtotal \$ _____

**Changes/cancellations must be received
in writing by March 22.
A \$50 paper-processing fee (\$35 for students) applies.**

Questions?

Email registrationchanges@planning.org or call 312-334-1250

office use only

INITIALS	DATE	C/R #	AMOUNT
	CHECK		
	BILLING		
	CREDIT CARD		
	CANCELLATION	\$50/35	
	REFUNDS		
	TOTAL		

STEP 4: PAYMENT

Step 2 Subtotal \$ _____

Step 3 Subtotal \$ _____

Step 4 Subtotal \$ _____

Processing fee for each paper submission \$ **50**

TOTAL U.S. DOLLARS \$ _____

☐ Check # _____ \$ _____
(payable to American Planning Association, in U.S. dollars)

☐ Credit Card

American Express \$ _____

Discover \$ _____

MasterCard \$ _____

Visa \$ _____

CARD NUMBER

EXP. DATE SECURITY CODE

CARDHOLDER SIGNATURE (REQUIRED)

CARD NUMBER

EXP. DATE _____ SECURITY CODE _____

CARDHOLDER SIGNATURE (REQUIRED)

Total Payment \$ _____

STEP 5: MAIL OR FAX

MAIL COMPLETED FORM WITH CHECK PAYMENT TO:

American Planning Association
P.O. Box 4291
Carol Stream, IL 60197-4291

FAX COMPLETED FORM WITH CREDIT CARD INFORMATION TO:

312-786-6700 Fax line open through March 22, 2018

NPC18

April 21 - 24, 2018

Venue:
Sheraton New Orleans
Morial Convention Center

The 2018 American Planning
Association (APA) National Planning
Conference in New Orleans, April 21

NPC18

- 1 FIND ROOMS AND RATES
- 2 AVAILABLE ROOMS
- 3 GUEST INFORMATION
- 4 RESERVATION REVIEW
- 5 RESERVATION CONFIRMED

MODIFY YOUR SEARCH

Group rate available until March 30, 2018. Subject to availability.

Check In: 2018-04-21
Check Out: 2018-04-24
Room(s): 1
Adults per Room: 1
Children*: 0

SEARCH

*This information enables us to identify the rooms that will best accommodate your party and to prepare for your arrival. See room terms and details for information about rollaway and/or extra person charges.

AVAILABLE ROOMS



SHERATON NEW ORLEANS HOTEL
500 Canal Street
New Orleans LA 70130 United States
Phone: (1)(504) 525-2500
Fax: (1)(504) 595-5552

CHECK-IN
Apr 21, 2018

CHECK-OUT
Apr 24, 2018

1 room(s), 1 adult(s)

Click the "Terms & Details" link for more detailed information for each room including taxes, additional hotel charges and terms & conditions.

[CURRENCY CONVERSION >>](#)

ROOM/BED TYPE

Run Of House / Room
Assigned At Check-In

ROOM FEATURES

- Non-smoking Rm Assigned At C/I
- Signature Sleep Experience
- Floor To Ceiling Windows
- High-speed Internet For A Fee
- Low Floor

AVERAGE DAILY RATE PER ROOM

USD 246.00
[TERMS & DETAILS](#)

ESTIMATED TOTAL FOR YOUR STAY

USD 738.00
+ charges & taxes
= USD 863.23

RESERVE

Trip Summary

Trip Summary ▼

Trip Total: **\$210⁹⁰**

 **Price Guarantee**

Rates are quoted in US dollars

 **18271 customers protected their flight in the last 7 days. Add flight protection when you check out.**



1 Join now for
free

2 Earn **\$10 in
Orbucks**

3 Redeem on
hotels

[Join](#)

Apr 21, 2018

From
To

Fort Lauderdale - Hollywood Intl. (FLL)
Louis Armstrong New Orleans Intl. (MSY)

 JetBlue Airways

Web Fare

9:08am
FLL



10:27am
MSY

2h 19m, Nonstop

[Show flight and baggage fee details ▼](#)

Apr 24, 2018

From
To

Louis Armstrong New Orleans Intl. (MSY)
Fort Lauderdale - Hollywood Intl. (FLL)



Delta

3:45pm
MSY



10:47pm
FLL

6h 2m, 1 stop
ATL

Fare: Basic Economy

Basic Economy offers lower prices with some restrictions:

- Seats assigned after check-in.
- No changes or refunds.

[Show flight and baggage fee details ▼](#)

[◀ Change flights](#)

City of Dania Beach
Revised Travel Per Diem Calculator

Traveler Name: Marc LaFerrier

Description of Trip: 2018 National Planning APA Conference

Daily per diem rate enter FY 18 Per Diem Rate here): \$ 64.00

Destination: New Orleans, Louisiana

First Date of Travel 21-Apr-18

Last Date of Travel 24-Apr-18

							Travel
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Date						21-Apr-18	22-Apr-18
Breakfast 15%							\$ 9.60
Lunch 35%							\$ 22.40
Dinner 50%							\$ 32.00
Total Daily total =						\$ 48.00	\$ 64.00

								Travel
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	
Date	23-Apr-18	24-Apr-18						
Breakfast 15%	\$ 9.60							
Lunch 35%	\$ 22.40							
Dinner 50%	\$ 32.00							
Total Daily total =	\$ 64.00	\$ 48.00						

Pro-rating Per Diem for Travel Date of Departure/Return: \$ 48.00

Total Per Diem Due to Traveler \$ 224.00

Meal Exclusions		
Date	Meal Provided	Amount
N/A		



U.S. General Services Administration

FY 2018 Per Diem Rates for New Orleans, Louisiana

(October 2017 - September 2018).

Cities not appearing below may be located within a county for which rates are listed.

To determine what county a city is located in, visit the National Association of Counties (NACO) website (a non-federal website) .

October 2017 - September 2018 The following rates apply for **New Orleans, Louisiana**. Max lodging by month (excluding taxes.) The last column is the Meals and Incidental Expense (M&IE) rate.

Primary Destination (1, 2)	County (3, 4)	2017			2018									M&IE (5)
		Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	
New Orleans	Orleans / St. Bernard / Jefferson / Plaquemine Parishes	\$148	\$148	\$148	\$148	\$173	\$173	\$173	\$152	\$152	\$109	\$109	\$148	\$64

Footnotes

1. Traveler reimbursement is based on the location of the work activities and not the accommodations, unless lodging is not available at the work activity, then the agency may authorize the rate where lodging is obtained.
2. Unless otherwise specified, the per diem locality is defined as "all locations within, or entirely surrounded by, the corporate limits of the key city, including independent entities located within those boundaries."
3. Per diem localities with county definitions shall include "all locations within, or entirely surrounded by, the corporate limits of the key city as well as the boundaries of the listed counties, including independent entities located within the boundaries of the key city and the listed counties (unless otherwise listed separately)."
4. When a military installation or Government-related facility (whether or not specifically named) is located partially within more than one city or county boundary, the applicable per diem rate for the entire installation or facility is the higher of the rates which apply to the cities and/or counties, even though part(s) of such activities may be located outside the defined per diem locality.
5. *Meals and Incidental Expenses*, see Breakdown of M&IE Expenses for important information on first and last days of travel.



Meals and Incidental Expenses (M&IE) Breakdown

Choose one of the headings below to get meals and incidental expense rates (M&IE) for federal travelers.

[Find total M&IE for travel in the continental U.S.](#)

[Find M&IE breakdown by meal for travel in the continental U.S.](#)

M&IE Breakdown

M&IE Total (1)	Continental Breakfast/ Breakfast (2)	Lunch (2)	Dinner (2)	Incidental Expenses	First & Last Day of Travel (3)
\$51	\$11	\$12	\$23	\$5	\$38.25
\$54	\$12	\$13	\$24	\$5	\$40.50
\$59	\$13	\$15	\$26	\$5	\$44.25
\$64	\$15	\$16	\$28	\$5	\$48.00
\$69	\$16	\$17	\$31	\$5	\$51.75
\$74	\$17	\$18	\$34	\$5	\$55.50

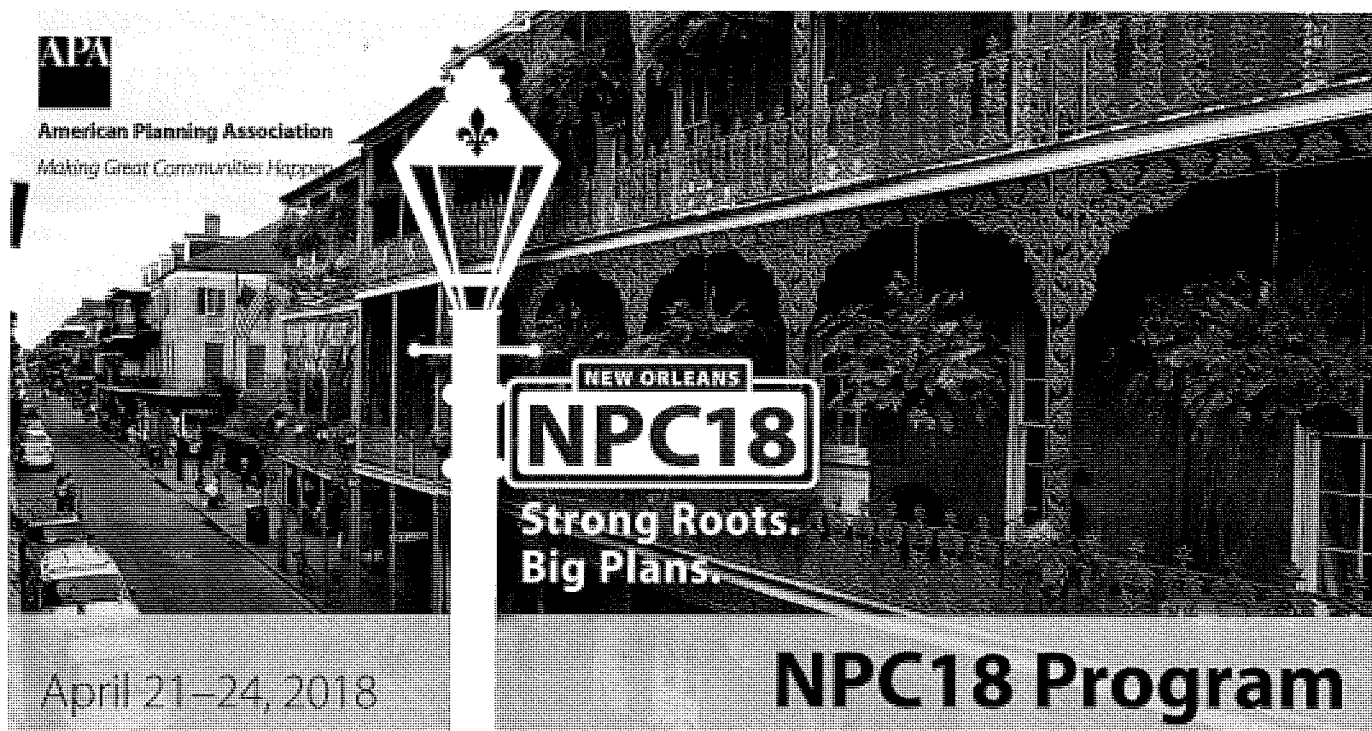
1. This table lists the full daily amount federal employees receive for a single calendar day of travel when that day is neither the first nor last day of travel.
2. The separate amounts for breakfast, lunch and dinner listed in the chart are provided should you need to deduct any of those meals from your trip voucher. For example, if your trip includes meals that are already paid for by the government (such as through a registration fee for a conference), you will need to deduct those meals from your voucher. Refer to Section 301-11.18 of the Federal Travel Regulation for specific guidance on deducting these amounts from your per diem reimbursement claims for meals furnished to you by the government. Other organizations may have different rules that apply for their employees; please check with your organization for more assistance.
3. This column lists the amount federal employees receive for the first and last calendar day of travel. The first and last calendar day of travel is calculated at 75 percent.

[Find M&IE breakdown by meal for foreign and outside the continental U.S. \(OCONUS\) travel](#)

The shortcut to this page is www.gsa.gov/mie.

For all travel policy questions, email travelpolicy@gsa.gov.

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With so many educational sessions, mobile workshops, and events to choose from, your National Planning Conference schedule won't have a dull moment. Don't forget to download the APA NPC18 app for easy access to your schedule onsite or bring this print out with you for a physical copy.

NPC18 Program: 2018 National Planning Conference

Wednesday, April 18

Wednesday, April 18 | 3 p.m.

Wednesday, April 18 | 3 p.m. - 6 p.m.

Foundation Board Meeting (Invite Only)

Activity Type: Meetings

#NPC184016

Wednesday, April 18 | 7 p.m.

Wednesday, April 18 | 7 p.m. - 9 p.m.

Foundation Board Dinner (Invite Only)

Activity Type: Meetings

#NPC184024

Thursday, April 19

Thursday, April 19 | 9:30 a.m.

Thursday, April 19 | 9:30 a.m. - 1:30 p.m.

#NPC184004

AICP Commission Meeting (Invite Only)

Activity Type: Meetings

Thursday, April 19 | 12:30 p.m.

Thursday, April 19 | 12:30 p.m. - 2 p.m.

#NPC184022

Leadership Registration (Invite Only)

Activity Type: Meetings

Thursday, April 19 | 2:15 p.m.

Thursday, April 19 | 2:15 p.m. - 5 p.m.

#NPC184015

Leadership Plenary/Component Group Leaders Updates & Open Dialogue (Invite Only)

Activity Type: Meetings

Thursday, April 19 | 5 p.m.

Thursday, April 19 | 5 p.m. - 6 p.m.

#NPC183003

APA Leadership Meet and Greet (Invite Only)

Activity Type: Receptions

The APA Leadership Meet and Greet is a private event for APA Leadership.

Thursday, April 19 | 6 p.m.

Thursday, April 19 | 6 p.m. - 9 p.m.

#NPC184007

APA Board of Directors and AICP Commission Dinner (Invite Only)

Activity Type: Meetings

Friday, April 20

Friday, April 20 | 8 a.m.

Friday, April 20 | 8 a.m. - 8:30 a.m.

#NPC184028

DC Welcome (Invite Only)

Activity Type: Meetings

Welcome DC

Friday, April 20 | 8 a.m. - 9:30 a.m.

#NPC184005

CPC Committee Meetings (Invite Only)

Activity Type: Meetings

Friday, April 20 | 8 a.m. - 10 a.m.

#NPC184025

SRC Executive Committee Meeting (Invite Only)

Activity Type: Meetings

Friday, April 20 | 8:30 a.m.

Friday, April 20 | 8:30 a.m. - 9:30 a.m.

#NPC184001

DC Meetings TBD (Invite Only)

Activity Type: Meetings

Friday, April 20 | 9:45 a.m.

Friday, April 20 | 9:45 a.m. - 12:15 p.m.

#NPC184027

CPC Business Meeting (Invite Only)

Activity Type: Meetings

Friday, April 20 | 9:45 a.m. - 12:15 p.m.

#NPC184030

DC Business Meeting (Invite Only)

Activity Type: Meetings

Friday, April 20 | 12:30 p.m.

Friday, April 20 | 12:30 p.m. - 1:45 p.m.

#NPC184021

Lunch & CPC Exchange (Invite Only)

Activity Type: Meetings

Friday, April 20 | 12:30 p.m. - 2 p.m.

#NPC184029

DC Meetings TBD (Invite Only)

Activity Type: Meetings

Friday, April 20 | 12:30 p.m. - 2 p.m.

#NPC184031

SRC Committee Meetings (Invite Only)

Activity Type: Meetings

Friday, April 20 | 12:30 p.m. - 4 p.m.

#NPC184023

Board of Directors Business Meeting (Invite Only)

Activity Type: Meetings

Friday, April 20 | 1 p.m.

Friday, April 20 | 1 p.m. - 5 p.m.

#NPC180019

Jean Lafitte National Park Swamp Tour

Activity Type: Mobile Workshops

CM | 3.50
Ticket Required
Regular \$79.00

Walk a boardwalk trail through the swamp in Jean Lafitte National Park to learn about Southern Louisiana flora and fauna, as well as issues facing the wetlands.

Friday, April 20 | 2 p.m.

Friday, April 20 | 2 p.m. - 3 p.m.

#NPC184003

CPC/DC/SRC Topical Roundtable: Student Engagement (Invite Only)

Activity Type: Meetings

Friday, April 20 | 5 p.m.

Friday, April 20 | 5 p.m. - 6:30 p.m.

#NPC183004

Local Host Committee Reception (Invite Only)

Activity Type: Receptions

Saturday, April 21

Saturday, April 21 | 8:30 a.m.

Saturday, April 21 | 8:30 a.m. - 10 a.m. Great Hall A

#NPC186000

Opening Keynote

Activity Type: Special Programming

Please join us for an opening session featuring Derreck Kayongo, Business Visionary, Global Soap Project Founder & CEO of the Center for Civil and Human Rights.

None None

Saturday, April 21 | 10:30 a.m.

Saturday, April 21 | 10:30 a.m. - 1:30 p.m.

#NPC181002

New Orleans Orientation Tour - 1

Ticket Required

Regular \$40.00

Activity Type: Orientation Tours

New Orleans is a city of great neighborhoods. This three-hour bus tour will highlight the history and unique character of each as well as planning highlights and other points of interest. A must see for first timers and return visitors. Space is limited. Registration is required.

Saturday, April 21 | 10:45 a.m.

Saturday, April 21 | 10:45 a.m. - noon 210

#NPC188007

Advancing Emerging Technologies for Independent Travel

CM | 1.25

Activity Type: Educational Sessions

The USDOT is developing emerging technology to support independent travel for all, including people with disabilities. Hear about six projects to accelerate the development of technologies that improve "complete-trip" accessibility.

Mohammed Yousuf | Robert Sheehan | Amy Jacobi, AICP

Saturday, April 21 | 10:45 a.m. - noon R09

#NPC188019

Back to Basics: Walkable Suburbanism

CM | 1.25

Activity Type: Educational Sessions

Suburbs are not destined to be defined by strip malls and excessive parking — many are reinventing themselves into walkable communities. Examine case studies and join a group discussion about how best to adapt sprawling areas into walkable mixed-use places.

Kathryn Cook | Judith K. De Jong | Eric Bosman, AICP

Saturday, April 21 | 10:45 a.m. - noon R08

#NPC188073

Dynamic Innovation: The City-Region Partnership

CM | 1.25

Activity Type: Educational Sessions

Revolutionize the local and regional planning relationship through cutting-edge collaboration efforts and custom-built technical assistance. Explore an individualized, community-focused approach to regional planning, combined with an agile, adaptable response to local needs.

Kimberly Sharp, AICP | Eric Wojchik | Tim Gladhill | Jennifer Noll | LisaBeth Barajas

Saturday, April 21 | 10:45 a.m. - noon Great Hall B

#NPC188901

Fast, Funny, and Passionate 1

CM | 1.25

Activity Type: Fast, Funny, and Passionate

These seven bite-sized presentations will both entertain and inform you, capturing the flavor of today's planning by making you laugh — and think. This grouping is ideal for those interested in public engagement and planning for inclusiveness and social justice.

Mitchell Lloyd | James Barnes, AICP CEP | Robert Barber, FAICP | Laura Bianca-Pruett | Iryna Bondarenko | David Henning

Saturday, April 21 | 10:45 a.m. - noon 223

#NPC188096

Future Planners: Understanding Tomorrow's Leaders

CM | 1.25

Activity Type: Educational Sessions

Unleash the strengths and support the growth of emerging and mid-career planners. A panel of three professionals from academia, the public sector, and the private sector explore the skills and opportunities that junior and mid-level planners bring to our profession.

Elizabeth Tyler, FAICP | Marla Nelson, AICP | Rebecca Leonard, FAICP | Fiona Akins, AICP

Saturday, April 21 | 10:45 a.m. - noon 207

#NPC188100

Golf Course Redevelopment and Conversion

CM | 1.25

Activity Type: Educational Sessions

With more than 800 golf-course closures in the last 10 years, communities are struggling with the loss of recreational open space. Learn how three communities have dealt with failed courses, while retaining green space and allowing for new uses.

Bradley Shuckhart | Robert Summerfield, AICP | Caroline Cilek, AICP | Flinn Fagg, AICP

Saturday, April 21 | 10:45 a.m. - noon R03

#NPC188141

Mega-Corridor Planning for an Uncertain Future

CM | 1.25

Activity Type: Educational Sessions

Learn about the Wasatch Front Central Corridor Study, which provides a leading example of regional collaboration towards shared goals of community mobility and economic growth while establishing creative new performance measures focused on the efficiency of the overall transportation system.

Shawn Seager, AICP | Ted Knowlton, AICP | Jeff Harris | Nandini Vyas, AICP

Saturday, April 21 | 10:45 a.m. - noon 216

#NPC188153

No Hard Copies 2.0: Web-Based Plans

CM | 1.25

Activity Type: Educational Sessions

Digital plans are created to be viewed, explored, and used solely online. Explore strategies for formatting, adopting, and organizing web-based plans in an interactive panel discussion with those who've created and implemented award-winning digital plans.

Doug McDonald, AICP | Emi Randall, AICP | Martin Scribner, AICP | James Fausz, AICP

Saturday, April 21 | 10:45 a.m. - noon R08

#NPC188166

Planning for Equity

CM | 1.25

Activity Type: Educational Sessions

Creating equitable outcomes requires a commitment to applying different approaches to planning practice. Explore case studies and practical actions that everyday planners can take to plan for more equitable growth and development.

Saneta devuono-powell | Eric Engstrom, AICP | Genoveva Islas | Tina Yuen

Saturday, April 21 | 10:45 a.m. - noon 219

#NPC188170

Planning for Water

CM | 1.25

Activity Type: Educational Sessions

Hear from the authors of a recently released PAS report on the topic about best practices and innovations in water and planning, and get advice about water and planning in your city or county.

Jennifer Graeff, AICP | William Cesanek, AICP | Thomas Daniels | Vicki Elmer

Saturday, April 21 | 10:45 a.m. - noon R06

#NPC188180

Post-Katrina Resilience Planning on Mississippi Coast

CM | 1.25

Activity Type: Educational Sessions

More than 10 years after Hurricane Katrina hit, local government officials in coastal Mississippi have been creating a framework for resilient action. Examine multiple tools and resources being employed to help the coast withstand adverse environmental change.

LaDon Swann | David Perkes | Rick Stickler | Stephen Deal

Saturday, April 21 | 10:45 a.m. - noon R02

#NPC188194

Reimagining Bus Networks

CM | 1.25

Activity Type: Educational Sessions

Many communities have taken a fresh look at how well buses serve their needs, with some cities redesigning their entire networks. Hear from four areas undertaking or considering redesigns: New Orleans; Houston; King County, Washington (Seattle); and New York City.

Karina Ricks | Christof Spieler | Alex Posorske | Graydon Newman | Jonathan Hawkins, AICP

Saturday, April 21 | 10:45 a.m. - noon R01

#NPC188195

Reindustrialization and Redefining Mixed-use

CM | 1.25

Activity Type: Educational Sessions

From urban food production and craft breweries to local manufacturing and artisan workshops, “makerspaces” are resurrecting our cities. Cities should encourage the collocation of small-scale industry with housing and amenities to reinvent the healthy mixed-use districts from prior generations.

Stephanie Hacker, AICP | Wyman Winston | Donald Carter, FAICP | Larry Witzling

Saturday, April 21 | 10:45 a.m. - noon 230

#NPC188201

Retail Planning in Underserved Communities

CM | 1.25

Activity Type: Educational Sessions

Ethnically and racially diverse communities face unique challenges when it comes to commercial-corridor revitalization - investors and retailers can sometimes remain reticent despite market opportunities. Learn policy and regulatory options that planners have in overcoming these obstacles.

Kimberly Driggins | Melissa Lee | Sue Mobley | Larisa Ortiz

Saturday, April 21 | 10:45 a.m. - noon 222

#NPC188202

Revitalizing Older Neighborhoods: Improving Health Outcomes

CM | 1.25

Activity Type: Educational Sessions

The Pittman Plan is a catalyst for reinvestment and redevelopment in one of Nevada's most vulnerable neighborhoods. Learn how this plan has helped Henderson address important health and socioeconomic issues through planning, leveraging partnerships, and finding creative funding sources.

Brian Maddox | John Moon | Stephanie Vause, AICP

Saturday, April 21 | 10:45 a.m. - noon 227

#NPC188242

Urban Design 201 Session: Part 1

CM | 1.25

Activity Type: Educational Sessions

Through the use of lively presentations, hands-on exercises, and walking tours, this session will explore a variety of topics designed to dig deep into the role of urban design in making our communities more walkable, vibrant, and valuable.

Craig Lewis, FAICP | David Dixon | Jason Beske, AICP

Saturday, April 21 | 10:45 a.m. - 12:15 p.m. R05

#NPC188086

Ethics of RFPs

CM | 1.50

Activity Type: Educational Sessions

 | 1.50

Learn about the ethical responsibilities in writing and responding to RFPs for both public agencies and consultants. This session will highlight how the AICP Code of Ethics informs a transparent and ethical path to a successful project.

Shelby Powell, AICP | David Fields, AICP

Saturday, April 21 | 10:45 a.m. - 12:15 p.m.

#NPC182990

GIS Session - Story Maps: How to Tell the Story of Your Community

CM | 1.50

Activity Type: Ticketed Events

Ticket Required

Regular \$25.00

Maps have always been a way to tell a story about data but often benefit from additional content, such as videos, images, and text. In this hands-on workshop, we'll show how to take that story to the next level. With no programming and no GIS knowledge, we'll show how ready-made templates can be used to tell a story about the assets of your community on the web, so that your map and media convey

Saturday, April 21 | 10:45 a.m. - 12:15 p.m. 213

#NPC188255

Wrangling the Very Complex Zoning Code

CM | 1.50

Activity Type: Educational Sessions

 | 1.50

Explore how to "wrangle" a complex and dated zoning code by simplifying and aligning it with current planning goals and federal laws. Learn how to start the effort, what tools to use, and how to get it adopted.

Mikaela Renz-Whitmore, AICP | Karen Hancock | Donald Elliott, FAICP

Saturday, April 21 | 10:45 a.m. - 4 p.m.

#NPC180006

Community Planning On or Around Military Installations

CM | 4.50

Activity Type: Mobile Workshops

Ticket Required

Regular \$60.00

Maintaining military operational readiness in an urban environment poses challenges and opportunities to local, regional, state, and federal agencies. Explore how a crucial military installation serves as an economic driver and community partner in the New Orleans metropolitan area.

Saturday, April 21 | 11 a.m.

Saturday, April 21 | 11 a.m. - 1 p.m.

#NPC184008

PDO Exchange (Invite Only)

Activity Type: Meetings

Saturday, April 21 | 11 a.m. - 5 p.m.

#NPC182308

AICP Community Planning Workshop: Claiborne Corridor

Activity Type: Mobile Workshops

Ticket Required

Regular \$25.00

Housing and equity is the focus of this year's workshop. Attendees will contribute to the beginning stage of a neighborhood housing plan for the Claiborne Avenue Corridor amid a shifting economic landscape and demographic change in New Orleans.

Gwen Neslund

Saturday, April 21 | 11 a.m. - 5 p.m.

#NPC180047

Urban Farms: Growing Healthy, Resilient Cities

Activity Type: Mobile Workshops

CM | 5.50

Ticket Required

Regular \$108.00

Visit innovative farms throughout New Orleans—from a rooftop oasis to edible green spaces—and learn about unique programs and techniques for growing healthy food in urban spaces. Enjoy a true farm-to-table lunch and experience how local farms can shape healthy (and resilient) cities.

Saturday, April 21 | 11:15 a.m.

Saturday, April 21 | 11:15 a.m. - 5 p.m.

#NPC180049

Volunteer with Rebuilding Together New Orleans

Activity Type: Mobile Workshops

CM | 5.50

Ticket Required

Regular \$59.00

Get your hands dirty with Rebuilding Together New Orleans and the Urban Design and Preservation Division while engaging with homeowners on the issues of affordable housing, historic preservation, and gentrification.

Saturday, April 21 | 11:30 a.m.

Saturday, April 21 | 11:30 a.m. - 3:30 p.m.

#NPC180014

West Bank - Getting to Work a Multi-Modal Perspective

Activity Type: Mobile Workshops

CM | 3.50

Ticket Required

Regular \$45.00

This multimodal tour explores Algiers Point and the West Bank areas of New Orleans. Learn how the Regional Transit Authority moves the city's workforce beyond the urban core. Discuss growing concerns of gentrification in this ethnically diverse, mixed-income part of New Orleans.

Saturday, April 21 | 11:45 a.m.

Saturday, April 21 | 11:45 a.m. - 5 p.m.

#NPC180042

The Water Campus: Living with Water

Activity Type: Mobile Workshops

CM | 4.50

Ticket Required

Regular \$87.00

Tour the Water Campus, a collaborative environment located on the Mississippi River in Baton Rouge that houses a variety of research and policy groups as well as a 10,000-square-foot physical model of the Lower Mississippi River Basin. Stop at a local brewery as well.

Saturday, April 21 | noon

Saturday, April 21 | noon - 3:30 p.m.

Creating a Nation of Sustainable Neighborhoods

Activity Type: Mobile Workshops

Explore how to accelerate change and build sustainable communities faster than you thought possible. Join local community leaders to learn about and immediately apply urban planning and design guidance in a New Orleans neighborhood.

Douglas Farr

#NPC180007

CM | 3

Ticket Required

Regular \$75.00

Saturday, April 21 | 12:15 p.m.

Saturday, April 21 | 12:15 p.m. - 5 p.m.

Walking Gay New Orleans

Activity Type: Mobile Workshops

Frances Benjamin Johnston...Tennessee Williams...Truman Capote...Ellen DeGeneres: All these notable citizens of the LGBTQ community shaped NOLA and called it home. Today gay-led/run/owned services, facilities, and businesses abound and continue to shape this diverse, vibrant city. See these places firsthand on this walking tour.

#NPC180050

CM | 4

Ticket Required

Regular \$60.00

Saturday, April 21 | 12:45 p.m.

Saturday, April 21 | 12:45 p.m. - 2:15 p.m.

GIS Session - Leveraging Citizen Engagement for Better Planning

Activity Type: Ticketed Events

In this hands-on session, we will examine the changes in citizen engagement, evolving from traditional public notification to modern demands and expectations. You will learn how easy-to-use apps can create a genuine partnership between citizens and their planning department, and empower planning professionals to produce buy-in for better, more sustainable plans.

#NPC182991

CM | 1.50

Ticket Required

Regular \$25.00

Saturday, April 21 | 1 p.m.

Saturday, April 21 | 1 p.m. - 2:15 p.m. R07

Big City Planning Directors: Equitable Investment

Activity Type: Educational Sessions

Learn the results of a planning clinic in which planning directors of the nation's 30 largest cities helped Baltimore and Seattle address social equity in capital improvement programming and design of an iconic public space.

Armando Carbonell, FAICP | Samuel Assefa | Stephanie Smith | Thomas Stosur | David Rouse, FAICP

#NPC188025

CM | 1.25

Saturday, April 21 | 1 p.m. - 2:15 p.m. R03

Building a 'Culture of Health' Through Leadership

Activity Type: Educational Sessions

Learn how a community-health-focused funder and a civic-crowdfunding platform worked together to deliver funding and training to grassroots groups working across New York State, boosting community health in the short term and building civic leadership over the long term.

Erin Barnes | Nupur Chaudhury

#NPC188033

CM | 1.25

Saturday, April 21 | 1 p.m. - 2:15 p.m. R02

Crafting Mi Casa: Latino Informal Housing

Activity Type: Educational Sessions

Latinos renovate their homes based on imagination, needs, and know-how — sometimes without proper permits — blurring lines between formal and informal development in the United States. We examine the visual, spatial, regulatory, and resiliency implications of this practice in planning multicultural communities.

Michael Larice | Luis Estevez | Jonathan Bell | Cecilia Giusti | James Rojas

#NPC188054

CM | 1.25

Saturday, April 21 | 1 p.m. - 2:15 p.m. 213

#NPC188088

First/Last Mile: Partnerships and Innovations

CM | 1.25

Activity Type: Educational Sessions

Instead of competing, transit agencies and technology innovators are collaborating to improve first-mile and last-mile connections. Hear how partnerships between transit and technology in four regions are improving transportation options at transit stations.

Kimberly Lucas | Debs Schrimmer | Jessica Fields | Shannon Hake, AICP

Saturday, April 21 | 1 p.m. - 2:15 p.m. 219

#NPC188094

Friends at Last: Preservation and Zoning

CM | 1.25

Activity Type: Educational Sessions

Communities today are seeking ways to align and synchronize historic-preservation regulations and guidelines with zoning. Explore different, innovative approaches used in Los Angeles, Fort Worth (Texas), and Roswell (Georgia) to see how they may work for your community.

Lee Einsweiler | Kenneth Bernstein, AICP | Nore Winter

Saturday, April 21 | 1 p.m. - 2:15 p.m. R01

#NPC188103

Healthy Regions Realized

CM | 1.25

Activity Type: Educational Sessions

Staff from three metropolitan planning organizations will share and discuss implementation tools used to improve health and equity in their regions along with the performance measures used to determine success.

Carolina Ilic, AICP | Rochelle Carpenter | Kelly Porter, AICP

Saturday, April 21 | 1 p.m. - 2:15 p.m. 216

#NPC188145

Mitigation, Resilience, Adaptation: Does Language Matter?

CM | 1.25

Activity Type: Educational Sessions

We often talk about hazard mitigation, resilience, and adaptation as separate concepts, but they have related goals. In this session, members of FEMA's Resilient Nation Partnership Network will explore the language used around planning for disaster-risk reduction.

Melissa Deas | Amy Chester | Cathleen Carlisle | Jennifer Burmester | Christine Caggiano, AICP

Saturday, April 21 | 1 p.m. - 2:15 p.m. 222

#NPC188146

Monuments, Equality, History, Ethics

CM | 1.25

Activity Type: Educational Sessions

What to do with Confederate (and other) monuments is a timely question, and this session includes an overview of the issue. The focus, however, will be participants discussing hypothetical situations, resulting in a nuanced understanding of this difficult topic.

Elizabeth Morton | Mary Niall Mitchell | Andrew Vesselinovitch, AICP

Saturday, April 21 | 1 p.m. - 2:15 p.m. 230

#NPC188148

Multi-scalar Resilience Planning for Coastal Change

CM | 1.25

Activity Type: Educational Sessions

This session will outline the strategies and activities occurring in coastal Louisiana to anticipate and plan for an uncertain future. Learn about a multi-scalar approach to prepare for increasing landscape and climate change.

Simone Maloz | Charles Sutcliffe | Mathew Sanders, AICP | Jeffrey Hebert | Christopher Pulaski | Andrea Galinski

Saturday, April 21 | 1 p.m. - 2:15 p.m. 207

#NPC188147

Multimodal Big Data

CM | 1.25

Activity Type: Educational Sessions

One benefit of emerging big data applications is putting multimodal origin-destination and trip-tour data sets at our fingertips. This panel will describe the status of such applications using case studies.

Chris McCahill | Timothy Reardon | Brian Devaney | Laura Schewel

Saturday, April 21 | 1 p.m. - 2:15 p.m. R05

#NPC188151

New Planning Reality for Big Cities

CM | 1.25

Activity Type: Educational Sessions

What does the anatomy of a low-carbon pathway for a big city actually look like? This story-driven session will contrast the processes, methods, assumptions, and insights used to create leading-edge low-carbon climate action plans for New York City and Toronto.

Lia Cairone | Mary Pickering | Cathy Pasion | Linda Swanston | Yuill Herbert

Saturday, April 21 | 1 p.m. - 2:15 p.m. Great Hall B

#NPC188184

Public Engagement Playbook

CM | 1.25

Activity Type: Educational Sessions

Ditching classic public engagement helped a Texas team get enhanced engagement results. Doing public engagement differently may get you a better return on your efforts. Learn how you can ditch traditional methods and how offbeat techniques can work for you.

Elise Rasmussen | Cheyenne Krause | Mitchell Lloyd

Saturday, April 21 | 1 p.m. - 2:15 p.m. 210

#NPC188199

Resilient Retail in the Internet Age

CM | 1.25

Activity Type: Educational Sessions

Join planners, developers, retail strategists, and place managers as they share new trends, successful case studies, and planning tools needed to sustain brick-and-mortar retail and build market-resilient retail in the face of digital disruption.

Kristen Barden | Atul Sharma, AICP | Bobby Boone, AICP | Jay Corbalis | Rick Liu, AICP

Saturday, April 21 | 1 p.m. - 2:15 p.m. 206

#NPC188200

Restoring People While Rebuilding Properties

CM | 1.25

Activity Type: Educational Sessions

In response to civil unrest in Baltimore, a citizen and planning firm created a master plan using robust engagement founded on empowering residents to provide comprehensive community input and involving both public and private stakeholders across the city.

Adam Gross | Donte Hickman | Amber Wendland, AICP

Saturday, April 21 | 1 p.m. - 2:15 p.m. R08

#NPC188210

Shifting the Housing Policy Paradigm

CM | 1.25

Activity Type: Educational Sessions

Housing affordability has not always included the series of problems as we identify them today. "Today's" solutions, however, are frequently based on "yesterday's" conditions. How do we address these new, immensely more complex challenges and start a policy revolution?

Laura Brudzynski | Adriane Harris | Tyler Bump | David Schwartz

Saturday, April 21 | 1 p.m. - 2:15 p.m. R09

#NPC188216

Solar Zoning: Rooftops to Solar Farms

CM | 1.25

Activity Type: Educational Sessions

Solar-energy development is expanding nationwide, requiring municipalities and counties to address how it occurs locally. Learn alternative approaches to integrating rooftop, ground-mounted, and community-scale solar development in local development regulation.

Brian Ross, AICP | Angie Berg | John Richardson | James Schroll | Megan Day, AICP

Saturday, April 21 | 1 p.m. - 2:15 p.m. 223

#NPC188001

The Role of Heritage in Redevelopment

CM | 1.25

Activity Type: Educational Sessions

Planners can inspire community building and support economic development while preserving heritage. Hear how this is being done in places with strong cultural roots as well as the role of United Nations Sustainable Development Goals.

John Acres | Andrew Potts | Nicole Heyman | Patricia O'Donnell, AICP | Harry Burchill

Saturday, April 21 | 1 p.m. - 2:15 p.m. 227

#NPC188232

Transformation of Denver's Airport City @den

CM | 1.25

Activity Type: Educational Sessions

Discover how airports are using planning to create opportunities adjacent to airport boundaries for complementary new development, what types of users are attracted to the proximity of international airports, and how that interaction spurs complementary development for airports and community.

Peter Park | Katherine Collignon | Laura Aldrete | Frederick Merrill, FAICP

Saturday, April 21 | 1 p.m. - 2:15 p.m. R06

#NPC188247

Water Decision-Support Tools for Planners

CM | 1.25

Activity Type: Educational Sessions

Planners increasingly rely on place-based information from decision-support tools to better understand impacts of water-related events on communities. Learn from experts in the federal, NGO, and private sectors on using tools to address drought, coastal inundation, and water quality.

Zach Ferdana | Nicholas Schmidt | Amy Cotter | Anna Read, AICP

Saturday, April 21 | 1 p.m. - 5 p.m.

#NPC180013

Gentilly: Rebuilding a Neighborhood

CM | 3.50

Activity Type: Mobile Workshops

Ticket Required

Regular \$44.00

Explore the post-Hurricane Katrina redevelopment of Gentilly, which provides a model for disaster recovery and community development driven by local government support of housing development, commercial revitalization, and vacant land stewardship.

Saturday, April 21 | 1:15 p.m.

Saturday, April 21 | 1:15 p.m. - 4:45 p.m.

#NPC180048

Lafitte Greenway on Foot

CM | 3

Activity Type: Mobile Workshops

Ticket Required

Regular \$39.00

Take a walking tour of the Lafitte Greenway, a 2.6-mile bicycle and pedestrian trail and green corridor connecting neighborhoods from Armstrong Park to City Park.

Saturday, April 21 | 1:30 p.m.

Saturday, April 21 | 1:30 p.m. - 5 p.m.

Metairie - Fat City Transformation

Activity Type: Mobile Workshops

What began as a suburban substitute for Bourbon Street is well on its way to becoming a vibrant, mixed-use, pedestrian-friendly neighborhood. See and hear about the public engagement, visioning, regulations, infrastructure, financing, and politics that guided this transformation.

#NPC180012

CM | 3

Ticket Required

Regular \$39.00

Saturday, April 21 | 2 p.m.

Saturday, April 21 | 2 p.m. - 4 p.m.

Chapter Administrators Meeting (Invite Only)

Activity Type: Meetings

#NPC184017

Saturday, April 21 | 2 p.m. - 4:30 p.m.

Restoring NOLA's US Custom House

Activity Type: Mobile Workshops

Tour the historic U.S. Custom House in the French Quarter and learn about the transformation and adaptive reuse of this National Historic Landmark into a high-performance federal facility and museum that contributes to the vitality and economic health of downtown New Orleans.

#NPC180033

CM | 2

Ticket Required

Regular \$15.00

Saturday, April 21 | 2 p.m. - 5 p.m.

New Orleans Orientation Tour - 2

Activity Type: Orientation Tours

New Orleans is a city of great neighborhoods. This three-hour bus tour will highlight the history and unique character of each as well as planning highlights and other points of interest. A must see for first timers and return visitors. Space is limited. Registration is required.

#NPC181001

Ticket Required

Regular \$40.00

Saturday, April 21 | 2:15 p.m.

Saturday, April 21 | 2:15 p.m. - 4:30 p.m.

Infill Design in Historic Districts

Activity Type: Mobile Workshops

Tour New Orleans historic districts with representatives of the New Orleans Historic District Landmarks Commission Architectural Review Committee and explore completed projects that highlight the challenges, successes, and failures of the design-review process.

#NPC180017

CM | 1.50

Ticket Required

Regular \$55.00

Saturday, April 21 | 2:45 p.m.

Saturday, April 21 | 2:45 p.m. - 4 p.m. R09

Creating Great Places: Examining the Pioneers

Activity Type: Educational Sessions

Rediscover the past political and cultural issues associated with the early planning and design programs and accomplishments of planning pioneers — and gain an understanding of the basis for creating great places.

Kurt Culbertson, FAICP | Brian Mooney, FAICP

#NPC188056

CM | 1.25

Saturday, April 21 | 2:45 p.m. - 4 p.m. R02

#NPC188058

Creation of Open Space in Downtowns

CM | 1.25

Activity Type: Educational Sessions

Open spaces are critical to the success of a downtown with a strong public realm. Learn about strategies for the creation of open spaces in these areas, incentive-based development standards, acquisition strategies, and metrics for success.

Sarah Nurmela, AICP | Neal Payton | Michael Cummins, AICP

Saturday, April 21 | 2:45 p.m. - 4 p.m. 223

#NPC188065

De-Siloing Age-Friendly Planning Solutions

CM | 1.25

Activity Type: Educational Sessions

This session, which draws from an "Aging and Livable Communities" initiative, will broaden consideration of models, tools, and best practices beyond the United States to planners working internationally.

Michael Amabile, AICP | Mildred Warner | Stephanie Firestone

Saturday, April 21 | 2:45 p.m. - 4 p.m. R05

#NPC188066

Development Without Gentrification

CM | 1.25

Activity Type: Educational Sessions

In cities across the country, Latino communities are undergoing gentrification as a result of redevelopment aimed at creating more livable communities. Explore how municipal planners can encourage public-private partnerships and grassroots action to accomplish development without displacement.

James Rojas | Edna Ledesma | Ramiro Gonzalez, AICP | Iris Garcia Zambrana, AICP

Saturday, April 21 | 2:45 p.m. - 4 p.m. 213

#NPC188082

Envisioning Resilience by Design

CM | 1.25

Activity Type: Educational Sessions

Cities become resilient by design. This session features three award-winning case studies from around the country that have used an internationally recognized framework for measuring project resilience and sustainability.

Ifetayo Venner | Andy Sauer | William Bryant, AICP | Peter Carter, AICP

Saturday, April 21 | 2:45 p.m. - 4 p.m. 216

#NPC188114

Innovating Planning Management with Lean Sixsigma

CM | 1.25

Activity Type: Educational Sessions

Are you slammed with applications? Is your economic development team promising expedited plan review and you can't deliver? Learn how Lean SixSigma principles can help you transform your planning department, deliver results, and elevate the planning profession.

Christopher Baker, AICP | Katie Wilken, AICP

Saturday, April 21 | 2:45 p.m. - 4 p.m. 206

#NPC188122

Jamaica's Recipe for Logistics Hub Success

CM | 1.25

Activity Type: Educational Sessions

Transportation planners help people and products get from point A to point B, so why all the fuss over connectivity? Meet the planners behind the Jamaica Logistics Hub Initiative as they discuss the benefits of thinking globally and planning locally.

Eric Deans | Paul Kent | John Bardi | Scott Keillor, AICP

Saturday, April 21 | 2:45 p.m. - 4 p.m. 207

#NPC188130

Lessons in New Suburbanism

CM | 1.25

Activity Type: Educational Sessions

Washington, D.C., is transforming as aging, auto-dependent suburbs are being revitalized through new suburbanism. Presenting a data-driven approach to transforming sprawl into walkable, sustainable communities, this session will offer insight into and proven methods for suburban design success.

Casey Anderson | Brigg Bunker | Jennifer Russel | Gwen Wright

Saturday, April 21 | 2:45 p.m. - 4 p.m. R03

#NPC188131

Leveraging Partnerships to Increase Community Engagement

CM | 1.25

Activity Type: Educational Sessions

A new form of public engagement ramped up public participation in the Lexington, Kentucky, comprehensive planning process from hundreds to over 11,000 participants. Learn how partnerships with the local community foundation and chamber of commerce made "On the Table" happen.

Brandi Peacher | Lisa Adkins | Steve Stadler | Christopher Woodall, AICP

Saturday, April 21 | 2:45 p.m. - 4 p.m. R07

#NPC188138

Managing Heat Waves in Affordable Housing

CM | 1.25

Activity Type: Educational Sessions

Should there be a right to air conditioning? Affordable-housing residents are vulnerable during heat waves, which are increasing with global warming. A study of Elizabeth, New Jersey, shows how housing providers, city services, and social networks help residents imaginatively cope.

Gediminas Mainelis | Jennifer Senick | Cj Hart | Clinton Andrews, AICP

Saturday, April 21 | 2:45 p.m. - 4 p.m. R06

#NPC188212

Should Zoning Be Simple?

CM | 1.25

Activity Type: Educational Sessions

Hear zoning experts weigh in on some of the key tensions underlying efforts to simplify zoning. It may be time to put zoning on a diet, but is "lean coding" the answer?

Lee Einsweiler | Susan Henderson | Derick Berlage, AICP | David Morley, AICP

Saturday, April 21 | 2:45 p.m. - 4 p.m. R01

#NPC188217

Solve Big Problems with Small Data

CM | 1.25

Activity Type: Educational Sessions

As regulators of building and housing and tax assessors, cities are data gold mines. Learn approaches to harnessing data to inventory and take action on vacant property and unsafe buildings, as well as better map rental properties.

Rebecca Swanson | Chris Whong | Mark Wheeler, AICP

Saturday, April 21 | 2:45 p.m. - 4 p.m. 222

#NPC188219

Street Theater: Creating a Downtown District

CM | 1.25

Activity Type: Educational Sessions

Salt Lake City's Main and Regent District is the result of a public-private partnership that brought a 2,500-seat Broadway theater, a 25-story office tower, and a redesigned festival street to an area of the city rich with history and opportunity.

Jason Mathis | Lindsey Ferrari | Christine Richman, AICP | Danny Walz | Stephen Swisher

Saturday, April 21 | 2:45 p.m. - 4 p.m. R08

#NPC188230

Toilets in the Public Realm

CM | 1.25

Activity Type: Educational Sessions

Public toilets can be dirty, smelly, controversial, and costly. They are also absolutely necessary, especially in public parks and tourist areas and for people experiencing homelessness. Advocates, officials, and architects will discuss the challenges and opportunities of providing public toilets.

Emily Gable | Alisa Orduna | Bob Erlenbusch | Chelsea Richer, AICP

Saturday, April 21 | 2:45 p.m. - 5:15 p.m. 210

#NPC189001

Automated Vehicles: Effects on Urban Development

CM | 2.25

Activity Type: Deep Dive Sessions

This deep-dive charrette will highlight presentations from experts and in-depth conversations about how automated vehicles impact land use, physical city design, urban densification or sprawl, and local vitality and activity.

Caroline Rodier | Gerry Tierney | William Baumgardner | William Riggs, AICP | Joshua Karlin-Resnick | Nico Larco

Saturday, April 21 | 2:45 p.m. - 5:15 p.m. 219

#NPC189002

Building Blocks of a Sustainable Community

CM | 2.25

Activity Type: Deep Dive Sessions

This interactive workshop will provide a hands-on opportunity to learn about the principles of sustainable planning, design, and construction using LEED for Neighborhood Development as a framework.

Walker Wells, AICP | Jason Hercules | Michelle Pyne | Casey Studhalter

Saturday, April 21 | 2:45 p.m. - 5:15 p.m. 227

#NPC189004

Comprehensive Plan Standards for Sustaining Places

CM | 2.25

Activity Type: Deep Dive Sessions

Looking for new tools for your comprehensive planning process? Learn about APA's Comprehensive Plan Standards for Sustaining Places and take a deep dive into its resource toolkit. Apply the toolkit's standards and scoring system to a sample comprehensive plan.

Anna Read, AICP | Doug McDonald, AICP | Melissa Zornitta, AICP | Philip Berke | David Rouse, FAICP

Saturday, April 21 | 2:45 p.m. - 5:15 p.m. Great Hall B

#NPC189006

Drafting Content-Neutral Sign Codes

CM | 2.25

Activity Type: Deep Dive Sessions

 | 1.50

Considering a sign-code update? Explore case law, research, and analysis on the U.S. Supreme Court's ruling in *Reed v. Gilbert*, as well as two successful Louisiana case studies of comprehensive, content-neutral sign-code amendments.

Frank Duke, FAICP | Christopher Odinet | Brian Connolly | Evelyn Campo | Alexandra Carter, AICP

Saturday, April 21 | 2:45 p.m. - 5:15 p.m. 230

#NPC189008

Equitable, Community-Driven Climate Resilience Planning

CM | 2.25

Activity Type: Deep Dive Sessions

How do we accelerate the pace of implementing climate solutions to match the intensification of climate disruptions and their impacts on communities? Take part in a training on racially equitable, community-driven, climate-resilience planning principles, practices, and models.

Victoria Benson | Melissa Deas | Jared Genova | Shreya Shankar | Antonio Díaz | Eric Yurkovich

Saturday, April 21 | 4 p.m.

Saturday, April 21 | 4 p.m. - 5:30 p.m.

GIS Session - Location Analytics Build Resilient Communities

Activity Type: Ticketed Events

#NPC182992

CM | 1.50

Ticket Required

Regular \$25.00

Many planning organizations are overwhelmed with ever increasing amounts of data. Applying location analytics to that data will provide the context needed to give it meaning, which used to be limited to those that had desktop GIS software. This hands-on session will show how simpler web-based apps enable planning professionals to easily find patterns, gain situational awareness, explore what-if s

Saturday, April 21 | 4:15 p.m.

Saturday, April 21 | 4:15 p.m. - 5:30 p.m.

206

#NPC188002

CM | 1.25

A Holistic Approach to Downtown Revitalization

Activity Type: Educational Sessions

Learn about the innovative planning, development, financing, and marketing strategies used to transform a streetscape in beautiful Coral Gables, Fla. Mitigate the negative impacts of construction on merchants; and attract people to a revitalized downtown.

Javier Betancourt, AICP | Leonard Roberts | Francesca Valdes | Belkys Perez

Saturday, April 21 | 4:15 p.m. - 5:30 p.m.

223

#NPC188038

CM | 1.25

Career Pathways in Recovery and Resilience

Activity Type: Educational Sessions

The value of traditional planning skills and expertise is being realized in new ways within the arenas of disaster recovery and community resilience. Explore how planners have become invaluable resources to communities recovering from disasters.

John Zeanah, AICP | Colleen McHugh | Ted Guillot | Nathan Cataline

Saturday, April 21 | 4:15 p.m. - 5:30 p.m.

R07

#NPC188072

CM | 1.25

Dutch Dialogues and New Orleans: Impact?

Activity Type: Educational Sessions

The Dutch Dialogues grew organically out of the tangle of New Orleans post-disaster planning. With a new model of exploration, integration, and collaborative thinking, the dialogues showcased a new future for New Orleans. What was their real impact?

W. Paul Farmer, FAICP | David Waggoner | Jennifer Graeff, AICP | Dale Morris

Saturday, April 21 | 4:15 p.m. - 5:30 p.m.

R09

#NPC188108

CM | 1.25

How Soccer Is Changing American Cities

Activity Type: Educational Sessions

What is the impact of the soccer explosion on American cities? Engage in a lively back-and-forth dialogue with expert panelists on this relevant and timely topic.

John Shreve

Saturday, April 21 | 4:15 p.m. - 5:30 p.m.

R01

#NPC188117

CM | 1.25

Integrating Health into Climate Action Plans

Activity Type: Educational Sessions

Urban climate-action plans can benefit local public health, but the magnitude and population distribution benefits will vary among strategies. Explore methods, case studies, and lessons learned in assessing public-health benefits to shape climate-action plans.

Thomas Matte | Patrick Kinney | Adam Freed | Iyad Kheirbek

Saturday, April 21 | 4:15 p.m. - 5:30 p.m. 216

#NPC188118

International Approaches to Coastal Resilience

CM | 1.25

Activity Type: Educational Sessions

Planners worldwide face a need to increase the resiliency of their communities in the face of increasing coastal hazards. Hear about coastal-resiliency projects from six continents, with challenges and best practices shared.

Erick Dorrejo | Piet Dircke | Michael Schwebel | Amy Leitch | Michael Kolber

Saturday, April 21 | 4:15 p.m. - 5:30 p.m. R06

#NPC188149

Navigating the Winding Transportation-Planning Path

CM | 1.25

Activity Type: Educational Sessions

Can't find a form or don't know what step is next? The planning process is not as intimidating as you think. With the Arizona Department of Transportation's interactive transportation-planning training program, all project-development information is available within three mouse clicks.

Ermalinda Gene | Richard Powers | Rosalinda Federico | Vamshi Yellisetty, AICP | Phyllis Davis

Saturday, April 21 | 4:15 p.m. - 5:30 p.m. 222

#NPC188171

Planning Gulf Coast and Texas Downtowns

CM | 1.25

Activity Type: Educational Sessions

We have seen the blossoming of Texas's and Louisiana's downtowns; however, downtowns currently face challenges due to changes in living, working, and moving. Examine downtown development with the planning directors of New Orleans and three Texas cities (Houston, Austin, and Dallas).

Melissa Barry, AICP | Dustin Bullard | Lonnie Hoogeboom | Kurt Weigle | Zakcq Lockrem, AICP

Saturday, April 21 | 4:15 p.m. - 5:30 p.m. R08

#NPC188173

Planning Innovation on the Silicon Slopes

CM | 1.25

Activity Type: Educational Sessions

Utah's Silicon Slopes economy has grown rapidly, pressuring infrastructure and affordability. Given geographic constraints and funding limitations, how does the region approach policy and long-range infrastructure, economic development, and land-use planning to ensure "broad and equal access to opportunity"?

Erin Talkington | Jon Nepstad, AICP | Wilford Sommerkorn | Rae Smith, AICP

Saturday, April 21 | 4:15 p.m. - 5:30 p.m. R03

#NPC188215

Smart Tools for Recreation Planning

CM | 1.25

Activity Type: Educational Sessions

Recreation is essential to community physical, mental and social health yet recreation planning for urban-suburban areas is extremely challenging. Learn about new recreation guidelines, implemented by an interactive web tool, that offer creative solutions for recreation supply and demand.

Grace Fielder, AICP | Pamela Zorich | Christopher McGovern | Mary Beth O'Quinn

Saturday, April 21 | 4:15 p.m. - 5:30 p.m. R02

#NPC188224

The Future City: Yesterday, Today, Tomorrow

CM | 1.25

Activity Type: Educational Sessions

Jet packs, massive skyscrapers, pod houses...the future city has been imagined in countless ways. Using Atlanta as a case study, we will look at futures of the city — both past and present — to discuss our changing perspectives of the future metropolis.

Jonathan Tuley, AICP | Dennis Lovello | Carlos Perez | James Summerbell, AICP | Allison Stewart-Harris, AICP

Saturday, April 21 | 4:15 p.m. - 5:30 p.m. 207

#NPC188235

Transforming Health Through the Built Environment

CM | 1.25

Activity Type: Educational Sessions

Reaching out to different sectors beyond your own can be daunting. However, you may be surprised to find that other sectors are thirsty for meaningful partnerships too! Learn how different sectors in San Bernardino County, California, found each other.

Barbara Alejandre | Trudy Raymundo | Heather Wooten | Josh Lee

Saturday, April 21 | 4:15 p.m. - 5:30 p.m. 213

#NPC188251

What Color Is Your Horse?

CM | 1.25

Activity Type: Educational Sessions

Renowned experts in the fields of transit planning, economics, development, design, history, and vehicle technology will engage in debate questions raised by the autonomous vehicle in this century, while reflecting on the impact that the car had on the last.

Zabe Bent | Mark De La Vergne | Joseph Iacobucci | Kumar Kintala | Paul Knight, AICP | Martin Leung | Kevin Bopp | Jon Coleman | Aaron May, AICP

Saturday, April 21 | 6:30 p.m.

Saturday, April 21 | 6:30 p.m. - 8 p.m.

#NPC182301

Welcome Reception

Ticket Required

Regular \$0.00

Activity Type: Ticketed Events

All registrants are invited to the 2018 Welcome Reception. The National WWII Museum features a rich collection of artifacts that bring history to life. Tickets are free, but are required to attend the event as space is limited. You must add this activity to your schedule to guarantee your ticket to the reception. Once capacity is reached, tickets will be unavailable. Additional tickets may be

Saturday, April 21 | 6:30 p.m. - 8 p.m.

#NPC182307

Welcome Reception Additional Tickets

Ticket Required

Regular \$50.00

Activity Type: Ticketed Events

Join us at the National WWII Museum featuring a rich collection of artifacts that bring history to life. Tickets for the Welcome Reception are available for \$50 for guests of registrants. Space is limited. Once capacity is reached, tickets will be unavailable.

Sunday, April 22

Sunday, April 22 | 7:30 a.m.

Sunday, April 22 | 7:30 a.m. - 10:30 a.m.

#NPC180036

Bicycle Tour - Sustainability at Work in New Orleans

CM | 2.50

Activity Type: Mobile Workshops

Ticket Required

Regular \$70.00

Tour NOLA on bike and explore exciting planning projects that promote sustainability in the Crescent City. See the city like it is meant to be seen (on two wheels!) and learn from local planners along the way.

Sunday, April 22 | 7:30 a.m. - 5:30 p.m.

#NPC182303

Planning Leadership Institute

Ticket Required

Regular \$199.00

Activity Type: Ticketed Events

The Planning Leadership Institute (PLI) provides planning professionals with a full day of intensive training and professional reflection. PLI is designed to provide the skillsets and mindsets needed for planning professionals to exercise leadership, influence stakeholders, face challenges, and shape a legacy in your community. It is a once-a-year opportunity to connect with a select group of your

Theresa O'Donnell, AICP | S. Gail Goldberg, FAICP | John Rahaim | Gil Kelley, FAICP | Eric Klein

Sunday, April 22 | 7:30 a.m. - 5:30 p.m.

Planning Management Institute

Activity Type: Ticketed Events

The Planning Management Institute (PMI) provides an intensive, interactive developmental opportunity for people who manage, or will soon manage a public or private-sector planning department. This practical, lively, hands-on workshop has become a unique, once-a-year opportunity to network with peers and learn best practices from a team of experts with national reputations. Participants will learn

Janet Ruggiero, FAICP | Diana Mendes, AICP | Michael Blue, FAICP | Gary Winters

#NPC182306
Ticket Required
Regular \$199.00

Sunday, April 22 | 7:45 a.m.

Sunday, April 22 | 7:45 a.m. - 10:30 a.m.

Riverfront and Crescent Park Tour

Activity Type: Mobile Workshops

Tour the site of a new riverfront park, located on former wharves with connections to two of the city's older historic neighborhoods. Explore how the project has spurred development interest in the adjacent, formerly industrial squares while also raising concerns of neighborhood character change and gentrification.

#NPC180034
CM | 2
Ticket Required
Regular \$18.00

Sunday, April 22 | 8 a.m.

Sunday, April 22 | 8 a.m. - 2 p.m.

Oyster Reef Restoration with Coalition to Restore Coastal Louisiana

Activity Type: Mobile Workshops

Volunteer with the nation's largest oyster bed restoration program by bagging shells for use in a new oyster reef, south of New Orleans. Coastal scientists and local planners will highlight challenges facing the coast and the benefits of habitat restoration.

#NPC180052
CM | 5.50
Ticket Required
Regular \$71.00

Sunday, April 22 | 8 a.m. - 4 p.m.

Tammany Trace Bicycle Ride

Activity Type: Mobile Workshops

Take a 12.2-mile bicycle ride along the Covington Tammany Trace, a 2017 inductee in the Rail-to-Trails Hall of Fame, from historic downtown Covington to historic lakefront Mandeville. Discuss transportation, historic preservation, and flood mitigation issues en route.

#NPC180038
CM | 6.50
Ticket Required
Regular \$124.00

Sunday, April 22 | 8:15 a.m.

Sunday, April 22 | 8:15 a.m. - 10:45 a.m.

GIS Session - Planning for Sustainable Economic Development

Activity Type: Ticketed Events

Many times, economic development decisions are made exclusively by EDOs putting planners in a reactive mode. This hands-on session utilizes web-based tools to analyze demographic, socio-economic, and business data to better understand the overall characteristics and needs of the community and make better policy decisions in regards to developing and expanding existing business and efforts to recruit

#NPC182993
CM | 1.50
Ticket Required
Regular \$25.00

Sunday, April 22 | 8:30 a.m.

Sunday, April 22 | 8:30 a.m. - 9:45 a.m. R02

#NPC188005

CM | 1.25

Actively Engaging Latinos in Planning

Activity Type: Educational Sessions

Latino communities often take community development into their own hands with active placemaking often referred to as "Latino urbanism." Learn how to tap into this energy to activate and engage Latinos in planning processes.

Andrea Garfinkel-Castro | Cecilia Giusti | James Rojas | Edna Ledesma | Iris Garcia Zambrana, AICP

Sunday, April 22 | 8:30 a.m. - 9:45 a.m. R09

#NPC188014

CM | 1.25

Anchor Districts: The New Downtown

Activity Type: Educational Sessions

Anchor districts provide many cities with a job center rivaling their central business district. Hear how anchor districts are re-positioning themselves with mixed uses, multi-modal transportation, and services to be their cities' next great places.

Christopher Ronayne, AICP | Lisa Clarke | David Fields, AICP

Sunday, April 22 | 8:30 a.m. - 9:45 a.m. R08

#NPC188028

CM | 1.25

Boost Your Cross-Cultural Awareness and Skills

Activity Type: Educational Sessions

In a continually diversifying nation, we must boost our cross-cultural competence. How can we be inclusive in cultivating new planners, stakeholders, and community leaders? Learn how to build cultural competencies in our workplaces and ourselves.

Diana Graizbord | Maria Jose Norero | Lisa Corrado, AICP

Sunday, April 22 | 8:30 a.m. - 9:45 a.m. 227

#NPC188051

CM | 1.25

Conducting Neighborhood Mobility Audits

Activity Type: Educational Sessions

Access, Access, Access. Do residents in your community have access to jobs and essential services? Participate in this interactive session to learn how to evaluate resident mobility as well as identify and fund transportation improvements.

Xiomara Meeks | Lauren Brooks, AICP | Kasey Cursey, AICP | Adam Purcell, AICP

Sunday, April 22 | 8:30 a.m. - 9:45 a.m. R03

#NPC188063

CM | 1.25

Denveright: Turning Citywide Challenges into Innovation

Activity Type: Educational Sessions

Courage, persistence, and humor are key to innovation. Learn about Denveright, a citywide planning initiative that engaged Denver's passionate city builders. Hear about project victories and challenges.

Gordon Robertson | Emily Snyder, AICP | Caryn Champagne

Sunday, April 22 | 8:30 a.m. - 9:45 a.m. 219

#NPC188077

CM | 1.25

Embodied Culture and Resilient Neighborhoods

Activity Type: Educational Sessions

Help define the concept of embodied culture from an urban-planning perspective. Two case studies from revitalizing historic neighborhoods in Salt Lake City are used as examples to illustrate the concept.

Stephen Goldsmith | Susan Petheram, AICP

Sunday, April 22 | 8:30 a.m. - 9:45 a.m. 216 #NPC188135
Louisiana's Strategic Adaptations for Future Environments CM | 1.25

Activity Type: Educational Sessions

The State of Louisiana received a \$40 million federal grant for Louisiana's Strategic Adaptations for Future Environments (LA SAFE), a planning framework designed to use future land-loss and flood-risk data to encourage better land-use and development strategies.

Dakota Fisher | Barbara Hill | David Waggoner | Monica Farris | Liz Williams | Mathew Sanders, AICP

Sunday, April 22 | 8:30 a.m. - 9:45 a.m. 222 #NPC188142
Millennials and the Changing Community CM | 1.25

Activity Type: Educational Sessions

Explore trends in millennial preferences and their effect on communities. Examine interventions within the built environment and planning processes that appeal to millennials, thereby empowering you to build inclusive, vibrant cities.

Katherine Poppel | Ellen Forthofer | Lucas Lindsey | Nicholas Chen, AICP | Jonathan Tarr

Sunday, April 22 | 8:30 a.m. - 9:45 a.m. #NPC188162
Planning Dockless Bike-Share Systems CM | 1.25

Activity Type: Educational Sessions

Dockless bike-share is on a roll, but is it an advance for ubiquitous, on-demand travel or "mobility spam"? This session looks at planning and policy techniques to integrate dockless bike-share into your campus or city's transportation system.

Jean Crowther, AICP | Andrew Savage | Kyle Rowe | Lisa Nisenson

Sunday, April 22 | 8:30 a.m. - 9:45 a.m. R01 #NPC188163
Planning England's New Garden Cities CM | 1.25

Activity Type: Educational Sessions

Examine Ebenezer Howard's "garden city" movement reimagined for the 21st Century as England plans for growth through 20 garden towns and villages. Compare and contrast this effort with America's current approach to planning for strategic development.

John Fregonese | Simon Payne | Jonathan Goodall | Troy Hayes, AICP

Sunday, April 22 | 8:30 a.m. - 9:45 a.m. 207 #NPC188193
Reimagining Aging in Community CM | 1.25

Activity Type: Educational Sessions

Our aging population demands our attention. Is your community ready? Explore new pathways that include a future with "mobility as a service," innovative tools to finance aging, and smart initiatives for cost-effective service delivery for successful aging-in-community.

Mildred Warner | Rodney Harrell | Candace Robinson | Ramona Mullahey

Sunday, April 22 | 8:30 a.m. - 9:45 a.m. R07 #NPC188207
School Choice: Planning Lessons from NOLA CM | 1.25

Activity Type: Educational Sessions

The school choice debate impacts where schools are located and how students get to school, as well as racial/economic segregation. What lessons can we learn from NOLA's experience?

Kyle Wedberg | Ellen Lee | Lona Hankins | Karran Harper Royal | Shannon Jaax, AICP

Sunday, April 22 | 8:30 a.m. - 9:45 a.m. 206

#NPC188229

To the Next Level (of Service)

CM | 1.25

Activity Type: Educational Sessions

After more than 50 years as the industry standard, auto-oriented level of service is falling out of favor across the transportation community. Learn about innovations in multimodal transportation-performance evaluation from those leading the charge to change this outdated paradigm.

Patrick Lynch, AICP | Michelle DeRobertis | Chris Ganson | Harrison Peck, AICP

Sunday, April 22 | 8:30 a.m. - 10 a.m. R05

#NPC188126

BETTMAN SESSION: Law and Planning for Climate Change

CM | 1.50

L | 1.50

Activity Type: Educational Sessions

Legal cases, regulations, and policies across many states are raising new liability for those involved in climate-adaptation planning. Explore these newly evolving issues and examine their legal implications through real-life case studies.

Rhonda Haag | Jennifer Jurado | Thomas Ruppert | Erin Deady, AICP

Sunday, April 22 | 8:30 a.m. - 10 a.m. Great Hall B

#NPC188085

Ethics Cases of the Year

CM | 1.50

E | 1.50

Activity Type: Educational Sessions

Learn about common types of ethical scenarios faced by professional planners, based on real-life examples from the past year.

Denise Harris, AICP | Graham Billingsley, FAICP | James Peters, FAICP

Sunday, April 22 | 8:30 a.m. - 10 a.m. R06

#NPC188150

New Park Development in San Francisco

CM | 1.25

Activity Type: Educational Sessions

Learn how San Francisco leveraged the efforts of multiple city agencies, community groups, and nonprofit organizations to increase parks in already-dense parts of the city through site selection and financing opportunities while focusing on community support.

Alejandra Chiesa | Drew Boecher | Susan Exline | Robin Havens | Stacy Radine Bradley, AICP

Sunday, April 22 | 8:30 a.m. - 11:30 a.m.

#NPC180001

Advocacy and Action: NOLA Transit Tour

CM | 2.50

Ticket Required

Regular \$20.00

Activity Type: Mobile Workshops

Explore local transit with the advocacy organization Ride New Orleans. See firsthand how public engagement and community action have impacted transit investments, including the Algiers Ferry terminal, downtown transit hub, Cemeteries Transit Center, and the RTA strategic mobility plan.

Sunday, April 22 | 8:30 a.m. - 9:45 p.m. 223

#NPC188236

Transforming Retail Economics of Neighborhood Development

CM | 1.25

Activity Type: Educational Sessions

Explore how the Chicago TREND project uses sophisticated online survey techniques, cutting-edge analytics and modeling, and interactive data visualizations to identify neighborhoods where retail investments can spur improvements in commercial areas and neighborhoods.

Peter Angelides, AICP | Lyneir Richardson | Daniel Miles

Sunday, April 22 | 9 a.m.

Sunday, April 22 | 9 a.m. - 10:15 a.m.

#NPC184032

Legislative Forum

Activity Type: Meetings

Sunday, April 22 | 9 a.m. - noon

#NPC181003

New Orleans Orientation Tour - 3

Ticket Required

Regular \$40.00

Activity Type: Orientation Tours

New Orleans is a city of great neighborhoods. This three-hour bus tour will highlight the history and unique character of each as well as planning highlights and other points of interest. A must see for first timers and return visitors. Space is limited. Registration is required.

Sunday, April 22 | 9 a.m. - 7 p.m.

#

Exhibit Hall Open

Activity Type: Educational Sessions

Sunday, April 22 | 10:30 a.m.

Sunday, April 22 | 10:30 a.m. - noon

#NPC182994

GIS Session - The Necessity of 3D in Your Comprehensive Plan

CM | 1.50

Activity Type: Ticketed Events

Ticket Required

Regular \$25.00

This hands-on session utilizes the latest 3D web-based GIS technology to support long range planning with examples from around the world. You will learn how to effectively introduce 3D into your planning workflows and how to easily share major elements of your strategic plan and ongoing development projects with decision makers and the public for comment.

Sunday, April 22 | 10:30 a.m. - 1 p.m.

#NPC184002

Delegate Assembly

Activity Type: Meetings

This annual convening brings together delegates from APA chapters to shape the organization's positions on issues central to building communities of lasting value. This session is an open listening opportunity for all conference attendees.

Sunday, April 22 | 10:30 a.m. - 1 p.m.

#NPC184033

Delegate Assembly

Activity Type: Meetings

Sunday, April 22 | 10:45 a.m.

Sunday, April 22 | 10:45 a.m. - noon 219

#NPC188004

Accessible Public Agencies Through Better Forms

CM | 1.25

Activity Type: Educational Sessions

Dig deep into best practices for designing and evaluating land-use and building-permit forms and applications, a crucial point of contact between public agencies and communities.

Caroline Mellor | Michael Johnduff | Kelsey Zlevor | Dana Nichols | Maureen Jackson | Brianna Nicoletto | Ethan Stuckmayer

Sunday, April 22 | 10:45 a.m. - noon 206

#NPC188006

Addressing Future Unknowns with Scenario Planning

CM | 1.25

Activity Type: Educational Sessions

Scenario planning helps planning professionals prepare for an uncertain future. Learn how to develop a shared vision for the present and future by analyzing forces impacting planning issues such as health, transportation, land use, the economy, and the environment.

Arnab Chakraborty, AICP | James Garland | Jeremy Stapleton | Janae Futrell, AICP

Sunday, April 22 | 10:45 a.m. - noon R07

#NPC188009

Affordable Housing in Multimillion-Dollar Markets

CM | 1.25

Activity Type: Educational Sessions

Examine the extraordinary housing affordability barriers in seasonal-vacation communities: from fair housing for seasonal employees to jobs-housing balance for year-round workers. Case studies focus on New England resort areas, placed in the context of national trends and innovations.

Gwen Miller, AICP | Adam Turner | Andrew Vorce, AICP | Heather Harper | Judith Barrett

Sunday, April 22 | 10:45 a.m. - noon 216

#NPC188012

Aligning Consent Orders and Community Needs

CM | 1.25

Activity Type: Educational Sessions

Philadelphia and Detroit are working to balance the need for stormwater investments with affordability for ratepayers. Learn how planners are leveraging green stormwater-infrastructure practices and incentives to help property owners reduce their bills, enhance neighborhoods, and meet environmental mandates.

Ceara O'Leary | Karen Sands, AICP | Avery Livengood, AICP

Sunday, April 22 | 10:45 a.m. - noon R01

#NPC188015

Anticipatory Governance: Planning for High Uncertainty

CM | 1.25

Activity Type: Educational Sessions

An emerging planning paradigm — anticipatory governance — is being used address issues of high uncertainty, discarding "predict and plan" in favor of "anticipate and adapt." Case examples for public policy will be discussed.

Douglas Frost, AICP | Sarah More, FAICP | None None

Sunday, April 22 | 10:45 a.m. - noon 207

#NPC188018

Austin Sidewalks: Planning, Assessment, and Execution

CM | 1.25

Activity Type: Educational Sessions

Sidewalk networks provide access to transit, increase transportation equity, help control air pollution and traffic congestion, and improve quality of life. Learn how Austin's sidewalk and Safe Routes to School programs use GIS tools for analysis, planning, and project management.

Alisha Pena | Justin Norvell | Daniel Haverlah | John Eastman, AICP | Coleen Gentles

Sunday, April 22 | 10:45 a.m. - noon R09

#NPC188049

Complete Streets: Regional Planning, Local Implementation

CM | 1.25

Activity Type: Educational Sessions

The Metro-Orlando area of Florida consistently ranks at or near the top of the "Dangerous by Design" list for pedestrian safety. Learn how Central Florida is working to reverse dangerous trends by planning for and implementing complete streets.

Kelly Brock | Nickalus Lepp, AICP CTP | Paul Smith | Emily Hanna, AICP

Sunday, April 22 | 10:45 a.m. - noon 210

#NPC188067

Diversity in Practice

CM | 1.25

Activity Type: Educational Sessions

This session will showcase perspectives from a planner, interior designer/architect, and public-health professional on methods to increase diversity in planning processes and policy decisions.

Bakeyah Nelson | Latoya Nelson Kamdang | Kelly Porter, AICP

Sunday, April 22 | 10:45 a.m. - noon R06

#NPC188075

Economic Development = Integrated Planning, Infrastructure, and Finance

CM | 1.25

Activity Type: Educational Sessions

Learn from a planner and developer how to integrate urban design, transportation infrastructure, real-estate development and innovative infrastructure finance to create environments that attract talent and employers who collectively seek vibrant, mixed-use, and mobility-rich environments.

Scott Polikov, FAICP | Brandon Palanker

Sunday, April 22 | 10:45 a.m. - noon 230

#NPC188079

Engagement Strategies for Hard-to-Reach Communities

CM | 1.25

Activity Type: Educational Sessions

How do you engage millennials, non-English speakers, and others who don't typically get involved in the planning process? Hear about strategies — from interactive maps to pop-up events — for reaching the under-represented and encouraging passion for shaping the future of their communities.

Jessica McVary, AICP | Natali Fani-Gonzalez | Bridget Schwiesow

Sunday, April 22 | 10:45 a.m. - noon R02

#NPC188092

Fostering Global Exchange in Sustainable Cities

CM | 1.25

Activity Type: Educational Sessions

How can planners identify best practices to inform their work from beyond international borders? This session provides examples of climate-resiliency-related information exchange and project implementation based on relationships between German and American planners and officials.

Richard Lawrence, AICP | Dale Madearis | Katherine Gerbes, AICP | Max Gruenig | Michael Swidrak, AICP

Sunday, April 22 | 10:45 a.m. - noon R08

#NPC188113

Inclusively Engaged: Mississippi Delta to Dubuque

CM | 1.25

Activity Type: Educational Sessions

Planning well means planning inclusively! To reach the underrepresented, we must take the plan to the community. Cities as diverse as Greenville, Mississippi, and Dubuque, Iowa, sought these voices. Learn the inspiring results of their inclusive community engagement.

Michael Hoffman, AICP | Carlon Williams | Laura Carstens | Robert Barber, FAICP

Sunday, April 22 | 10:45 a.m. - noon 223

#NPC188116

Innovation in Planning Education and Accreditation

CM | 1.25

Activity Type: Educational Sessions

Have planning programs been able to adapt, evolve, and innovate? Has accreditation been a motivator or barrier to this effort? Share your ideas with the Planning Accreditation Board on how accreditation can foster innovation in education and the profession.

Zenia Kotval, FAICP | Alexander Lieber, AICP | Connie Ozawa | Edward Goetz | Bruce Knight, FAICP

Sunday, April 22 | 10:45 a.m. - noon R03

#NPC188133

Linking Water and Land-Use Planning

CM | 1.25

Activity Type: Educational Sessions

Got water? Need to guide growth and ensure resilient supply? States are passing innovative legislation, and local jurisdictions are acting to ensure their supplies are reliable and resilient. Learn about innovative approaches to integrating water and land-use planning.

Brandon Ruiz | Pete Parkinson, AICP | Anne Miller, AICP | Brad Hill | Jim Holway, FAICP

Sunday, April 22 | 10:45 a.m. - 12:15 p.m. 227

#NPC188016

Art, Mitigation, and Planning, Oh My!

CM | 1.25

Activity Type: Educational Sessions

Art anchors our existence as human beings. Fostering its creation by individuals and industries leads to a vibrant, connected community with a healthy economy. Learn how to integrate a non-traditional element into master planning.

Lori Foley | Joseph Barris, AICP | John Heide, AICP

Sunday, April 22 | 10:45 a.m. - 12:15 p.m. R05

#NPC188106

BETTMAN SESSION: Housing, Health Equity, and Local Control

CM | 1.25

L | 1.50

Activity Type: Educational Sessions

"Local control," the newfound religion among progressive cities, has roots in strategies once used to combat reconstruction and civil rights. Is local control the antidote to state interference with laws aimed at achieving affordable housing and health equity? Find out.

Tyler Bump | Saneta devuono-powell | Demetria McCain | Benjamin Winig

Sunday, April 22 | 10:45 a.m. - 12:15 p.m. 213

#NPC188060

Deep Roots in Planning Ethics

CM | 1.25

E | 1.50

Activity Type: Educational Sessions

Ethical roots are inherent to the planning profession and strengthened with experience and regular discussion. This session provides a fun-filled primer on the importance of the AICP Code of Ethics, with an interactive exploration of potential ethical challenges in planning.

Erica Heller, AICP | Abram Barge, AICP | Tareq Wafaie, AICP

Sunday, April 22 | 10:45 a.m. - 12:15 p.m. Great Hall B

#NPC188902

Fast, Funny, and Passionate 2

CM | 1.25

Activity Type: Fast, Funny, and Passionate

These seven bite-sized presentations capture the flavor of today's planning by making you laugh — and think. This grouping is ideal for those interested in learning about the different types of people and places that make planning such a dynamic and interesting profession.

Roberta Fox | Steve Sievers, AICP | Ryan Walsh, AICP | Nicholas Chen, AICP | Travis Crane | Shannon Hake, AICP | Douglas Hammel, AICP | George Proakis, AICP

Sunday, April 22 | 12:45 p.m.

Sunday, April 22 | 12:45 p.m. - 2:15 p.m.

#NPC182995

GIS Session - Bringing Geography to Design

CM | 1.50

Activity Type: Ticketed Events

Ticket Required

Regular \$25.00

When creating designs for development, often one scenario is not enough. In this hands-on workshop, we'll utilize a web-based app to design, analyze, and report on planning alternatives and scenarios. This combines web-based analytics, sketching tools, and dashboards to help you visualize design impacts in real time. Without being a GIS expert, you will learn how to assess data, define key perform

Sunday, April 22 | 12:45 p.m. - 3 p.m.

New Orleans Revitalized: The Biomedical District

Activity Type: Mobile Workshops

New Orleans is bouncing back, and many of the planning strategies that have revitalized the city can be applied to other communities. Learn how during this tour of the booming biomedical district.

#NPC180029
CM | 1.50
Ticket Required
Regular \$39.00

Sunday, April 22 | 1 p.m.

Sunday, April 22 | 1 p.m. - 2:15 p.m. R06

Affordable Housing Plans in Action

Activity Type: Educational Sessions

New Orleans and New York City are working to harness grassroots policy activism and mandatory inclusionary zoning to chip away at affordable-housing shortages. Explore how governments have interfaced with community-led affordability plans in each city.

Matthew Washington | Simon Kawitzky | Andreanecia Morris | Robert Rivers | Adam Lubinsky, AICP | Cashaura Hill | Cristina Ungoreanu, AICP

#NPC188010
CM | 1.25

Sunday, April 22 | 1 p.m. - 2:15 p.m. 227

Beyond the Finish Line: Implementing Plans

Activity Type: Educational Sessions

Are you tired of your comprehensive plan sitting on the shelf and gathering dust? This interactive session provides planning case studies and best practices from communities that have taken on the challenge of implementing their plans.

Scott Ramage, AICP | Alex Hoffman, AICP | Leigh Anne King, AICP | Nathaniel Baker, AICP

#NPC188024
CM | 1.25

Sunday, April 22 | 1 p.m. - 2:15 p.m. 216

Bread and Butter: Planning for Farms

Activity Type: Educational Sessions

Planning for farms and food is a bread-and-butter issue. Forecast impacts of climate change and development, discover if your community is farm-friendly, and learn how an Iowa county preserved farmland and protected farms.

Timothy Huey | David Theobald | Julia Freedgood

#NPC188029
CM | 1.25

Sunday, April 22 | 1 p.m. - 2:15 p.m. 210

Bridging the Gap

Activity Type: Educational Sessions

Legare Bridge in Charleston, S.C., provides a critical link to the city's downtown — but only if you're driving. After years of effort, what will finally change that? Hear from four perspectives: city leadership, local advocate, neighboring suburbia, and regional planning.

Joshua Martin, AICP | Katherine Zimmerman | G. Wade Walker | Jean Crowther, AICP

#NPC188031
CM | 1.25

Sunday, April 22 | 1 p.m. - 2:15 p.m. 222

Building Resilience: Cities Taking Action

Activity Type: Educational Sessions

How are cities putting their climate-resilience plans into action? Delve into the actions that resilience officers and planners from four communities have taken to address climate change impacts.

George Homewood, FAICP | Benjamin McFarlane, AICP | Jared Genova | Susanne Torriente | Marcia Tobin, AICP

#NPC188035
CM | 1.25

Sunday, April 22 | 1 p.m. - 2:15 p.m. R09

#NPC188036

Can Billboards Be Placemakers?

CM | 1.25

Activity Type: Educational Sessions

Bring light, art, and activity to the public realm! Learn how outdoor media and public-private partnerships can create unique experiences at urban spaces in New York's Times Square, West Hollywood's Sunset Strip, the Denver Theater District, and Atlanta's downtown.

David Ehrlich | Blaine Merker | Sarah Lejeune | Pete Scantland | Bianca Siegl

Sunday, April 22 | 1 p.m. - 2:15 p.m. 206

#NPC188037

Can Land-Use Decisions Prevent Violence?

CM | 1.25

Activity Type: Educational Sessions

Violence is preventable, yet it is pervasive in too many communities. Explore how planners and people working in violence prevention, public health, and related fields can proactively collaborate to create safer neighborhoods for all.

Yvette Lopez-Ledesma | D'Artagnan Scorza | Randal Henry | Roxan Rivas

Sunday, April 22 | 1 p.m. - 2:15 p.m. 223

#NPC188047

Community Outreach Through Student Engagement

CM | 1.25

Activity Type: Educational Sessions

Learn about the showcase program "Green City Design Challenge," which empowers students to create solutions for environmental challenges within their communities while providing valuable data and insights for planners.

Christopher Blough | Alexandra Mooskin

Sunday, April 22 | 1 p.m. - 2:15 p.m. 207

#NPC188076

Elephants Helped Us Revive Our Committee

CM | 1.25

Activity Type: Educational Sessions

This is an opportunity to learn from a successfully revived committee on a very important and challenging topic. Representation and equity are critical to our work but unfortunately are not topics that are often discussed on the national stage.

Catherine Nguyen | Daphne Lundi | Giovania Tiarachristie | Tiffany-Ann Taylor

Sunday, April 22 | 1 p.m. - 2:15 p.m. R08

#NPC188083

Equity in Regional Planning

CM | 1.25

Activity Type: Educational Sessions

All regional planning agencies can (and should) grapple with issues of equity and inclusion. Discover a range of frameworks and tools to do so.

Elizabeth Scott, AICP | Brad Calvert | Elizabeth Starling | Shoshana Akins | Andrew Williams-Clark, AICP

Sunday, April 22 | 1 p.m. - 2:15 p.m. Great Hall B

#NPC188903

Fast, Funny, and Passionate 3

CM | 1.25

Activity Type: Fast, Funny, and Passionate

These seven bite-sized presentations will both entertain and inform you, capturing the flavor of today's planning by making you laugh — and think. This grouping is ideal for those interested in learning about how transportation, mobility, and technology impact the world we live in.

Tareq Wafaie, AICP | Rebecca Steckler, AICP | Mark Berger, AICP | Nikolas Davis | Mark Gander, AICP | Christopher Koontz, AICP | Danielle Berger, AICP

Sunday, April 22 | 1 p.m. - 2:15 p.m. R02

#NPC188093

Freight and the City

CM | 1.25

Activity Type: Educational Sessions

Truck deliveries are on the rise, but available infrastructure in most cities is limited. Explore strategies for livable cities in design, policy, and technology: off-hour deliveries, redesign of streets and curbs, and parking technology.

Craig Toocheck | Mary Catherine Snyder | Susan McSherry | Tom Visee, AICP

Sunday, April 22 | 1 p.m. - 2:15 p.m. R03

#NPC188115

Innovation Districts in the New Suburbia

CM | 1.25

Activity Type: Educational Sessions

Much has recently been written about the innovation district, areas where anchor institutions and companies both locate to connect with start-ups and growth-stage firms. How can the suburbs, which once hosted research parks, be transformed into these job-producing districts?

Margaret Walker, AICP | John Skach, AICP | Shuprotim Bhaumik | Jee Mee Kim, AICP

Sunday, April 22 | 1 p.m. - 2:15 p.m. R01

#NPC188123

JAPA: Research That Matters

CM | 1.25

Activity Type: Educational Sessions

Learn what the "Journal of the American Planning Association" has to say on topics like informal housing, networks of local plans, AirBNBs, declining auto traffic, "makers" in the local economy, mega-event planning, and urban agriculture and food justice.

Eva Kassen-Noor | Laura Wolfe-Powers | Jake Wegmann | Philip Berke | Nichole Gurran | Michael Manville | Sandra Rosenbloom

Sunday, April 22 | 1 p.m. - 2:15 p.m. R07

#NPC188137

Making Urban Microgrids a Reality

CM | 1.25

Activity Type: Educational Sessions

Microgrids aren't just for campuses any more. Learn how cities and utilities are paving the way to make community (multi-facility) microgrids and other energy-resilience solutions a reality in dense urban areas.

William Abolt | Timothy Burroughs | Melissa Higbee | Louise Yeung

Sunday, April 22 | 1 p.m. - 2:15 p.m. 230

#NPC188139

Managing Public Expectations Following a Disaster

CM | 1.25

Activity Type: Educational Sessions

How do you communicate key programmatic information to your constituents following a massive disaster? This session will provide lessons learned about communication in the wake of a disaster or crisis, and how to mitigate the potential challenges.

William Rachal | T. Bradley Keith | Kimberly Poorbaugh | Carvel Holton, AICP

Sunday, April 22 | 1 p.m. - 2:15 p.m. 219

#NPC188155

Optimizing Your Own Professional Development Strategy

CM | 1.25

Activity Type: Educational Sessions

Are you meeting your career ambitions or expectations? Do you need some insight or suggestions for improvement? This session will feature small facilitated group discussions designed to help participants provide structure to and achieve their professional development goals.

John Asuncion | Jason Rogers, AICP | Philip Chu | Regina Dean | Richard Rojas, AICP

Sunday, April 22 | 1 p.m. - 2:15 p.m. 213

#NPC188165

Planning for Autonomous Vehicles

CM | 1.25

Activity Type: Educational Sessions

Autonomous vehicles will begin to revolutionize mobility in communities across the nation by 2020. This session will present the latest research from APA, along with examples of places that are introducing shared autonomous vehicles to reshape development.

Nico Larco | David Dixon | Lisa Nisenson | David Rouse, FAICP

Sunday, April 22 | 1 p.m. - 4 p.m.

#NPC181004

New Orleans Orientation Tour - 4

Ticket Required

Regular \$40.00

Activity Type: Orientation Tours

New Orleans is a city of great neighborhoods. This three-hour bus tour will highlight the history and unique character of each as well as planning highlights and other points of interest. A must see for first timers and return visitors. Space is limited. Registration is required.

Sunday, April 22 | 1:15 p.m.

Sunday, April 22 | 1:15 p.m. - 6 p.m.

#NPC180031

Providing Equitable Access to Bayou Sauvage

CM | 4

Ticket Required

Regular \$55.00

Activity Type: Mobile Workshops

For many urban hubs, federal lands serve as the only touch point with nature/the community green space. Tour and canoe at the Bayou Sauvage National Wildlife Refuge to learn how the U.S. Fish and Wildlife Service is working to provide equitable access to these lands.

Sunday, April 22 | 1:30 p.m.

Sunday, April 22 | 1:30 p.m. - 4:30 p.m.

#NPC180008

Cultural Planning in New Orleans Neighborhoods

CM | 2.50

Ticket Required

Regular \$70.00

Activity Type: Mobile Workshops

Urban planning and culture in New Orleans have a troubled history. But recently a group of musicians, traditional culture bearers, and urban planners has been working to create better cultural policy. As New Orleans changes, will it be enough? Explore these changes in this mobile workshop.

Sunday, April 22 | 1:45 p.m.

Sunday, April 22 | 1:45 p.m. - 4 p.m.

#NPC180032

Public Art & Placemaking in NOLA

CM | 2

Ticket Required

Regular \$60.00

Activity Type: Mobile Workshops

Public art and civic design reflect the values of our communities and chart our cultural history for generations to come. Tour public-art sites around New Orleans while learning about past and current programming, as well as the process of monument removal.

Sunday, April 22 | 2:30 p.m.

Sunday, April 22 | 2:30 p.m. - 4 p.m.

#NPC182996

GIS Session - Story Maps: How to Tell the Story of Your Community

CM | 1.50

Ticket Required

Regular \$25.00

Activity Type: Ticketed Events

Maps have always been a way to tell a story about data but often benefit from additional content, such as videos, images, and text. In this hands-on session, we'll show how to take that story to the next level. With no programming and no GIS knowledge, we'll show how ready-made templates can be used to tell a story about the assets of your community on the web, so that your map and media convey

Sunday, April 22 | 2:30 p.m. - 5 p.m.

#NPC184014

Big City Planning Directors Meeting (Invite Only)

Activity Type: Meetings

Sunday, April 22 | 2:45 p.m.

Sunday, April 22 | 2:45 p.m. - 4 p.m. 207

#NPC188020

Becoming AICP: Advice from Credentialed Members

CM | 1.25

Activity Type: Educational Sessions

This is an interactive opportunity to pick the brain of individuals who recently became AICP- since they just took the exam, they will share what they may have done differently to prepare for the exam and what the exam experience is really like.

Felicia Braunstein | Alex Wallach, AICP | Jennifer Graeff, AICP | Eric Roach

Sunday, April 22 | 2:45 p.m. - 4 p.m. R09

#NPC188022

Beyond 9-to-5: Transforming Central Business Districts

CM | 1.25

Activity Type: Educational Sessions

Is your downtown empty and dull after 5 p.m. and on the weekends? Learn how planners and business-district pros in Boston, New Orleans, and Washington, D.C. are working to transform their central business districts into vibrant mixed-use hubs.

Rosemarie Sansone | William Bradshaw | Lee Dwyer

Sunday, April 22 | 2:45 p.m. - 4 p.m. 206

#NPC188039

Catalyzing Coastal Change via Competition

CM | 1.25

Activity Type: Educational Sessions

Explore how lifting the constraints of a traditional solicitation process can make way for ideas that change standard practices. Build momentum and support for improvements while adding exciting new tools to your repertoire.

Sarah Tracy | Jay Estes, AICP | Carolyn Martin | Kimberly Miller, AICP

Sunday, April 22 | 2:45 p.m. - 4 p.m. 216

#NPC188040

Cities, Public Space, and Autonomous Vehicles

CM | 1.25

Activity Type: Educational Sessions

Unlike recent auto/tech industry-dominated discussions of autonomous vehicles — focused on technology, traffic, safety, adoption rates, or economic impact — this panel addresses public space and how cities, designers, engineers, and others can build a civic agenda, create tools, and set priorities.

Eric Rothman | Karina Ricks | Samuel Frommer, AICP | Jack Robbins

Sunday, April 22 | 2:45 p.m. - 4 p.m. R05

#NPC188069

Docudrama for Catalyzing Complete Streets Conversation

CM | 1.25

Activity Type: Educational Sessions

"The Right of Way" tells the story of a fallen cyclist's impact on the loved ones he left behind, intertwined with the history of the car's rise and role in daily life. Learn how to engage your community through artistic interpretation.

Thomas Murray | Michael Stapor

Sunday, April 22 | 2:45 p.m. - 4 p.m. R08

#NPC188084

Essential Techniques for Successful Public Engagement

CM | 1.25

Activity Type: Educational Sessions

Explore effective public-participation strategies. Learn how to identify and respond to key issues related to public input. Presenters will demonstrate techniques, and participants will then test them.

Susan Hopkins, AICP | Tanya Zwahlen, AICP

Sunday, April 22 | 2:45 p.m. - 4 p.m. 223

#NPC188090

Form Follows Finance: Unplugging Economic Barriers

CM | 1.25

Activity Type: Educational Sessions

This session is a must for anyone interested in the intersection of economic development, smart growth, and regional infrastructure development. Come learn cutting-edge applications of geo-design and ninja policy moves.

Carlee Alm-LaBar | Josh McCarty | Geoff Dyer | Joseph Minicozzi, AICP

Sunday, April 22 | 2:45 p.m. - 4 p.m. R02

#NPC188102

Harnessing Gentrification's Momentum Towards Social Impact

CM | 1.25

Activity Type: Educational Sessions

America's cities are undergoing a resurgence after decades of decline. But poor families, often swept up in gentrification's wake, grapple with issues of housing insecurity/displacement. Learn how Pittsburgh, Philadelphia, Oakland (California), and Atlanta are harnessing gentrification's momentum towards social-impact projects/policies.

Gregory Heller | Jessica Smith-Perry | John Gibbs | Amon Martin | Woo Kim, AICP

Sunday, April 22 | 2:45 p.m. - 4 p.m. R01

#NPC188112

Inclusive Food Economy: Greater Than Access

CM | 1.25

Activity Type: Educational Sessions

Often food planning focuses on access to fresh food provided by national grocers. This session expands this purview to include food incubators, carryout restaurants, and local grocers as critical factors in food equity and community development.

Janice Karcher | Christie Balch | Bobby Boone, AICP

Sunday, April 22 | 2:45 p.m. - 4 p.m. R07

#NPC188120

Isle De Jean Charles Resettlement Planning

CM | 1.25

Activity Type: Educational Sessions

The State of Louisiana received a \$48.3 million federal grant to conduct the first community-scale, climate-induced resettlement project in American history. Discuss site selection and the planning work done for the resettlement of Isle de Jean Charles.

Jessica Simms | Camille Manning-Broome | Thomas David | Mark Goodson | Mathew Sanders, AICP

Sunday, April 22 | 2:45 p.m. - 4 p.m. R06

#NPC188222

TDM: Building Company Culture and Communities

CM | 1.25

Activity Type: Educational Sessions

Communities and companies share space and common interests in creating places that are attractive, enjoyable, and accessible. Hear how global businesses are pushing for transportation investments in response to dynamic shifts in company culture and building community relationships.

Jeremy Shaw

Sunday, April 22 | 2:45 p.m. - 4 p.m. R03

#NPC188240

Understanding Latino Equity: The Built Environment

CM | 1.25

Activity Type: Educational Sessions

Frequently unrecognized as a creative mode of survival, Latino urbanism can conflict with planning policies. Often trivialized, patronized, and tokenized, these "informal" urban practices can help communities thrive and achieve greater equity, positively impacting the built environment. Learn how.

Andrea Garfinkel-Castro | Bara Safarova | Cecilia Giusti | James Rojas

Sunday, April 22 | 2:45 p.m. - 4 p.m. 213

#NPC188249

We Need More Parks

CM | 1.25

Activity Type: Educational Sessions

Whilst parks have an intrinsic importance defined by their experiential qualities of openness, landscape, and opportunities for play, they more importantly provide shared space for community cohesion, sustainability, improved physical and mental health, and neighborhood revitalization.

Mitchell Silver, FAICP | Jennifer Mahar | Stephen Wilkinson | Kevin O'Hara

Sunday, April 22 | 2:45 p.m. - 5:15 p.m. Great Hall B

#NPC189005

Connected/Autonomous Vehicles: A Design Sprint

CM | 2.25

Activity Type: Deep Dive Sessions

Planners, designers, regulators, and policy makers: Join this charrette-style deep-dive session to debate and anticipate the potential impacts of connected and autonomous vehicles (CAVs) within the cities in which we live and work.

Annisia Cialone, AICP | Sabina Uffer | Claire Ricker, AICP | Aaron Villere | Victor Dadras | Zakcq Lockrem, AICP | Josh Margul, AICP

Sunday, April 22 | 2:45 p.m. - 5:15 p.m. 227

#NPC189010

From Comprehensive Planning to 'Strategic Doing'

CM | 2.25

Activity Type: Deep Dive Sessions

In its most recent comprehensive planning effort, Trenton, New Jersey, moved seamlessly into implementation using Purdue University's "Strategic Doing" program. Hear Trenton's story and participate in a fun, immersive simulation called "Strategic Doing: The Game."

Scott Hutcheson | Kim Mitchell | Jeffrey Wilkerson, AICP

Sunday, April 22 | 2:45 p.m. - 5:15 p.m. 230

#NPC189011

Tackling Barriers to Green Infrastructure

CM | 2.25

Activity Type: Deep Dive Sessions

This deep-dive session uses the National Oceanic and Atmospheric Administration's new Sea Grant interactive guide to solve specific and challenging technical, engineering, and "people" issues that often limit wider, more consistent use of green infrastructure techniques in private and public projects.

Julia Noordyk | Kathryn Morgan | Juli Beth Hinds, AICP

Sunday, April 22 | 2:45 p.m. - 5:15 p.m. 210

#NPC189012

The Language of Equity

CM | 2.25

Activity Type: Deep Dive Sessions

Integrating fairness and social inclusion into our planning policies can change our communities for the better. This session will equip planners with the language and tools necessary to become more effective advocates for equity.

David Campt | Ebony Walden | Matthew Freeman

Sunday, April 22 | 2:45 p.m. - 5:15 p.m. 219

#NPC189014

Urban Design 201 Session: Part 2

CM | 2.25

Activity Type: Deep Dive Sessions

Through the use of lively presentations, hands-on exercises, and walking tours, this session will explore a variety of topics designed to dig deeper into the role of urban design in making our communities more walkable, vibrant, and valuable.

Craig Lewis, FAICP | David Dixon | Jason Beske, AICP

Sunday, April 22 | 2:45 p.m. - 5:15 p.m. 222

#NPC189015

CM | 2.25

Working with Consultants

Activity Type: Deep Dive Sessions

Learning how to work with consultants by trial and error is frustrating and can lead to problems, disappointments, and failures. If you hire and manage the work of consultants, this session will help you ensure success.

Michael Blue, FAICP | Judy Daniel, AICP | David Silverman, AICP | Robert Barber, FAICP | Carol Rhea, FAICP

Sunday, April 22 | 4:15 p.m.

Sunday, April 22 | 4:15 p.m. - 5:30 p.m. 207

#NPC188023

CM | 1.25

Beyond the Black Box: User-Friendly Technology

Activity Type: Educational Sessions

How can planners better integrate evidence into the planning process? Explore three different technologies in transportation and public health that make research accessible to the public. Discussion will include questions about transparency, community engagement, and informed decision-making.

Jean Crowther, AICP | Alison Bergum | Kelly Rodgers

Sunday, April 22 | 4:15 p.m. - 5:30 p.m. 216

#NPC188042

CM | 1.25

Climate Action as Resistance

Activity Type: Educational Sessions

The withdrawal of the United States from the Paris Agreement has strengthened the resolve of local governments to combat climate change. Representatives of Cambridge (Mass.), New Orleans, and New York will share how they are advancing deep-carbon reductions.

Susanne Rasmussen | Lia Cairone | Siobhan Foley | Christopher Rhie

Sunday, April 22 | 4:15 p.m. - 5:30 p.m. 213

#NPC188046

CM | 1.25

Collaborative Placemaking for Healthy Communities

Activity Type: Educational Sessions

Learn how a team of planners, landscape architects, and public health professionals collaborated with stakeholders to design a vibrant park that reduced health inequities for vulnerable populations and actively engaged youth in a dynamic community-engagement process.

Valerie Pacino | Chris Saleeba | Karimah Edwards | Andrea Petzel, AICP

Sunday, April 22 | 4:15 p.m. - 5:30 p.m. R08

#NPC188062

CM | 1.25

Denver's Blueprint for an Inclusive City

Activity Type: Educational Sessions

How does a rapidly growing city with rising housing costs plan for an equitable future? Learn from Denver planners about innovative policies to preserve affordability, mitigate displacement, and advance the vision for an inclusive city.

Sarah Showalter, AICP | Laura Brudzynski | Jay Renkens, AICP

Sunday, April 22 | 4:15 p.m. - 5:30 p.m. R02

#NPC188098

CM | 1.25

Gohio Commute: Collaboration for Future Mobility

Activity Type: Educational Sessions

Hear the fascinating story of how Ohio's Rideshare Agencies collaborated to advance shared mobility technology and incentivize travelers to not drive alone. Engage with entrepreneurial planners and transportation managers determined to help residents carpool, bike, walk, and ride transit.

Corey Tucker | Annie Pease | Dan Sheehan | Tim Kovach | Joseph MacDonald, AICP

Sunday, April 22 | 4:15 p.m. - 5:30 p.m. 223

#NPC188111

Inclusionary Housing: Tales from the Front

CM | 1.25

Activity Type: Educational Sessions

Planners everywhere are grappling with an affordable-housing crisis. Inclusionary housing, which requires private development to provide affordable units, is becoming an increasingly popular tool to address this crisis. Explore the latest trends from cities on the front lines.

Rick Jacobus | Marie Carroll | Howard Slatkin | Kate Hartley | Jacob Bintliff

Sunday, April 22 | 4:15 p.m. - 5:30 p.m. 206

#NPC188121

It's Complicated: Placemaking and Gentrification

CM | 1.25

Activity Type: Educational Sessions

Placemaking, revitalization, active transportation — sounds great, right? Unfortunately, these terms are often synonymous with gentrification — both real and perceived. Join the dialogue to explore this issue in more depth and to develop and share solutions.

Ennis Davis, AICP | Lisandro Orozco | Susan Harden, AICP

Sunday, April 22 | 4:15 p.m. - 5:30 p.m. R09

#NPC188128

Leadership Along a Disappearing Coast

CM | 1.25

Activity Type: Educational Sessions

Hear leaders of Louisiana's St. John the Baptist Parish and St. Bernard Parish — and their coastal staff — discuss how they have navigated the political and physical challenges of flooding and coastal land loss.

Alexandra Carter, AICP | John Lane | Guy McInnis | Natalie Robottom | Evelyn Campo

Sunday, April 22 | 4:15 p.m. - 5:30 p.m. R01

#NPC188143

Mining Cell Phones to Improve Multimobility

CM | 1.25

Activity Type: Educational Sessions

Mining cell phone data is exciting, powerful, and tricky but accessing the data is expensive. Explore the robust nature of cell phone information for transportation master planning and other types of planning projects as well as useful ArcGIS tools for analytics.

Michelle Glickert | Carl Hasty | Cynthia Albright, AICP CUD, GISP

Sunday, April 22 | 4:15 p.m. - 5:30 p.m. R06

#NPC188157

Place-based Branding: Essential for Economic Development

CM | 1.25

Activity Type: Educational Sessions

Community branding is one of the most challenging and misunderstood issues facing civic leadership today. Discover why there are few things more important to building economic prosperity and long-term community viability and health.

Jamie Greene, FAICP | Pete McGinty

Sunday, April 22 | 4:15 p.m. - 5:30 p.m. R03

#NPC188168

Planning for Play in Public Spaces

CM | 1.25

Activity Type: Educational Sessions

For our cities to be truly equitable, they must be designed with kids and families in mind - our future generations are depending on us. Learn how infrastructure, planning, and programming can make this happen.

Karen Knight | Priya Madrecki | Jaime Zaplatosch | Anna Ricklin, AICP

Sunday, April 22 | 4:15 p.m. - 5:30 p.m. R07

#NPC188179

CM | 1.25

Plight and Possibility: Multi-scalar Adaptation Planning

Activity Type: Educational Sessions

Gain insight into site, community-wide, and regional efforts to help communities adapt to and plan for climate change. Experts will discuss community-engagement processes and how multi-scalar efforts can enhance adaptive capacity.

Gavin Smith | Liz Williams | Jeffrey Carney, AICP | Traci Birch, AICP

Sunday, April 22 | 4:15 p.m. - 5:45 p.m. Great Hall A

#NPC184009

FAICP Induction Ceremony

Activity Type: Meetings

Please join us for the induction of the Class of 2018 Fellows at NPC. The Ceremony is a free event for all to attend.

Sunday, April 22 | 4:15 p.m. - 5:45 p.m.

#NPC182997

CM | 1.50

GIS Session - Leveraging Citizen Engagement for Better Planning

Activity Type: Ticketed Events

Ticket Required

Regular \$25.00

In this hands-on session, we will examine the changes in citizen engagement, evolving from traditional public notification to modern demands and expectations. You will learn how easy-to-use apps can create a genuine partnership between citizens and their planning department, and empower planning professionals to produce buy-in for better, more sustainable plans.

Sunday, April 22 | 4:30 p.m.

Sunday, April 22 | 4:30 p.m. - 5:15 p.m.

#NPC184020

SRC/YPG Ideas Exchange

Activity Type: Meetings

Calling all APA students and young planners! Come meet four young professionals who will share their experiences with APA as leaders at the Planning Student Organization, Student Representatives Council and Young Planners Group levels and beyond. Hear about how their APA involvement has benefited their varied careers across different disciplines and geographies. And take away some tools and tips

Jamie Simchik, AICP | Ellen Forthofer | Doug McDonald, AICP

Sunday, April 22 | 5:15 p.m.

Sunday, April 22 | 5:15 p.m. - 6:45 p.m.

#NPC183001

Exhibitors Meet and Greet

Activity Type: Receptions

Enjoy a drink on APA and mingle with fellow attendees as you get a sneak peek at the Planning Expo.

Sunday, April 22 | 6 p.m.

Sunday, April 22 | 6 p.m. - 9 p.m.

#NPC182000

Ticket Required

Regular \$40.00

Women and Planning Division Reception DIVISION MEMBER: 2-Hour Sunset Steamboat Tour With Food, Drinks, and Jazz!

Activity Type: Ticketed Events

If you are a MEMBER of the Women and Planning Division, please register here. If you are not a member - use the NONMEMBER registration item. APA Women and Planning Division invited you to enjoy a quintessential New Orleans experience with your fellow planners aboard the Creole Queen, an authentic and luxurious paddlewheeler. On board, you'll indulge in traditional cuisine, drinks, jazz music, a

Sunday, April 22 | 6 p.m. - 9 p.m.

Women and Planning Division Reception NON-DIVISION MEMBER: 2-Hour Sunset Steamboat Tour With Food, Drinks, and Jazz!

#NPC182001
Ticket Required
Regular \$55.00

Activity Type: Ticketed Events

If you are NOT a member of the Women and Planning Division, please register here. If you are a member - use the MEMBER registration item. APA Women and Planning Division invited you to enjoy a quintessential New Orleans experience with your fellow planners aboard the Creole Queen, an authentic and luxurious paddlewheeler. On board, you'll indulge in traditional cuisine, drinks, jazz music, and

Sunday, April 22 | 6:15 p.m.

Sunday, April 22 | 6:15 p.m. - 7:15 p.m.

FAICP Reception

#NPC183005
Ticket Required
Regular \$75.00

Activity Type: Receptions

Please join us for a reception to honor the Class of 2018 Fellows. New inductees are complimentary - all others are \$75 per person.

Sunday, April 22 | 7:30 p.m.

Sunday, April 22 | 7:30 p.m. - 9:30 p.m.

#NPC184011

Student/Young Planner Pub Crawl & Scavenger Hunt

Activity Type: Receptions

Students and Young Planners, are you interested in learning how to bar hop like a New Orleanian? Come join students from the local Student Planning Organization, the Crescent City Shapers, for an Urban Planning themed pub-crawl and scavenger hunt. We'll team up and use a combination of smartphone technology, community engagement and nonparticipant observation to complete challenges and meet back u

Sunday, April 22 | 7:30 p.m. - 10 p.m.

#NPC183007

International Dinner (Invite Only)

Activity Type: Meetings

Sunday, April 22 | 9 p.m.

Sunday, April 22 | 9 p.m. - 10:15 a.m.

#NPC184012

Legislative Forum

Activity Type: Meetings

Monday, April 23

Monday, April 23 | 7:30 a.m.

Monday, April 23 | 7:30 a.m. - 2 p.m.

Mississippi Gulf Coast: Reimagined, Renewed, Reenergized

Activity Type: Mobile Workshops

#NPC180025
CM | 5.50
Ticket Required
Regular \$48.00

Rising to the occasion, the Mississippi Gulf Coast used the opportunities presented in the past decade for community improvement. Tour two cities that have created sustainable vibrant places sensitive to the area's rich history and community needs.

Monday, April 23 | 7:45 a.m.

Monday, April 23 | 7:45 a.m. - 11 a.m.

Downtown Gretna - Simple Decisions Lead to Great Outcomes!

Activity Type: Mobile Workshops

Tour Gretna, a town near New Orleans, and discover how easy it is to enhance community vitality—a great arts scene, vibrant neighborhoods, and revitalized downtown and sustainable infrastructure—on budget and on schedule.

#NPC180035

CM | 2.50

Ticket Required

Regular \$19.00

Monday, April 23 | 8 a.m.

Monday, April 23 | 8 a.m. - 4:30 p.m.

Synergies: How a Coastal Parish Adapts

Activity Type: Mobile Workshops

Tour Terrebonne Parish, a Louisiana coastal parish approximately 60 miles southwest of New Orleans. See firsthand how it is adapting to relative sea level rise while providing a layered defensive strategy for hurricane and storm-surge protection.

#NPC180037

CM | 7

Ticket Required

Regular \$47.00

Monday, April 23 | 8:15 a.m.

Monday, April 23 | 8:15 a.m. - 11:30 a.m.

New Orleans Region MPO Tour

Activity Type: Mobile Workshops

Learn about the New Orleans Regional Planning Commission during a tour of projects in New Orleans City Park.

#NPC180028

CM | 2.50

Ticket Required

Regular \$39.00

Monday, April 23 | 8:15 a.m. - 1 p.m.

Biking a Garden City of To-morrow

Activity Type: Mobile Workshops

Tour the New Orleans Garden City—Lake Vista via the Lafitte Greenway and city park—on two wheels.

#NPC180002

CM | 4

Ticket Required

Regular \$90.00

Monday, April 23 | 8:30 a.m.

Monday, April 23 | 8:30 a.m. - 9:45 a.m. R06

All Aboard: Planning for Joint Development

Activity Type: Educational Sessions

Hear from transit agency development staff on how new policies are creating diverse communities, where agencies have successfully partnered with local cities — and discuss where more collaboration and progress can be made.

Amanda Rhein | Patrick McLaughlin | Sherry Rudnak

#NPC188013

CM | 1.25

Monday, April 23 | 8:30 a.m. - 9:45 a.m. 207

Breathing Life into Parks with GSI

Activity Type: Educational Sessions

As Capital Region Water and Seattle Public Utilities seek to solve stormwater issues, parks that have suffered as a result of shrinking budgets are getting much-needed upgrades to keep stormwater out of sewers while activating underused spaces.

Seth Charde | Claire Maulhardt | Andrew Dobshinsky, AICP CUD

#NPC188030

CM | 1.25

Monday, April 23 | 8:30 a.m. - 9:45 a.m. R09

#NPC188041

Civic Technologies for Equitable Transportation Planning

CM | 1.25

Activity Type: Educational Sessions

This session will appeal to a diverse group of audiences, from urban planners to public health experts. Explore gender distinctions, age, and cultural and physical barriers influencing the biking/walking behavior of underrepresented populations.

Nader Afzalan | Jana Lynott, AICP | Mehri Mohebbi

Monday, April 23 | 8:30 a.m. - 9:45 a.m. 230

#NPC188045

Collaborative Partnerships to Advance Resilience Planning

CM | 1.25

Activity Type: Educational Sessions

Collaborative partnerships or "networks" like 100 Resilient Cities leverage limited resources to advance community resilience and climate-adaptation planning. This session illustrates a diverse group of national and regional examples.

Steve Goldbeck | Michael Schwebel | Daniel Burger | Kelly Pflücke

Monday, April 23 | 8:30 a.m. - 9:45 a.m. 219

#NPC188044

Collaborative and Inclusive Food Systems Planning

CM | 1.25

Activity Type: Educational Sessions

Learn about successes, challenges, approaches, and real-world applications of inclusive and grassroots planning for food-systems change. Participants will explore challenges faced in the Carolinas to maintaining a grassroots-driven approach.

Katherine Welborn | Carrie Draper | Gregory Sprouse, AICP

Monday, April 23 | 8:30 a.m. - 9:45 a.m. 227

#NPC188048

Community Planning After 2016 Louisiana Floods

CM | 1.25

Activity Type: Educational Sessions

Learn about several communities severely impacted by the 2016 South Louisiana Floods and the planning initiatives that propelled post-flood recovery.

Gerald Landry | Kimberly Marousek, AICP | Junior Shelton | Stephen Villavaso, FAICP | Fred Neal, AICP

Monday, April 23 | 8:30 a.m. - 9:45 a.m. 210

#NPC188080

Engaging the Extremes

CM | 1.25

Activity Type: Educational Sessions

Join this hands-on exploration of public engagement when participants may not all agree on the value of government or planning. Practice techniques for addressing challenging issues, and take home new skills you can use in your own community.

Karen Walz, FAICP

Monday, April 23 | 8:30 a.m. - 9:45 a.m. 222

#NPC188091

Fostering Equitable Communities

CM | 1.25

Activity Type: Educational Sessions

Examine how planners can foster equitable communities. Discuss lessons from the past, hear what jurisdictions are doing across our nation, and engage in a facilitated discussion about environmental justice and green communities.

Angela Brooks, AICP | Alan Walts | Marcella Bondie

Monday, April 23 | 8:30 a.m. - 9:45 a.m. R03

#NPC188129

Legal and Financial Strategies for Conservation

CM | 1.25

Activity Type: Educational Sessions

Explore conservation easements, historic tax credits, and programmatic strategies that engender stewardship and protection as strategies to balance the maintenance of character and heritage with limited financial resources.

Julia Murphy, AICP

Monday, April 23 | 8:30 a.m. - 9:45 a.m. 216

Living with Your Form-Based Code

#NPC188134
CM | 1.25

Activity Type: Educational Sessions

Experts from Denver, Miami, and Raleigh (North Carolina) share the daily realities of administering, updating, and occasionally rethinking a form-based zoning code. Topics covered include amending, interpreting, finding flexibility in administering the code, and staff training.

Nancy Stroud, AICP | Tina Axelrad | Travis Crane | Elizabeth Garin, AICP

Monday, April 23 | 8:30 a.m. - 9:45 a.m. R08

No Boundaries: Connectivity and Regional Partnerships

#NPC188152
CM | 1.25

Activity Type: Educational Sessions

Transportation/development corridors spanning jurisdictional boundaries need not lead to inter-municipal competition. Learn how two governments and one developer are collaborating to transform Virginia's Crystal City/Potomac Yard Corridor, one of the fastest-growing and most concentrated development corridors in the country.

Jeffrey Farner | Andrew VanHorn | Stephanie Landrum | Anthony Fusarelli, AICP

Monday, April 23 | 8:30 a.m. - 9:45 a.m. R01

Planning Strategies for Climate Resilient Development

#NPC188175
CM | 1.25

Activity Type: Educational Sessions

The climate-readiness dialogue in cities is evolving. Discuss how cities and developers are addressing the future impacts of climate change through planning and zoning strategies designed to implement resilient solutions at the district and project levels.

Chris Busch, AICP | Amy Whitesides | Nasser Brahim | Nicholas Iselin | Eleni Reed, AICP

Monday, April 23 | 8:30 a.m. - 9:45 a.m. 223

Progressing in Your Planning Career

#NPC188181
CM | 1.25

Activity Type: Educational Sessions

Whether you're in the public, private, or nonprofit sector – or looking to transition between them – this interactive conversation will focus on the skills and resources you need to take the next step in your planning career.

Sharon Rooney, AICP | Deana Rhodside | Jamie Simchik, AICP | S. Gail Goldberg, FAICP | Anna Read, AICP

Monday, April 23 | 8:30 a.m. - 9:45 a.m. 206

Reshaping Mobility for Greenhouse Gas Reduction

#NPC188197
CM | 1.25

Activity Type: Educational Sessions

Get practical, firsthand ideas for putting tangible greenhouse-gas (GHG) emissions reduction numbers to your transportation policies and programs as well as determining which mobility investments most cost-effectively reduce GHGs while meeting your economic, equity, and other goals.

Jennifer Robertson | Genesee Adkins | Michael Flynn, AICP

Monday, April 23 | 8:30 a.m. - 9:45 a.m. R07

Short-Term Rentals in New Orleans

#NPC188211
CM | 1.25

Activity Type: Educational Sessions

Directors of the two departments that were instrumental in the preparation and execution of the City of New Orleans's highly successful short-term rental regulations will speak about their experience developing and implementing those regulations.

Robert Rivers | Jared Munster, AICP

Monday, April 23 | 8:30 a.m. - 9:45 a.m. R02

#NPC188239

Transportation Trade-offs and Priorities in Denver

CM | 1.25

Activity Type: Educational Sessions

Denver is rethinking how to best utilize limited right-of-way as the number of people moving through the city skyrockets. A new set of innovative plans is setting the course for complete networks with modal priorities and context-sensitive solutions.

Jennifer Wieland | Jay Renkens, AICP | Kristina Evanoff | Jeremy Klop, AICP | Riley LaMie, AICP

Monday, April 23 | 8:30 a.m. - 10 a.m. Great Hall B

#NPC188011

BETTMAN SESSION: After Inclusive Communities: Disparate Impact Revisited

CM | 1.50

 | 1.50

Activity Type: Educational Sessions

Review disparate-impact housing discrimination cases and federal courts interpretation of them following the U.S. Supreme Court's Inclusive Communities decision. Learn how to draft regulations to avoid disparate-impact violations of the Fair Housing Act.

Donald Elliott, FAICP | Edwin Voss | Brian Connolly | David Callies, FAICP

Monday, April 23 | 8:30 a.m. - 10 a.m. R05

#NPC188099

Going Out on Your Own Professionally

CM | 1.50

 | 1.50

Activity Type: Educational Sessions

Have you considered leaving your agency, firm, or company to start your own planning business?

Explore two different paths to success for planners with an entrepreneurial streak, as well as the gratification, pitfalls, and ethical issues in following that dream.

Patricia Butler | Cary Lowe, AICP

Monday, April 23 | 8:30 a.m. - 11:30 a.m.

#NPC180026

Mississippi River Port Fireboat Tour

CM | 2.50

Activity Type: Mobile Workshops

Ticket Required

Regular \$55.00

Take a fireboat tour of the Port of New Orleans's facilities while learning about the port's ongoing strategic master plan and its coordination with the City of New Orleans to develop a unified tourism district along the waterfront.

Monday, April 23 | 9 a.m.

Monday, April 23 | 9 a.m. - 10:15 a.m.

#NPC184010

College of Fellows Meeting

Activity Type: Meetings

Monday, April 23 | 9 a.m. - 1:30 p.m.

#NPC180040

The National World War II Museum

CM | 4

Activity Type: Mobile Workshops

Ticket Required

Regular \$35.00

Tour the National World War II Museum, among the top attractions in New Orleans. Discover how this project revitalized an old industrial area and learn about the war's impact on America and New Orleans.

Monday, April 23 | 9:15 a.m.

Monday, April 23 | 9:15 a.m. - 12:15 p.m.

West Bank Hurricane Flood-Protection System

Activity Type: Mobile Workshops

The integrated system of levees, floodwalls, and the West Closure Complex provide the Westbank part of New Orleans with a 100-year storm level of protection. View local drainage canals and pumping stations, a storm-surge barrier, and the world's largest drainage pumping station.

#NPC180051

CM | 2.50

Ticket Required

Regular \$39.00

Monday, April 23 | 9:30 a.m.

Monday, April 23 | 9:30 a.m. - 3:30 p.m.

Isle De Jean Charles Resettlement Tour

Activity Type: Mobile Workshops

Louisiana received a \$48.3 million federal grant to conduct the first community-scale, climate-induced resettlement in American history. Tour the current and future locations of the Isle de Jean Charles Resettlement.

#NPC180018

CM | 5.50

Ticket Required

Regular \$64.00

Monday, April 23 | 9:45 a.m.

Monday, April 23 | 9:45 a.m. - 2 p.m.

Tour 2017's Great American Main Street

Activity Type: Mobile Workshops

Join us for lunch, an overview presentation and walking tours of the revitalization of Oretha Castle Haley Boulevard, recognized for its progress in 2017 with a Great American Main Street Award.

#NPC180044

CM | 3.50

Ticket Required

Regular \$59.00

Monday, April 23 | 9:45 a.m. - 3 p.m.

Exhibit Hall Open

Activity Type: Educational Sessions

#

Monday, April 23 | 10:15 a.m.

Monday, April 23 | 10:15 a.m. - 11:30 a.m. 207

Best Practices: Regulating Artisanal Food Production

Activity Type: Educational Sessions

The newest trend in the hipster revolution of our cities is artisanal food production. Learn how cities around the country are addressing this new use. What does this new use mean for planners, and how can these food producers best be regulated?

Mei-Ling Smith, AICP | Aaron Hanauer, AICP | Lisa Steiner, AICP

#NPC188021

CM | 1.25

Monday, April 23 | 10:15 a.m. - 11:30 a.m. R02

Building Equity into Resiliency Planning

Activity Type: Educational Sessions

Lower-income communities are disproportionately impacted by climate change and will continue to be unless we create new planning tools. Explore an equity-based approach to cost-benefit analyses for flood-risk management for planners, engineers, and decision makers.

Emily Marsh | Jack Hogan

#NPC188034

CM | 1.25

Monday, April 23 | 10:15 a.m. - 11:30 a.m. 227

#NPC188064

Design Guidelines for Streets and Stations

CM | 1.25

Activity Type: Educational Sessions

Don't be confined to one approach when making street-design decisions! Learn about new approaches that consider urban form, health, equity, and transit-station access when making decisions about how to design our streets.

Suzanne Schulz, AICP | Shannon Hake, AICP | Stephanie Wright | Lilly Shoup, AICP

Monday, April 23 | 10:15 a.m. - 11:30 a.m. R09

#NPC188070

Dollars, Heritage, and Race in Natchez

CM | 1.25

Activity Type: Educational Sessions

Natchez, Mississippi, has an international reputation for antebellum architecture that draws thousands annually, yet the community struggles with many economic and racially based challenges. Learn how a recent downtown master plan funded by over 300 citizen donations is addressing this issue.

Tronn Moller | Keith Covington, AICP | Philip Walker, AICP

Monday, April 23 | 10:15 a.m. - 11:30 a.m. 230

#NPC188071

Downtowns (Re)invented for Suburban Cities

CM | 1.25

Activity Type: Educational Sessions

Living and playing are more important than just serving as drivers for today's downtowns. Learn how an urbanizing suburb has created a city center and how a suburban city has redefined its city center as places of community and economic development.

Daniel McGinn, AICP | James Tolbert, AICP | Ben Carlson

Monday, April 23 | 10:15 a.m. - 11:30 a.m. R08

#NPC188078

Empowering Climate Resilience in Cleveland Communities

CM | 1.25

Activity Type: Educational Sessions

Learn from community development corporations advancing climate-resilience projects with Cleveland's Climate Resilience and Urban Opportunity Plan, and see how the Trust for Public Land's Climate-Smart Cities tool informs public spaces to meet climate challenges through resident empowerment.

Matthew Schmidt, AICP | Erick Rodriguez | Adam Davenport

Monday, April 23 | 10:15 a.m. - 11:30 a.m. Great Hall B

#NPC188904

Fast, Funny, and Passionate 4

CM | 1.25

Activity Type: Fast, Funny, and Passionate

These eight bite-sized presentations will both entertain and inform you, capturing the flavor of today's planning by making you laugh — and think. This grouping is ideal for those interested in learning about how communities engage with our natural and built environment.

Paul Black, AICP | Angela Cleveland, AICP | Kim Lundgren | Alison LeFlore, AICP | John Houseal, AICP | Amy Rincon, AICP | Garen Srapyan | Steven French, FAICP | Daniel Pava, AICP

Monday, April 23 | 10:15 a.m. - 11:30 a.m. 223

#NPC188089

Flummoxed by Flums

CM | 1.25

Activity Type: Educational Sessions

Planners generally agree that the future land-use map (FLUM) is critical component of any comprehensive plan — but are less in agreement when it comes to the specifics of what the map should look like. Explore the ins and outs of various approaches.

Sienna Reid, AICP | Frank Duke, FAICP | Farhad Daroga | Geoff Butler, AICP | Charles Brennan | Darcie White, AICP

Monday, April 23 | 10:15 a.m. - 11:30 a.m. R01

#NPC188154

CM | 1.25

Non-traditional Partnerships to Create Healthy Communities

Activity Type: Educational Sessions

Planners are increasingly called upon to partner with public health professionals and coalitions to create active and healthy communities. This session will explore new approaches for planners to become a key partner in healthy-community efforts.

Martha Moore-Monroy | Paula Kreissler | Cynthia Hoyle, FAICP | Peter Fritz, AICP

Monday, April 23 | 10:15 a.m. - 11:30 a.m. 216

#NPC188161

CM | 1.25

Planning Amidst Denver's Rapid Growth

Activity Type: Educational Sessions

The traditional "areas of stability and change" approach is aging in the face of unprecedented growth in Denver. Learn about a new change-management tool that integrates equity, access, and placemaking to respond to changing demographics and preferences.

Brad Calvert | David Gaspers, AICP | Matt Prosser | Jay Renkens, AICP

Monday, April 23 | 10:15 a.m. - 11:30 a.m. 206

#NPC188189

CM | 1.25

Redevelopment of the Historic Lorton Prison

Activity Type: Educational Sessions

The historic 1920s "Progressive Era" Lorton prison was closed and sold to Fairfax County (Virginia) in 2001. Learn how this place was then transformed into a community of unique residential and commercial spaces, through master planning and public-private partnerships.

Chris Caperton | David Vos | James Perry | Leanna Hush O'Donnell, AICP

Monday, April 23 | 10:15 a.m. - 11:30 a.m. R07

#NPC188204

CM | 1.25

Safe and Equitable Transportation for All

Activity Type: Educational Sessions

Planners and engineers have new resources available to them to create solutions for equitable and safe mobility in small towns, suburbs, and urban centers. Review groundbreaking work in active transportation and complete streets programs.

Paul Moore | Kate Robb | Steven Lavrenz

Monday, April 23 | 10:15 a.m. - 11:30 a.m. 219

#NPC188231

CM | 1.25

Tools for Equity: Building Justice

Activity Type: Educational Sessions

What does equity look like in the neighborhoods, communities, and spaces that we plan? How can we promote collective visioning and equitable public-planning processes? Discover how four practitioners are supporting equity in their work, and the challenges they face.

Aubrey Murdock | Monica Guerra | Molly Kaufman | Nupur Chaudhury

Monday, April 23 | 10:15 a.m. - 11:30 a.m. R03

#NPC188237

CM | 1.25

Transforming Communities into Smart Cities

Activity Type: Educational Sessions

So much information — big data, smart cities. Learn from actual ongoing projects and expert testimony from strategy developers and implementation officials on how to succeed in developing an innovation platform to launch your community into the digital age.

Bankim Kalra, AICP | Ashish Ghate | Armando Calidonio | Octavio Jimenez | Bruno Peters | Samuel Alatorre, AICP

Monday, April 23 | 10:15 a.m. - 11:30 a.m. R06

#NPC188246

Water- and Land-Use Planning Relationships

CM | 1.25

Activity Type: Educational Sessions

Though there are interrelationship between water demand and land use, our knowledge about these relationships is limited. Learn about recent research that has begun to better define this relationship and challenge preconceived beliefs.

Douglas Frost, AICP | Maureen Hodgins | None None

Monday, April 23 | 10:15 a.m. - 11:30 a.m. 222

#NPC188253

When You Are Expecting a Bypass

CM | 1.25

Activity Type: Educational Sessions

Small- and medium-sized communities on highways are often faced with the prospects of a bypass. Examine myths and facts of bypasses and learn an innovative, multidimensional approach to bypass policy and planning practice for better long-term results.

Roger Menendez, AICP | Kristine Williams, AICP

Monday, April 23 | 10:15 a.m. - 11:45 a.m. 213

#NPC188140

Meeting the Need for Accessibility

CM | 1.50

Activity Type: Educational Sessions

 | 1.50

Learn what the law requires in regard to accessibility for people with disabilities, as well as strategies for planning for and implementing full and fair accessibility, both physical and participatory.

Diego Demaya | William Voelker, AICP | Dwight Merriam, FAICP

Monday, April 23 | 10:15 a.m. - 11:45 a.m. R05

#NPC188187

Queer and the Conversation: Full Inclusion

CM | 1.50

Activity Type: Educational Sessions

 | 1.50

Consider ethical responsibilities in reducing homophobia, transphobia, and heterosexism; learn to create safer, freer environments for all community members; and practice being mindful of sexual orientation, gender identity, and gender expression.

Cade Hobbick, AICP | Vanessa Delgado | Bonnie Johnson, AICP

Monday, April 23 | 11:45 a.m.

Monday, April 23 | 11:45 a.m. - 1 p.m. Great Hall A

#NPC182305

APA Awards Luncheon Additional Tickets

Ticket Required

Regular \$60.00

Activity Type: Ticketed Events

Tickets for the awards luncheon are available for \$60 to discounted attendees and guests of full registrants. Once capacity is reached, tickets will be unavailable. Doors open at 11:45 a.m.

Monday, April 23 | 11:45 a.m. - 1 p.m. Great Hall A

#NPC182304

APA Awards Luncheon Invitation

Ticket Required

Regular \$0.00

Activity Type: Ticketed Events

All full registrants are invited to the 2018 Awards Luncheon. Tickets are free, but are required to attend the event as capacity is limited. You must add this activity to your schedule to guarantee a slot in the luncheon. Once capacity is reached, tickets will be unavailable. Doors open at 11:30 a.m. Arrive early to ensure a seat. Additional tickets may be purchased for \$60.

Monday, April 23 | 1 p.m.

Monday, April 23 | 1 p.m. - 2:15 p.m. R01

#NPC188008

CM | 1.25

Advancing Resilience Through Community Planning

Activity Type: Educational Sessions

Explore effective strategies to integrate hazard-mitigation planning into the larger community planning processes. Learn how to use selected models and tools to understand inundation risks and strengthen the local planning process to improve community resilience.

James Schwab, FAICP | Joshua Murphy | Kory Wilmot, AICP

Monday, April 23 | 1 p.m. - 2:15 p.m. 227

#NPC188027

CM | 1.25

Bike Share

Activity Type: Educational Sessions

What are the challenges and benefits of having bike-sharing programs in your county or jurisdiction? Find out from municipalities that have already implemented such programs.

Taylor Robey | Kimberly Lucas | Negin Askarzadeh | Behnaz Razavi

Monday, April 23 | 1 p.m. - 2:15 p.m. 216

#NPC188052

CM | 1.25

Confederate Monuments: What's to Be Done?

Activity Type: Educational Sessions

What to do with Confederate (and other) monuments is a timely question. Can we reuse symbols of oppression in dialogue with current (improved?) attitudes? Hear from individuals involved in this discussion, in New Orleans and elsewhere.

Marla Nelson, AICP | Leon Waters | Renia Ehrenfeucht | Sue Mobley | Andrew Vesselinovitch, AICP

Monday, April 23 | 1 p.m. - 2:15 p.m. R08

#NPC188057

CM | 1.25

Creating Innovative Design: Public-Private Partnerships

Activity Type: Educational Sessions

Government, developers, and lawyers often dictate the terms defining sites before design even begins, but a new approaches to public-private partnerships can help planners play a greater role. Learn design and presentation skills to influence policy, promote innovation, and improve communities.

Ken Fisher | Jay Valgora, AICP

Monday, April 23 | 1 p.m. - 2:15 p.m. R06

#NPC188055

CM | 1.25

Creating and Monitoring Healthy Affordable Housing

Activity Type: Educational Sessions

Learn how designers, affordable-housing advocates, and public health professionals can collaborate to evaluate community-health considerations; prioritize strategies to promote health through design and construction; and determine how to track outcomes to measure impact.

David Harms | Jessica Mulcahy | Andrew Ryan | Krista Egger

Monday, April 23 | 1 p.m. - 2:15 p.m. 207

#NPC188059

CM | 1.25

Daniel Burnham Award Winners Tell All

Activity Type: Educational Sessions

Sure, they won the award. But when the rubber hit the road, how did these APA Daniel Burnham Award for a Comprehensive Plan winners perform? Learn about continued engagement, public reporting, and implementation approaches of national award-winning comprehensive plans.

A. Paul Norby, FAICP | Charles Graves | Kenneth Bowers, AICP | Christina Day, AICP

Monday, April 23 | 1 p.m. - 2:15 p.m. 213

#NPC188097

Getting Ahead of Self-Driving Cars

CM | 1.25

Activity Type: Educational Sessions

Self-driving cars are coming — and fast. Hear from a public works director, national researcher, and national consultant who examine two key areas where planners should be focusing on autonomous vehicle impacts: street design/management and parking-garage design/management.

Nico Larco | Dani Galloway | Donald Elliott, FAICP

Monday, April 23 | 1 p.m. - 2:15 p.m. 210

#NPC188101

Green Infrastructure Retrofit Program in Hyperdrive

CM | 1.25

Activity Type: Educational Sessions

Gain new perspectives and solutions on how to accomplish and fund large-scale green-infrastructure and climate-resiliency programs that address watershed protection and restoration through partnerships.

Adam Ortiz | Troy Hunt | Emily Clifton, AICP | Neil Weinstein, AICP

Monday, April 23 | 1 p.m. - 2:15 p.m. R02

#NPC188104

Homeowner Stability, Displacement in East Brooklyn

CM | 1.25

Activity Type: Educational Sessions

East New York, Brooklyn, is a gentrifying neighborhood where speculation, scams, and foreclosures threaten low- and moderate-income homeowners and their renters. Find out what drives homeowner displacement, where owners move when they leave, and what policies can promote homeowner stability.

Caroline Nagy | Leo Goldberg | Meredith McNair

Monday, April 23 | 1 p.m. - 2:15 p.m. R09

#NPC188127

Layering Strategies to Achieve Resilience

CM | 1.25

Activity Type: Educational Sessions

With HUD funding through gained from two competitions, a team of engineers, planners, and designers developed a replicable six-layer strategy for resilience to position communities for prosperity, equity, and environmental quality despite shocks and stresses.

David Waggoner | Alan Plattus | Hugh Roberts | Alex Felson | David Kooris, AICP

Monday, April 23 | 1 p.m. - 2:15 p.m. R07

#NPC188156

Organizing Government Structures Around Policy Priorities

CM | 1.25

Activity Type: Educational Sessions

Local governments are increasingly choosing to structure themselves around policy priorities. Hear how two cities — New Orleans and Denver — have changed their internal structures to better incorporate resilience planning and progressive mobility goals, respectively.

Ryan Mast | Eulois Cleckley | Mariane Jang | Ben Rosenblatt, AICP

Monday, April 23 | 1 p.m. - 2:15 p.m. 230

#NPC188167

Planning for Open Communities

CM | 1.25

Activity Type: Educational Sessions

Planning for open communities is not simply a legal obligation, but necessary for community resilience and prosperity. Learn effective strategies to create more open, sustainably diverse, and thriving communities through local government and nonprofit coordination.

Susan Campbell | Rob Breymaier | Patricia Fron | Elizabeth Scott, AICP | Andrew Williams-Clark, AICP

Monday, April 23 | 1 p.m. - 2:15 p.m. Great Hall B

#NPC188169

CM | 1.25

Planning for the Other Half

Activity Type: Educational Sessions

When it comes to cities, women are the canaries in the coal mine — where there are no women, something is wrong. This women-led session explores the importance of women as decision-makers so that cities are planned, designed, and built for all.

Georgia Sheridan, AICP | Meghna Khanna, AICP | Monica Villalobos | Veronica Siranosian, AICP

Monday, April 23 | 1 p.m. - 2:15 p.m. 223

#NPC188178

CM | 1.25

Planning, Politics, Promotion

Activity Type: Educational Sessions

Position yourself for your next promotion! Hear career success stories and participate in a discussion with a diverse group of planning directors representing a variety of nationally known cities.

Thomas Madden, AICP | Jeffrey Williams, AICP | Sabrina Charney Hull, AICP | Christopher Gomez, AICP

Monday, April 23 | 1 p.m. - 2:15 p.m. R05

#NPC188182

CM | 1.25

Promoting Diversity and Inclusive Communities

Activity Type: Educational Sessions

Discover the barriers to integration of diversity in planning education and practice through recent studies that explore perceptions and personal experiences of diversity in the workplace, practice, and education. Learn strategies to foster diversity and promote culturally competent planning.

Giovanita Tiarachristie | Ivis Garcia Zambrana, AICP | Marla Parker | April Jackson

Monday, April 23 | 1 p.m. - 2:15 p.m. R03

#NPC188183

CM | 1.25

Public Art Ecosystems: Artrepreneurs in Development

Activity Type: Educational Sessions

The removal of Confederate commemorative memorials has shone a spotlight on the role of public art. We will discuss the establishment of public art “ecosystems” and the importance of artrepreneurs in bridging community gaps.

Veronica Davis | Anne L'Euyer | Christine Mayeur, AICP | Joe Ritchey | Molline Jackson

Monday, April 23 | 1 p.m. - 2:15 p.m. 206

#NPC188209

CM | 1.25

Setting the Table for All

Activity Type: Educational Sessions

Explore how planners can reset the table to ensure equitable and inclusive engagement, particularly for marginalized community members. Learn how Lawrence, Kansas, and Omaha, Nebraska, are improving community-engagement strategies in the food-systems planning process.

Dwight Holley | Julia Freedgood | Helen Schnoes, AICP | Susan Whitfield | Kimberley Hodgson, AICP

Monday, April 23 | 1 p.m. - 2:15 p.m. 219

#NPC188221

CM | 1.25

Talk vs Action: New Public Engagement

Activity Type: Educational Sessions

New methods of communication are revolutionizing the planning process, but what's actually working and meaningfully connecting with communities? Share your experiences and war stories regarding public participation and its influence on planning and decision-making.

Julia Koster, AICP | Meredith Howell | William Herbig, AICP

Monday, April 23 | 1 p.m. - 2:15 p.m. 222

#NPC188245

Vision Zero: A Transportation Revolution

CM | 1.25

Activity Type: Educational Sessions

Why "Vision Zero"? Hear about this innovative approach to traffic safety, and learn about the bold engineering and programmatic actions that Denver and Seattle are taking to make streets better and safer for all.

Rachael Bronson | Amalia Cody, AICP | Jessica Fields

Monday, April 23 | 2 p.m.

Monday, April 23 | 2 p.m. - 6:30 p.m.

#NPC180004

City Park: Recovery After Hurricane Katrina

CM | 4

Activity Type: Mobile Workshops

Ticket Required

Regular \$55.00

This mobile workshop will explore the extensive damage New Orleans City Park sustained from Hurricane Katrina as well as efforts to marshal resources to rebuild the park.

Monday, April 23 | 2 p.m. - 6:30 p.m.

#NPC180005

St. Bernard Parish - Climate Adaptation

CM | 4

Activity Type: Mobile Workshops

Ticket Required

Regular \$39.00

In the aftermath of hurricanes and oil spills, St. Bernard Parish has emerged as a leader in climate adaptation. Immerse yourself in this living laboratory, exploring plans and projects while learning about the local cultural heritage of Isleños (Canary Islanders).

Monday, April 23 | 2:15 p.m.

Monday, April 23 | 2:15 p.m. - 6:45 p.m.

#NPC180024

Mandeville: Hazard Mitigation in Historic Districts

CM | 4

Activity Type: Mobile Workshops

Ticket Required

Regular \$39.00

Take a walking tour of the City of Mandeville historic district and learn how (and why) requirements for elevation of structures and new zoning practices were adopted to address flood events.

Monday, April 23 | 2:30 p.m.

Monday, April 23 | 2:30 p.m. - 5:30 p.m.

#NPC180011

Exploring the Potential of Brownfield Sites

CM | 2.50

Activity Type: Mobile Workshops

Ticket Required

Regular \$44.00

Tour brownfield sites in the New Orleans metro area to learn strategies for addressing environmental issues that vacant and underutilized properties pose. Learn how to facilitate their redevelopment with resources from EPA's Brownfield Program.

Monday, April 23 | 2:45 p.m.

Monday, April 23 | 2:45 p.m. - 4 p.m. R08

#NPC188017

Assembly: Design Meets Civic Life

CM | 1.25

Activity Type: Educational Sessions

This session will highlight key findings from original research, focusing on how the design of place can help rebuild trust, revitalize neighborhoods, and support interaction among diverse groups.

Monica Carney, AICP | Darlene Walser | Josh Rogers | Suzanne Nienaber, AICP

Monday, April 23 | 2:45 p.m. - 4 p.m. R07

#NPC188032

CM | 1.25

Broadband Planning: Smart Cities and Superclusters

Activity Type: Educational Sessions

Learn comprehensive planning practices and the role of Wi-Fi SuperClusters in planning a resilient and sustainable smart city. Through case studies, experts share how high-speed broadband drives economic development and improves public safety, agricultural output, health care, and educational services.

Deborah Acosta | Eric Frederick, AICP | Jean Rice | Barbara Brown

Monday, April 23 | 2:45 p.m. - 4 p.m. 207

#NPC188068

CM | 1.25

Do Cities Need Zoning Administrators?

Activity Type: Educational Sessions

Learn about the role of zoning administrators in today's complex municipal environment and how they work with planners, land-use lawyers, and developers to achieve the implementation of a city's plans.

Theodore Irving, AICP | Tina Axelrad | Matthew LeGrant, AICP

Monday, April 23 | 2:45 p.m. - 4 p.m. 223

#NPC188081

CM | 1.25

Envisioning a Thriving Border Region

Activity Type: Educational Sessions

Border urban areas are active centers of urban life, economic activity, and cultural expressions — and have the potential to be multi-cultural destination areas. Learn how to uncover their potential and balance local, state, and national priorities.

Cecilia Giusti | Everett Wright, AICP | Kimberley Mickelson, AICP

Monday, April 23 | 2:45 p.m. - 4 p.m. 206

#NPC188124

CM | 1.25

Keeping History Above Water

Activity Type: Educational Sessions

Learn how in times of limited funding but unlimited access to global information, a small budget can be stretched through public-private collaborations to gather, share, and implement strategies for adapting historic communities to climate change.

Shantia Anderheggen | William Pencek | Lisa Craig

Monday, April 23 | 2:45 p.m. - 4 p.m. R02

#NPC188125

CM | 1.25

Land-Value Capture for Community Benefits

Activity Type: Educational Sessions

Public investment and governmental actions, like up-zonings, can increase private-property values. How can local governments capture some of that land value to support new infrastructure, affordable housing, and other amenities that improve quality of life for all residents?

Julie Herlands, AICP | Armando Carbonell, FAICP | Gerald Korngold | Abram Barge, AICP | Peter Pollock, FAICP

Monday, April 23 | 2:45 p.m. - 4 p.m. R06

#NPC188144

CM | 1.25

Mission Action Plan 2020: Neighborhood Stabilization

Activity Type: Educational Sessions

In the midst of the housing crisis in the San Francisco Bay Area, learn about San Francisco's city-community collaboration in the Mission District — one of the neighborhoods with the highest eviction rates — to address this major urban challenge.

John Rahaim | Jeff Buckley | Diana Ponce De Leon | Dairo Romero | Brian Cheu | Claudia Flores

Monday, April 23 | 2:45 p.m. - 4 p.m. R03

#NPC188198

Residential Resilience Audits

CM | 1.25

Activity Type: Educational Sessions

Learn about residential resilience audits and how they have been implemented in New York and Boulder, Colorado. Resilience audits engage homeowners directly on resiliency issues, gather data about vulnerability trends across neighborhoods and building types, and encourage cost-effective improvements.

Ann Grodnik Nagle | Rachel Stein | Mary Ann Nason | Angela Lawson

Monday, April 23 | 2:45 p.m. - 4 p.m. R05

#NPC188218

Spatial Justice and the Shrinking City

CM | 1.25

Activity Type: Educational Sessions

Legacy cities like Detroit, St. Louis, and New Orleans face challenges in providing services and infrastructure over vast areas that are sparsely populated and have limited resources. How can planners address issues of environmental justice and spatial equity in communities like these?

Janet Attarian | Donald Roe | Christina Harris | Kurt Culbertson, FAICP

Monday, April 23 | 2:45 p.m. - 4 p.m. 216

#NPC188225

The Hartford Line TOD Action Plan

CM | 1.25

Activity Type: Educational Sessions

Learn about an innovative process to leverage a transformative investment in commuter rail to benefit municipalities along the Hartford Line corridor in Connecticut, including best practices in moving from plan to implementation for suburban transit-oriented development.

Maxwell Sokol, AICP | Kacie Costello, AICP | Elise Greenberg, AICP

Monday, April 23 | 2:45 p.m. - 4 p.m. R01

#NPC188228

Tigard, Where Collaboration Meets Goals

CM | 1.25

Activity Type: Educational Sessions

You know Tigard from *Dolan v. City of Tigard*. But this collaborative economic-development success story also unlocked a constrained site to create a mixed-use employment and workforce-housing development with infrastructure improvements that spurred economic activity and quality of life.

Walter Grodahl | Kelly Hossaini | Steve Wells | LLoyd Purdy | Gerhard Pagenstecher, AICP CUD

Monday, April 23 | 2:45 p.m. - 4 p.m. R09

#NPC188238

Transit in the Age of Autonomy

CM | 1.25

Activity Type: Educational Sessions

How will transit be affected by the widespread advancement of autonomous transportation technologies? Explore various modes of transit, both inter-city and intra-city, and how those modes may be replaced or integrated with autonomous technology.

Amber Woodburn | Richard Stein, AICP | Jason Sudy | Justin Robbins, AICP

Monday, April 23 | 2:45 p.m. - 4 p.m. 213

#NPC188241

Upcycling Infrastructure: Transforming Connections and Communities

CM | 1.25

Activity Type: Educational Sessions

Explore the transformational impacts of "upcycling" excess capacity and underutilized transportation-infrastructure assets. More than just redesigning roads to accommodate bikes/buses, Cleveland is changing communities and lives by repurposing infrastructure from just "it's there" to "it's vital".

Glenn Coyne, FAICP | Barbara Clint | Freddy Collier | Maribeth Feke, AICP | Grace Gallucci

Monday, April 23 | 2:45 p.m. - 5:15 p.m. 219

#NPC189000

CM | 2.25

AICP Exam Prep Session

Activity Type: Deep Dive Sessions

The AICP Exam Prep deep dive provides an overview of the AICP Certification exam for examinees, covering the five exam sections, a few practice questions, and testing strategies. The AICP credentialed presenters have decades of experience in the public and private sectors.

John Houseal, AICP | Karen Wolf, FAICP | Devin Lavigne, AICP | Trevor Dick, AICP | Eric Roach

Monday, April 23 | 2:45 p.m. - 5:15 p.m. 210

#NPC189003

CM | 2.25

Civic Engagement for a Resilient Community

Activity Type: Deep Dive Sessions

What needs to be in place before you face difficult conversations with the public about the future? Learn how outreach efforts can help to strengthen social networks and community resiliency needed for meaningful public engagement in a diverse community.

Mike McCormick Huentelman | Marcia McReynolds | Carol Ross | Deborah Munkberg, AICP

Monday, April 23 | 2:45 p.m. - 5:15 p.m. Great Hall B

#NPC188061

CM | 1.25

Delivering Innovation in Varied Political Environments

Activity Type: Educational Sessions

From Boulder and Colorado Springs, Colorado, to the Orlando, Florida, metro region, planners work in differing political environments. Learn techniques to align your communities' values — and achieve innovative planning results.

Carl Schueler, AICP | Jeffrey Jones | Lesli Ellis, AICP CEP | Bruce Meighen, AICP | Peter Wysocki, AICP

Monday, April 23 | 2:45 p.m. - 5:15 p.m. 227

#NPC189009

CM | 2.25

Evaluating Policy Outcomes Through Modeling

Activity Type: Deep Dive Sessions

Learn about the Atlanta Regional Commission's experience in simulation modeling across planning areas, including the benefits and uses of spatial socioeconomic and travel modeling for forecasting and policy analysis.

Colby Lancelin | John Abraham | Guy Rousseau | James Skinner, AICP

Monday, April 23 | 2:45 p.m. - 5:15 p.m. 230

#NPC188159

CM | 2.25

Plan for the Job You Want

Activity Type: Deep Dive Sessions

Roll up your sleeves and work on those key skills that will get you the job you want! In this highly interactive deep-dive session, you will identify your strengths, formulate your "elevator pitch," and practice nailing the interview.

Jeremy Klop, AICP | David Siegel, FAICP | Mary Kay Peck, FAICP

Monday, April 23 | 2:45 p.m. - 5:15 p.m. 222

#NPC189013

CM | 2.25

Unconscious Biases in Urban Planning

Activity Type: Deep Dive Sessions

Learn cutting-edge research and mitigation strategies for recognizing the impact of unconscious biases in our daily interactions, behaviors, and decision-making for the organizations and communities we serve.

Allyson Robinson | Zunilda Rodriguez, AICP

Monday, April 23 | 4:15 p.m.

Monday, April 23 | 4:15 p.m. - 5:30 p.m. 207

#NPC188026

Big Data: Applications for Planning Challenges

CM | 1.25

Activity Type: Educational Sessions

Big-data analyses and remote sensing are helping planners to address some challenging real-world problems. Learn how sophisticated tools and complex data have helped planners to develop solutions that guide on-the-ground work.

Kenneth Maits | Cassandra Pallai | Earl Eutsler | Jeremy Stapleton

Monday, April 23 | 4:15 p.m. - 5:30 p.m. R08

#NPC188110

Impacts of Emerging Technology on Development

CM | 1.25

Activity Type: Educational Sessions

Examine emerging technologies - autonomous vehicles (AVs), e-commerce, and the sharing economy - and the profound impacts they may have on parking, residential preferences, housing prices, and transit-oriented development.

William Baumgardner | Nico Larco | Gerry Tierney | Rebecca Steckler, AICP

Monday, April 23 | 4:15 p.m. - 5:30 p.m. R07

#NPC188132

LGBTQ Prides: Tool for Urban Revitalization?

CM | 1.25

Activity Type: Educational Sessions

Lesbian, Gay, Bisexual, Transgender, and Queer/Questioning (LGBTQ) pride events have become widespread, even in smaller cities. Are they a reliable tool for economic development? Hear how urban planners are linking LGBTQ pride events and urban revitalization efforts.

Marcel Acosta | Neal Stone, AICP | Perris Straughter, AICP

Monday, April 23 | 4:15 p.m. - 5:30 p.m. R01

#NPC188176

Planning Under Fire: Balancing Project Needs

CM | 1.25

Activity Type: Educational Sessions

Learn how emerging professionals and seasoned public-sector employees have navigated challenging circumstances while working on retail and housing planning projects. Share experiences with your peers and leave with practical ideas when confronting similar circumstances in your daily work.

Bobby Boone, AICP | Kyla Carlsen | Pamela Wideman | Laura Searfoss, AICP

Monday, April 23 | 4:15 p.m. - 5:30 p.m. 206

#NPC188172

Planning in an Age of Fear

CM | 1.25

Activity Type: Educational Sessions

How do we ensure inclusivity in a political climate increasingly hostile to minorities? Join a group discussion, facilitated by emerging planners, and examine the current political climate, its impact on planning for marginalized communities, and strategies for ensuring inclusivity.

Diana Esparza | Jesus Herrera | Eric Claros | Yvette Lopez-Ledesma | Israel Cruz

Monday, April 23 | 4:15 p.m. - 5:30 p.m. 223

#NPC188186

Putting the Activist in Bureaucracy

CM | 1.25

Activity Type: Educational Sessions

Hear how your values and career can align while working for government or private-sector institutions. Early career professionals share their journeys, triumphs, and challenges. This session is ideal for professionals considering what's next and managers pondering recruitment and retention.

Melissa Higbee | Danielle DeRuiter-Williams | Katherine Buckingham | Jacob Bintliff | Rachael Tanner

Monday, April 23 | 4:15 p.m. - 5:30 p.m. R09 #NPC188188
CM | 1.25

Read My Mind! I'm the Client

Activity Type: Educational Sessions

Working with consultants is a reality for many planners. Learn how to work alongside your consultant and how to be a better client. Hear from planning professionals who have worked both in and for the public sector.

Kim Lundgren | Wendy Moeller, AICP | Darren Coffey, AICP

Monday, April 23 | 4:15 p.m. - 5:30 p.m. 216 #NPC188192
CM | 1.25

Regional Planning for Arts and Culture

Activity Type: Educational Sessions

Increasingly, planners are addressing the value of arts and culture as a regional issue. Explore why this is true and examine emerging best practices in the field, using examples of programs in the Boston, Chicago, and Seattle regions.

Ben Bakkenta, AICP | Stephen Ostrander | Jennifer Erickson | Mark VanderSchaaf

Monday, April 23 | 4:15 p.m. - 5:30 p.m. R03 #NPC188196
CM | 1.25

Relational Intelligence: Our Minds Working Together

Activity Type: Educational Sessions

Ever notice how some are quick to words, can draw a detailed image, or know what action to take? These skills represent patterns in how we learn and relate. Learn an innovative six-pattern framework to effectively engage with others.

Bridgit Van Belleghem, AICP

Monday, April 23 | 4:15 p.m. - 5:30 p.m. #NPC184026

SRC/YPG Exchange (Option 2)

Activity Type: Meetings

Monday, April 23 | 4:15 p.m. - 5:30 p.m. R02 #NPC188205
CM | 1.25

Saving Nature with Walkable Urbanism

Activity Type: Educational Sessions

Hear about the regulatory tools, capital investments, and partnerships that the riverfront city of Beaufort, South Carolina, and the college town of Davidson, North Carolina, employed to create more walkable communities while preserving their waterfronts and protecting their countryside.

Lauren Kelly | Jason Burdette, AICP | Craig Lewis, FAICP | Frank Akers, AICP

Monday, April 23 | 4:15 p.m. - 5:30 p.m. R05 #NPC188206
CM | 1.25

Scaling Up the Pop-up

Activity Type: Educational Sessions

Most people are aware of single pop-up demonstration projects implemented by citizens, but what happens when other entities get involved in the pop-up game? Learn about four different types of demonstration project efforts from around the country.

Robert Henig Bell | Michael Lydon | Stephen Patchan | Anthony Garcia

Monday, April 23 | 4:15 p.m. - 5:30 p.m. 213 #NPC188254
CM | 1.25

Whiskey, Beer, and Wine: Legislative Industry Needs

Activity Type: Educational Sessions

Hear the good, the bad, and the ugly about how local and state legislation has affected the growth of the spirits industry in Frederick, Maryland, and what challenges exist statewide.

Monica Pearce | Phil Bowers | Kevin Atticks | Richard Griffin, AICP

Monday, April 23 | 4:15 p.m. - 5:30 p.m. R06

#NPC188256

Youth Engagement and Action for Health!

CM | 1.25

Activity Type: Educational Sessions

The YEAH! study demonstrates the ability of youth-serving organizations to implement a youth-advocacy training program that can promote positive youth attitudes and beliefs and increase youth physical activity in these populations.

Laura OConnell

Monday, April 23 | 5:30 p.m.

Monday, April 23 | 5:30 p.m. - 7 p.m.

#NPC183002

President's Reception (Invite Only)

Activity Type: Receptions

Monday, April 23 | 7 p.m.

Monday, April 23 | 7 p.m. - 9:30 p.m.

#NPC184006

Big City Planning Directors Dinner (Invite Only)

Activity Type: Meetings

Monday, April 23 | 9 p.m.

Monday, April 23 | 9 p.m. - 11:59 p.m.

#NPC183000

CPC Reunion

Activity Type: Receptions

Tuesday, April 24

Tuesday, April 24 | 7:30 a.m.

Tuesday, April 24 | 7:30 a.m. - 11 a.m.

#NPC180030

NOLA International Airport: Terminal Building

CM | 2.50

Activity Type: Mobile Workshops

Ticket Required

Regular \$29.00

New Orleans's new world-class airport terminal, now under construction, will showcase state-of-the-art technology and a space-age look. Examine the planning and financing challenges, as well as the economic impact, from the airport director and others.

Tuesday, April 24 | 7:45 a.m.

Tuesday, April 24 | 7:45 a.m. - 4 p.m.

#NPC180043

The Working Cajun Coast

CM | 6.50

Activity Type: Mobile Workshops

Ticket Required

Regular \$107.00

Explore the cultural diversity of Cajun Country, which boasts centuries of cultural history and a dynamic economic background. The tour will explore historical downtowns, unique land-use planning, diverse maritime economic activity, and coastal restoration.

Tuesday, April 24 | 8:30 a.m.

Tuesday, April 24 | 8:30 a.m. - 9:45 a.m. 223

#NPC188000

CM | 1.25

3D for Every Planner

Activity Type: Educational Sessions

Add 3D to your planning toolkit with ease using today's 3D GIS technology. This session explores the application of 3D for data visualization, long-range planning, evaluating development proposals, and winning support for catalytic projects with realistic development concepts.

Devin Lavigne, AICP | Nikolas Davis | Carolyn Bennett | Brooks Patrick

Tuesday, April 24 | 8:30 a.m. - 9:45 a.m. Great Hall A

#NPC186003

Annual Meeting and Leadership Honors

Activity Type: Educational Sessions

Tuesday, April 24 | 8:30 a.m. - 9:45 a.m. R02

#NPC188050

CM | 1.25

Comprehensive Planning and Green Stormwater Infrastructure

Activity Type: Educational Sessions

How can green stormwater infrastructure (GSI) shape recommendations and help planners implement a comprehensive plan? Learn how the planning process guides the location and design of GSI. The Philadelphia2035 plan and the city's "Green City, Clean Waters" program provide answers.

Martine Decamp, AICP | Joseph Nixon, AICP | Matthew Wysong, AICP | Justin DiPietro | Ashley Richards | Nicole Hostettler, AICP

Tuesday, April 24 | 8:30 a.m. - 9:45 a.m. 222

#NPC188234

CM | 1.25

Design Review in the Pacific Northwest

Activity Type: Educational Sessions

Learn how Seattle and Portland, Oregon, are keeping momentum strong while striving for design quality and community support during a busy development cycle. Hear how each city will transform its design review and balance public engagement and collaboration.

Kara Fioravanti | Lisa Rutzick | Shelley Bolser, AICP | Lora Lillard, AICP

Tuesday, April 24 | 8:30 a.m. - 9:45 a.m. R08

#NPC188087

CM | 1.25

Evolution of Inclusivity in Planning Projects

Activity Type: Educational Sessions

Achieving inclusivity and engagement in planning initiatives is more critical today than ever, given changing technologies and political landscapes. Explore the evolution of and current approaches to this compelling issue.

J. B. Culpepper, AICP | Megan Wooley-Ousdahl, AICP

Tuesday, April 24 | 8:30 a.m. - 9:45 a.m. 227

#NPC188105

CM | 1.25

Housing for a Resilient New Orleans

Activity Type: Educational Sessions

Learn how New Orleans undertook a community-driven process to address one of its most pressing challenges — housing affordability — and how its mayor created a role for the city to quell rising housing costs and displacement.

Brenda Breaux | Ellen Lee | Tishawn Bradford | Laura Searfoss, AICP

Tuesday, April 24 | 8:30 a.m. - 9:45 a.m. R07

#NPC188107

How Rising Displacement Defines Housing Development

CM | 1.25

Activity Type: Educational Sessions

Rising rents and displacement define often housing policies and development politics in cities. Representatives from San Francisco and Seattle city agencies, community advocates, and developers discuss how their strategies interact, contradict, and contribute to overall housing affordability.

Craig Young | Alexandra Goldman | Andrea Nelson | Nick Welch | Kimia Haddadan

Tuesday, April 24 | 8:30 a.m. - 9:45 a.m. 213

#NPC188136

MADG: Train Stations Need Love Too

CM | 1.25

Activity Type: Educational Sessions

The area outside of a train station's fare gates are often "no man's land"— parking lots or driveways connecting to the nearest street. Learn how BART's stations aim to be different by prioritizing the passenger experience and balancing the needs of all modes.

Joel Pullen, AICP | Shannon Hake, AICP | Meghan Weir, AICP

Tuesday, April 24 | 8:30 a.m. - 9:45 a.m. 210

#NPC188177

Planning: Where Community Engagement Meets Equity

CM | 1.25

Activity Type: Educational Sessions

This session provides information on conducting meaningful engagement of minority and low-income communities in the planning process and discusses successful approaches and techniques to ensure equitable outcomes.

Jose Acosta-Cordova | Edna Ledesma | Fleming El-Amin, AICP

Tuesday, April 24 | 8:30 a.m. - 9:45 a.m. R03

#NPC188191

Regional Livable Communities

CM | 1.25

Activity Type: Educational Sessions

Livable communities programs are busting land-use and transportation silos to advance regional goals with local work. Performance measures, evaluation, and communication programs identify and disseminate the impacts of these programs, and embed principles of livability within broader capital programming.

Shawn Conrad | Ken Kirkey | Beth Dawson | Mariia Zimmerman

Tuesday, April 24 | 8:30 a.m. - 9:45 a.m. 216

#NPC188208

Security Design in the Public Realm

CM | 1.25

Activity Type: Educational Sessions

Civic spaces have become targets of opportunity for terrorists. Learn how thoughtful planning and design of the public realm can enhance public safety and security while maintaining accessible, beautiful, and welcoming public spaces.

Leonard Hopper | Bernie Alonzo | Richard Roark | Nancy Somerville

Tuesday, April 24 | 8:30 a.m. - 9:45 a.m. R09

#NPC188213

Sign Regulations That Encourage Creative Design

CM | 1.25

Activity Type: Educational Sessions

How does your community regulate signs so they fit in with desired community aesthetics? This session will focus on unique zoning tools that allow for and encourage outstanding sign design.

Samantha Keating | Linda Edwards, AICP | James Mazzocco, AICP | Catherine Lorbeer, AICP | James Carpentier, AICP

Tuesday, April 24 | 8:30 a.m. - 9:45 a.m. R01
The Art of Private-Practice Planning

#NPC188223
CM | 1.25

Activity Type: Educational Sessions

Learn the art of persuading communities to create visions for their futures. Explore the challenges and rewards of private-practice planning, including the role of the consultant who collaborates on a range of initiatives across diverse communities.

Adam Lubinsky, AICP | Deborah Lawlor, FAICP | Carol Rhea, FAICP | Derek Chisholm, AICP | Karen Walz, FAICP | Michael Keane, AICP

Tuesday, April 24 | 8:30 a.m. - 9:45 a.m. 219
The Planner's Strongest Allies: Successful Farmers

#NPC188226
CM | 1.25

Activity Type: Educational Sessions

Explore regional and local strategies, policies, and funding tools for preserving agricultural land and supporting economically successful farmers.

Kathy Macpherson | Jeremy Madsen | Julia Freedgood | Greg Holmes

Tuesday, April 24 | 8:30 a.m. - 9:45 a.m. R06
Transformation of Place in Small Cities

#NPC188233
CM | 1.25

Activity Type: Educational Sessions

Examine two groundbreaking programs run by MassDevelopment — the Transformative Development Initiative and Commonwealth Places — that help small cities turn themselves into more vibrant places.

Joseph Mulligan | Amanda Maher | Al Wilson | Noah Koretz

Tuesday, April 24 | 8:30 a.m. - 9:45 a.m. 230
Waterworld: Old Movie Turned New Reality

#NPC188248
CM | 1.25

Activity Type: Educational Sessions

Coastal communities are facing severe, increasing, and compounding threats to their long-term sustainability. How are they planning to reduce hazard risks and become more resilient? Explore examples from all four coasts of the continental United States.

Aaron Pfannenstiel, AICP | James Schwab, FAICP | Gavin Smith | Alessandra Jerolleman | Darrin Punchard, AICP

Tuesday, April 24 | 8:30 a.m. - 10 a.m. Great Hall B
From Vacancy to Vitality

#NPC188095
CM | 1.50
 | 1.50

Activity Type: Educational Sessions

From vacant buildings to empty lots, even our densest cities have room to grow without demolition. Learn how new planning approaches can remove regulatory barriers and provide incentives to conserve valuable older buildings and encourage reuse and infill.

Leigh Ferguson | Juan Mullerat | Robert Nieweg | James Lindberg

Tuesday, April 24 | 8:30 a.m. - 10 a.m. R05
Planning Ethics and Today's Challenges

#NPC188164
CM | 1.50
 | 1.50

Activity Type: Educational Sessions

All practitioners sometimes grapple with the right thing to do in complex and often ambiguous situations that seem inconsistent with their own experiences or the AICP code. Learn how to make ethical decisions more easily.

Nader Afzalan | Bonnie Johnson, AICP | Carolyn Loh | Mickey Lauria | Lisa Schweitzer | Sandra Rosenbloom

Tuesday, April 24 | 8:45 a.m.

Tuesday, April 24 | 8:45 a.m. - noon

A Look at The Lower Ninth Ward Today

Activity Type: Mobile Workshops

Join the New Orleans Redevelopment Agency (NORA) on a tour of its major initiatives in the Lower Ninth Ward neighborhood.

#NPC180039

CM | 2.50

Ticket Required

Regular \$65.00

Tuesday, April 24 | 9 a.m.

Tuesday, April 24 | 9 a.m. - noon

Exhibit Hall Open

Activity Type: Educational Sessions

#

Tuesday, April 24 | 9 a.m. - noon

Lower Garden District Walking Tour

Activity Type: Mobile Workshops

Take a walking tour of the Lower Garden District and explore the history and architecture of this 200-year-old neighborhood as well as major changes to it in the last 40 years.

#NPC180023

CM | 2.50

Ticket Required

Regular \$61.00

Tuesday, April 24 | 9:15 a.m.

Tuesday, April 24 | 9:15 a.m. - noon

Transportation to New Orleans' Charter Schools

Activity Type: Mobile Workshops

Almost all public schools are charter managed in post-Hurricane Katrina New Orleans. This decentralized, constantly shifting dynamic necessitates creativity and collaborative efforts. Learn about the effects of the charter school system on planning for school transportation on this bus tour.

#NPC180046

CM | 2

Ticket Required

Regular \$55.00

Tuesday, April 24 | 9:30 a.m.

Tuesday, April 24 | 9:30 a.m. - 3:30 p.m.

Katrina Retrospective New Orleans Mobile Tour

Activity Type: Mobile Workshops

Take a guided tour of 100 of the most significant land-use and transportation changes in the New Orleans area since Hurricane Katrina.

#NPC180020

CM | 5.50

Ticket Required

Regular \$64.00

Tuesday, April 24 | 9:45 a.m.

Tuesday, April 24 | 9:45 a.m. - 3 p.m.

Downtown Baton Rouge Development Walking Tour

Activity Type: Mobile Workshops

Experience the renaissance of downtown Baton Rouge. Learn about the developments, partnerships, and catalytic projects that changed the landscape of downtown and brought a mostly abandoned district back to life in little more than a decade.

#NPC180009

CM | 4.50

Ticket Required

Regular \$83.00

Tuesday, April 24 | 10 a.m.

Tuesday, April 24 | 10 a.m. - noon

Tour of Broadmoor Neighborhood's Recovery Post-Katrina

Activity Type: Mobile Workshops

Tour the Broadmoor neighborhood and learn about new features that help mitigate stormwater in its environs.

#NPC180045

CM | 1.50

Ticket Required

Regular \$55.00

Tuesday, April 24 | 10:15 a.m.

Tuesday, April 24 | 10:15 a.m. - 11:30 a.m. 230

#NPC188003

CM | 1.25

A Team Approach to Wildfire Planning

Activity Type: Educational Sessions

Wildfires are on the rise, and planners are learning new roles to help address resiliency. Learn how you can team with emergency professionals to prepare your community through comprehensive plans, development, and building codes.

Molly Mowery, AICP | James Schwab, FAICP | Dave Driscoll | Adrian Freund, FAICP

Tuesday, April 24 | 10:15 a.m. - 11:30 a.m. 223

#NPC188997

CM | 1.25

Ecodistricts and Environmental Justice Academy Precepts

Activity Type: Educational Sessions

Explore a proven approach to community revitalization that combines EcoDistrict protocols and Environmental Justice Academy precepts. Discover how to integrate these protocols and precepts to promote equitable, resilient, and sustainable communities.

Garry Harris | Chandra Farley | Joan Wesley | Sheryl Good

Tuesday, April 24 | 10:15 a.m. - 11:30 a.m. 216

#NPC188227

CM | 1.25

Fifty Years of Inspired Planning: Boulder

Activity Type: Educational Sessions

Explore how planning has evolved in the 50 years since Boulder, Colorado, first taxed itself to buy open space and build multimodal transportation and the 40 years since the city-county comprehensive plan was adopted.

Linda Bracke, AICP | Dale Case, AICP | Lesli Ellis, AICP CEP

Tuesday, April 24 | 10:15 a.m. - 11:30 a.m. 210

#NPC188109

CM | 1.25

How to Evaluate Your Parking Policies

Activity Type: Educational Sessions

Federal and local agencies established transportation-policy frameworks for the Washington, D.C., region that encourage transit-oriented development and effective-demand management. Find out what happened when these agencies re-evaluated their policies.

Marcel Acosta | Stephen Zitzow-Childs | Richard Viola, AICP | Michael Sherman

Tuesday, April 24 | 10:15 a.m. - 11:30 a.m. 207

#NPC188119

CM | 1.25

International Smart Cities

Activity Type: Educational Sessions

How can your city become a smart, sustainable city? Learn strategies and tools used internationally to adopt information and communication technologies for better city planning, management, and governance.

Elnora Holland | Roman Mendle | Irena Itova | Daniele Vettorato | Richard Stephens

Tuesday, April 24 | 10:15 a.m. - 11:30 a.m. R08

#NPC188158

Plan Alignment: Creating Comprehensive Health Plans

CM | 1.25

Activity Type: Educational Sessions

Aligning comprehensive plans and community health improvement plans (CHIPs) has the potential to ensure effective implementation of a community's goals and support healthy, equitable places. Representatives of Plan4Health communities and the American Hospital Association will share lessons learned.

Terry Johnson | Julia Resnick | Jennifer Senick | Luisa Krug

Tuesday, April 24 | 10:15 a.m. - 11:30 a.m. R01

#NPC188160

Planner-Artist Partnerships for Creative Placemaking

CM | 1.25

Activity Type: Educational Sessions

Differing techniques, language, and cultures can be an obstacle for planners and artists working together to improve their built environments through creative placemaking. Help APA and partners bridge the gap in a fun, interactive session with a local flavor.

Jennifer Erickson | Patricia Walsh | Jennifer Henaghan, AICP

Tuesday, April 24 | 10:15 a.m. - 11:30 a.m. 219

#NPC188174

Planning Louisiana's Bridges with Big Data

CM | 1.25

Activity Type: Educational Sessions

In the Mississippi River Delta, planning bridges that connect communities is critical to transportation accessibility and economic development. Discover the opportunities – and limitations – big data presents for planners focused on connecting communities through bridges.

Thomas Montz | Luis Alvergue | Joanathan McIntosh | Laura Schewel

Tuesday, April 24 | 10:15 a.m. - 11:30 a.m. R03

#NPC188185

Public Square: Cleveland's Oldest/Newest Great Place

CM | 1.25

Activity Type: Educational Sessions

Public Square is the historic center of Cleveland, but roads have made it a place of transportation instead of activity. Learn about the city's extraordinary new park that's been around for years.

Nora Romanoff | Veronica Rivera | David Fields, AICP

Tuesday, April 24 | 10:15 a.m. - 11:30 a.m. 206

#NPC188190

Regional Cooperation Leads to Local Implementation

CM | 1.25

Activity Type: Educational Sessions

An innovative multi-municipal streetlight-conversion project demonstrates how planners can work regionally to leverage the collective purchasing and decision-making power of municipalities to access implementation tools, lower costs, and build confidence in decision-making.

Michael Fuller | John Byrne | Elizabeth Compitello, AICP

Tuesday, April 24 | 10:15 a.m. - 11:30 a.m. 222

#NPC188203

Room for the River

CM | 1.25

Activity Type: Educational Sessions

The "Room for the River" project lowered flood risk and improved amenities in project areas. Learn how Dutch planners, architects, engineers, and citizens embraced a successful flood-reduction program that can also be used in the United States.

Robbert De Koning | Dale Morris | Dale Morris

Tuesday, April 24 | 10:15 a.m. - 11:30 a.m. R02

#NPC188214

Smart Growth @ 20: What's Next?

CM | 1.25

Activity Type: Educational Sessions

The Maryland Smart Growth and Neighborhood Preservation Act is 20 years old this year. Whether you are a planner from Maryland or not, learn lessons and best practices from the program.

Gerrit Knaap | Rebecca Lewis | Armando Carbonell, FAICP | Richard Hall, AICP

Tuesday, April 24 | 10:15 a.m. - 11:30 a.m. R05

#NPC188220

Tackling Affordable Housing at Multiple Scales

CM | 1.25

Activity Type: Educational Sessions

New Orleans is in the midst of an affordable-housing crisis. Explore three approaches from the private, nonprofit, and academic sectors, working in parallel at different scales to engage communities and foster solutions from the top down and bottom up.

Alexandra Miller, AICP | Andreanecia Morris | Nick Jenisch, AICP

Tuesday, April 24 | 10:15 a.m. - 11:30 a.m. 213

#NPC188243

Urban Equity: Restoring and Renewing Communities

CM | 1.25

Activity Type: Educational Sessions

Learn how visionary leadership, collaborative partnerships, and public investment in affordable housing, arts and culture, and preservation are empowering and regenerating historic communities in Bethlehem (Pennsylvania) and New Orleans.

Jeffrey Parks | Neal Morris | Anne-Marie Lubenau

Tuesday, April 24 | 10:15 a.m. - 11:30 a.m. R06

#NPC188244

Urban Industrial Campus Design: NYC/NJ/PA

CM | 1.25

Activity Type: Educational Sessions

Manufacturing businesses are expanding in urban environments for the first time in decades. Explore the ongoing activation-planning process at the Brooklyn Army Terminal, the Brooklyn Navy Yard, Kearny Point in New Jersey, and the Philadelphia Navy Yard.

Clare Newman | Shani Leibowitz, AICP | Nick Shears | Prema Gupta | Adam Lubinsky, AICP | Julie Stein, AICP | Claire Weisz

Tuesday, April 24 | 10:15 a.m. - 11:30 a.m. R09

#NPC188252

When Health Departments Lead Transportation Planning

CM | 1.25

Activity Type: Educational Sessions

State health departments are becoming unlikely leaders in local transportation planning. What does this mean for transportation? Explore the ramifications of this new lens for defining priorities and impacts; understanding health equity; and tapping into new partners, capacity, and funding.

Nishita Dsouza | Michael Thompson | Peter Fritz, AICP | Jean Crowther, AICP

Tuesday, April 24 | 10:15 a.m. - 11:30 a.m. R07

#NPC188257

Zoning for Sustainability

CM | 1.25

Activity Type: Educational Sessions

Discover strategies used to engage communities in the development of innovative zoning to improve the environmental health of underserved neighborhoods and communities experiencing rapid investment.

Derek Dauphin | Andrew Dash, AICP | Andrea Lavin Kossis, AICP

Tuesday, April 24 | 10:15 a.m. - 11:45 a.m. Great Hall B

#NPC188250

Weather It Together: Communicating Climate Adaptation

CM | 1.25

Activity Type: Educational Sessions

Planners have an important role to play in their communities' climate-action strategies. Learn how to use national partners, digital technology, and interactive forums to steer community leaders and residents towards climate solutions.

Katharine Burgess | Bradley Dean | Shafaq Choudry | Lisa Craig

Tuesday, April 24 | 10:15 a.m. - 2:30 p.m.

#NPC180016

Historic Tremé: Housing, Preservation, and Art

CM | 3.50

Activity Type: Mobile Workshops

Ticket Required

Regular \$59.00

The Bell School anchored New Orleans's Tremé neighborhood for a century. Abandoned since Hurricane Katrina, the Bell School was transformed in 2017 into 79 units of affordable housing for artists and their families. Learn how housing, art, and historic preservation intersect.

Tuesday, April 24 | 11 a.m.

Tuesday, April 24 | 11 a.m. - 12:15 p.m.

#NPC184018

GPN Lunch (Invite Only)

Activity Type: Meetings

Tuesday, April 24 | noon

Tuesday, April 24 | noon - 1 p.m. Great Hall A

#NPC186001

Closing Keynote

Activity Type: Special Programming

Please join us for a closing session featuring Angela Glover Blackwell.

None None

Tuesday, April 24 | 1:30 p.m.

Tuesday, April 24 | 1:30 p.m. - 11:59 p.m.

#NPC182300

APA Federal Planning Division Workshop

Ticket Required

Regular \$275.00

Activity Type: Ticketed Events

New Orleans is one of the world's great mixing bowls. Food, music, cultures, religions and architecture collide at the intersection of commerce and geography. The federal government has been there since the Louisiana Purchase. Attend the Federal Planning Division's two-day Training Workshop (immediately after the National Planning Conference) and learn how federal planners, public and private, res

Wednesday, April 25

Wednesday, April 25 | 6 p.m.

Wednesday, April 25 | 6 p.m. - 9 p.m.

#NPC182302

APA Federal Planning Division Dinner

Ticket Required

Regular \$45.00

Activity Type: Ticketed Events

Registration for the Federal Planning Division's two-day Training Workshop (immediately after the National Planning Conference) is a separate ticket purchase. This ticket is for the dinner only. The Division will also hold a business meeting on Thursday, April 26.

Know Before You Go

Conference Location

Ernest N. Morial Convention Center 900 Convention Center Blvd New Orleans, LA 70130

Download the APA NPC18 App

Download the app and carry the conference with you. Easily view your own conference schedule and get the latest updates. Download the APA NPC18 app now from the App Store or Google Play.

Or bring this print out with you for a physical copy of the program. As a part of our ongoing green initiative, APA will not offer a printed program onsite.

Packing List

Wondering what to bring with you? We've got you covered.

- The **conference packet** from APA. It will include your badge and event tickets. User tip: Go to MyAPA now and make sure your mailing address is up to date.
- **Business cards.** You'll meet lots of people — help them remember you!
- **Resumes.** Your next career move could be waiting for you at NPC18. Bring resumes even if you don't think you're job hunting.
- **Phone, laptop, tablet.** Free Wi-Fi will be available. Use your mobile device(s) to use the app, stay connected, take notes, tweet about #NPC18, and more. Remember your chargers, too! User tip: APA will provide a free charging station at the APA Pavilion.
- **Business-casual attire.** And comfortable shoes — you'll do a lot of walking. Also, if you're going on mobile workshops, read the event descriptions and consider the mode of travel.



CONFERENCE AT A GLANCE

	SATURDAY, APRIL 21	SUNDAY, APRIL 22	MONDAY, APRIL 23	TUESDAY, APRIL 24
7:00 a.m.	7:00 a.m. Morning Meetings	7:00 a.m. Morning Meetings	7:00 a.m. Morning Meetings	7:00 a.m. Morning Meetings
8:00 a.m.	Opening Keynote			
9:00 a.m.		Educational Sessions	Educational Sessions	Educational Sessions
10:00 a.m.		Exhibit Hall Open	Exhibit Hall Open	Exhibit Hall Open
11:00 a.m.	Educational Sessions			
12:00 p.m.			Awards Luncheon	Closing Keynote
1:00 p.m.				
2:00 p.m.				
3:00 p.m.	Deep Dive Sessions	Deep Dive Sessions	Deep Dive Sessions	
4:00 p.m.		Exhibitor Meet & Greet		
5:00 p.m.				
6:00 p.m.	Welcome Reception			
7:00 p.m.				
8:00 p.m.				
9:00 p.m.				
10:00 p.m.				

APA Leadership Division and other allied meetings are scheduled throughout the conference; please check the online program or the APA NPC18 app for specific times.

CITY OF DANIA BEACH

Agenda Request Item

Type of Request: Consent Agenda

Continued from: March 13, 2018

Requested Action (Identify appropriate Action or Motion)

ADOPT RESOLUTION AUTHORIZING THE EXPENDITURE OF FUNDS FROM THE PARKS AND RECREATION DEPARTMENT FOR MISCELLANEOUS PARK REPAIR SERVICES PURCHASED FROM SYLMAC INTERNATIONAL FOR FISCAL YEAR 2017/2018, ENDING SEPTEMBER 30, 2018, INCLUSIVE OF EXISTING PURCHASES THAT MAY EXCEED AN ANNUAL VENDOR TOTAL AMOUNT OF TWENTY FIVE THOUSAND DOLLARS (\$25,000.00); AUTHORIZING SUCH PURCHASES THAT ARE TO BE MADE WITHIN THE RESPECTIVE DEPARTMENTS' APPROVED ANNUAL BUDGET APPROPRIATIONS.

Purchasing Requests ONLY

Dept:

Acct #:

Amt:

Fund:

Fiscal Impact/Cost Summary

All purchases by Departments from Sylmac International shall be subject to and made within the respective Departments' approved level of their respective annual budget appropriations.

Exhibits Attached

Memo 2018 - Sylmac to exceed 25K (Fin Rev 03-05-18), R-2018- Sylmac International Miscellaneous Park Repair Services Exceeding 25K



City of Dania Beach

Parks and Recreation

100 West Dania Beach Blvd · Dania Beach, FL 33004 · (954) 924-6800 · (954) - 923-6813 (fax)

MEMORANDUM

TO: Honorable Mayor & Commissioners

THROUGH: Robert Baldwin, City Manager

FROM: Mark Felicetty, Director

DATE: March 27, 2018

SUBJECT: Approval of a Resolution to exceed the City's \$25,000 Threshold to Sylmac International – Continued from March 13, 2018 Meeting

Parks and Recreation Department is requesting Commission approval to continue to use Sylmac International exceeding the City's \$25,000.00 annual vendor threshold in accordance with City Ordinance.

Total cost incurred to date is \$24,359.53 for repairs and upgrades at various park locations. Parks and Recreation will still need services for miscellaneous park repairs, materials and supplies, as necessary. All purchases have been and will continue to be in accordance with the City's procurement policy. The City has used this contractor in the past and they have always responded on short notice and to our complete satisfaction.

Parks & Recreation Director has met with the Athletic Director to discuss all past expenses and repairs performed by Sylmac International as discussed at the March 13 City Commission meeting.

Recommendation:

Parks and Recreation recommends approval of resolution to exceed the City's \$25,000.00 limit to a single vendor for Sylmac International. Staff recommends approval.

CC: Nicki Satterfield, Finance Director

RESOLUTION NO. 2018-037

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF DANIA BEACH, FLORIDA, AUTHORIZING THE EXPENDITURE OF FUNDS FROM THE PARKS AND RECREATION DEPARTMENT FOR MISCELLANEOUS PARK REPAIR SERVICES PURCHASED FROM SYLMAC INTERNATIONAL FOR FISCAL YEAR 2017/2018, ENDING SEPTEMBER 30, 2018, INCLUSIVE OF EXISTING PURCHASES THAT MAY EXCEED AN ANNUAL VENDOR TOTAL AMOUNT OF TWENTY FIVE THOUSAND DOLLARS (\$25,000.00); AUTHORIZING SUCH PURCHASES THAT ARE TO BE MADE WITHIN THE RESPECTIVE DEPARTMENTS' APPROVED ANNUAL BUDGET APPROPRIATIONS; PROVIDING FOR CONFLICTS; FURTHER, PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Charter of the City of Dania Beach, Part III, Article 3, Section 4, Subsection (j), authorizes the City Manager to purchase supplies, services, equipment and materials for the City government in amounts in excess of the established monetary threshold without competitive bidding and without advertisement for bids if he is authorized to do so in advance by a resolution adopted by the City Commission, if such purchases are made pursuant to a competitive bid obtained within the last eighteen (18) months by other governmental agencies such as the federal government, State of Florida or the Florida county or municipality; and

WHEREAS, the Dania Beach Code of Ordinances, Chapter 2, Article 1, Section 2-10, "Monetary thresholds for certain purchases and payment disbursement authorizations", Subsection (a), sets the monetary threshold at \$25,000.00 for a vendor each fiscal year; and

WHEREAS, the Parks and Recreation Department purchased various park repairs, services and upgrades from Sylmac International in the current fiscal year totaling Twenty Four Thousand Three Hundred Fifty Nine Dollars and Fifty Three Cents (\$24,359.53);

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF DANIA BEACH, FLORIDA:

Section 1. That the above "Whereas" clauses are ratified and confirmed, and they are made a part of and incorporated into this Resolution by this reference.

Section 2. That the City Commission authorizes the purchase of miscellaneous park repairs, materials and supplies from Sylmac International, in an amount exceeding the annual amount of the Twenty Five Thousand Dollar (\$25,000.00) purchase threshold for a single vendor.

Section 3. That all purchases by Departments from Sylmac International shall be subject to and made within the respective Departments' approved level of their respective annual budget appropriations.

Section 4. That all resolutions or parts of resolutions in conflict with this Resolution are repealed to the extent of such conflict.

Section 5. That this Resolution shall become effective immediately upon its passage and adoption.

PASSED AND ADOPTED on March 27, 2018.

ATTEST:

LOUISE STILSON, CMC
CITY CLERK

TAMARA JAMES
MAYOR

APPROVED AS TO FORM AND CORRECTNESS:

THOMAS J. ANSBRO
CITY ATTORNEY

CITY OF DANIA BEACH

Agenda Request Item

Type of Request: Consent Agenda

Continued from:

Requested Action (Identify appropriate Action or Motion)

APPROVE RESOLUTION AUTHORIZING THE PROPER CITY OFFICIALS TO APPLY FOR FUNDING UNDER THE FLORIDA INLAND NAVIGATION DISTRICT (FIND) WATERWAYS ASSISTANCE PROGRAM

Purchasing Requests ONLY

Dept:

Acct #:

Amt:

Fund:

Fiscal Impact/Cost Summary

Exhibits Attached

Memo 2018 - Chappell Group for WAP Assistance (Fin Rev 03-07-18) SD, R-2018- Chappell Group for FIND Waterways Assistance Program Funding for Ph. II Marina Construction Dredging, WAP Application Part 1 2018, WAP Application Part 2 2018



City of Dania Beach

Parks and Recreation

100 West Dania Beach Blvd · Dania Beach, FL 33004 · (954) 924-6800 · (954) - 923-6813 (fax)

MEMORANDUM

TO: Honorable Mayor & Commissioners

THROUGH: Robert Baldwin, City Manager

FROM: Mark Felicetty, Director

DATE: March 13, 2018

SUBJECT: Florida Inland Navigation District (FIND) Waterways Assistance Program

It is necessary for the City of Dania Beach to start Phase II Construction to Dredge a Portion of the Dania Beach Marina at an estimated cost of \$150,000.00.

This project was previously funded for the design, permitting, and construction of the floating docks and dock master's office by FIND and was a very successful project for the City and community. The City is now looking to dredge the north portion of the project in the location of the transient dockage to provide better access for the public to be able to moor and gain access to the State Park, beach and restaurant at the pier.

The grant application seeks funding for 50% of the estimated project (\$75,000.00). If the grant is awarded, it will be brought forth to the Commission for final acceptance and funding authorization for the City's estimated portion of \$75,000.00.

Parks and Recreation Department recommends approval of the resolution that is required to accompany the FIND Waterways Assistance Program Application for Phase II Construction to dredge a portion of the Dania Beach Marina.

CC: Nicki Satterfield, Finance Director

RESOLUTION NO. 2018-042

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF DANIA BEACH, FLORIDA, AUTHORIZING THE PROPER CITY OFFICIALS TO APPLY FOR FUNDING UNDER THE FLORIDA INLAND NAVIGATION DISTRICT (FIND) WATERWAYS ASSISTANCE PROGRAM

WHEREAS, The City of Dania Beach is interested in carrying out the following described project for the enjoyment of citizenry of the City and the State of Florida;

Project Title: Phase II Construction to Dredge a Portion of the Dania Beach Marina

Total Estimated Cost: \$150,000.00

Brief Description of Project: This project was previously funded for the design, permitting, and construction of the floating docks and dockmaster's office by FIND and was a very successful project for the City and community. The City is now looking to dredge the north portion of the project in the location of the transient dockage to provide better access for the public to be able to moor and gain access to the State Park, beach, and restaurant at the pier.

AND, Florida Inland Navigation District financial assistance is required for the program mentioned above:

NOW THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF DANIA BEACH, FLORIDA THAT THE PROJECT DESCRIBED ABOVE BE AUTHORIZED:

AND, be it further resolved by the City of Dania Beach to make the application to the Florida Inland Navigation District in the amount of fifty percent (50%) of the actual cost of the project in behalf of said City of Dania Beach;

AND, be it further resolved by the City of Dania Beach that it certifies to the following:

Section 1. That the City will accept the terms and conditions set forth in FIND Rule 66B-2 F.A.C and which will be part of the Project Agreement for any assistance awarded under the attached proposal.

Section 2. That the City is in complete accord with the attached proposal and that it will carry out the Program in a manner described in the proposal and any plans and specifications attached thereto unless prior approval for any changes has been received from the District.

Section 3. That the City has the ability and intention to finance its share of the cost of the project and that the project will be operated at the expense of said City of Dania Beach for public use.

Section 4. That the City will not discriminate against any person on the basis of race, color or national origin in the use of any property or facility acquired or developed pursuant to this proposal, and shall comply with the terms and intent of the Title VI of the Civil Rights Act of 1964, P.L. 88-352 (1964) and design and construct all facilities to fully comply with statutes relating to accessibility of all persons with disabilities as well as other federal, state and local laws, rules, and requirements.

Section 5. That the City will maintain adequate financial records on the proposed project to substantiate claims for reimbursement.

Section 6. That the City will make available to FIND if requested, a post-audit of expenses incurred on the project prior to, or in conjunction with, request for the final ten percent (10%) of the funding agreed to by FIND.

THIS IS TO CERTIFY THAT THE FOREGOING IS TRUE AND CORRECT COPY OF A RESOLUTION DULY AND LEGALLY ADOPTED BY THE CITY OF DANIA BEACH AT A LEGAL MEETING HELD ON THIS 27TH DAY OF MARCH, 2018.

ATTEST:

LOUISE STILSON, CMC
CITY CLERK

TAMARA JAMES
MAYOR

APPROVED AS TO FORM AND CORRECTNESS:

THOMAS J. ANSBRO
CITY ATTORNEY

FLORIDA INLAND NAVIGATION DISTRICT



To: Local Governments
From: Janet Zimmerman, Assistant Executive Director
Subject: 2018 Waterways Assistance Program
Date: January 2, 2018

Attached is an application package for the District's 2018 Waterways Assistance Program (WAP). The WAP application can also be downloaded from our website: www.AICW.org Through WAP over the past 29 years, the District has provided a total of over \$220 million in funding assistance to local governments within our District to perform waterways improvement projects.

Project types eligible for funding include public navigation, public waterway access facilities, waterfront parks, environmental education and boating safety projects directly related to the waterways. The District also provides grants for land acquisition which include opportunities for waterway access. Generally, ineligible costs include project maintenance, landscaping, in-house staff and reoccurring fees. Please see the program rules for more details on project eligibility. The funding level of this year's program will be determined in July based upon the availability of funding to the District and the quality and number of applications received.

Applications are due in the District office by 4:30 PM, March 30, 2018. Your application must be discussed with your local FIND Commissioner prior to March 2, 2018. The application must be initialed by the Commissioner prior to submission to the District office on March 30, 2018. Please see the application package for the complete program schedule and the name and address of your Commissioner.

A completed hardcopy of the application may be delivered to: FIND, 1314 Marcinski Rd., Jupiter, FL 33477 **or** an electronic copy (pdf) may be emailed to JZimmerman@aicw.org. Application must be received by the deadline, no exceptions. Only the requested information should be submitted. Do not submit "extra" information, dividers or binders. It is VERY important that the application forms remain in the same 8.5 x 11", paginated format, and the forms must be presented in the order listed on the application checklist. Applications that do not follow the program directions, rules, or the application format may be rejected.

Please review the application checklist and be sure you can provide all of the required items. If you cannot provide ALL of the items on the application checklist, please contact staff immediately for advice on the potential resolution of a required item. Any application failing to include the required application items (with the exception of environmental resource permits & exemptions) will be eliminated from consideration on May 25, 2018. There is no waiver or exception available for this deadline. Solving questions or problems prior to the preparation and submission of your application will save us both time and effort and result in a more successful application.

COMMISSIONERS

DONALD J. CUOZZO
CHAIR
MARTIN COUNTY

JON NETTS
VICE-CHAIR
FLAGLER COUNTY

SUSANNE McCABE
TREASURER
VOLUSIA COUNTY

DON DONALDSON
SECRETARY
ST. LUCIE COUNTY

J. CARL BLOW
ST. JOHNS COUNTY

E. TYLER CHAPPELL
BROWARD COUNTY

T. SPENCER CROWLEY, III
MIAMI-DADE COUNTY

VACANT
INDIAN RIVER COUNTY

CHARLES C. ISIMINGER
PALM BEACH COUNTY

MICHAEL O'STEEN
DUVAL COUNTY

JERRY H. SANSOM
BREVARD COUNTY

LYNN A. WILLIAMS
NASSAU COUNTY

MARK T. CROSLLEY
EXECUTIVE DIRECTOR

JANET ZIMMERMAN
ASSISTANT EXECUTIVE
DIRECTOR

FY 2018-2019

WATERWAYS ASSISTANCE

PROGRAM

APPLICATION PACKAGE

Part 1: Attachments A through D

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FY 2018
WATERWAYS ASSISTANCE PROGRAM APPLICATION

Part 1.

ATTACHMENT A	PROGRAM SCHEDULE
ATTACHMENT B	COMMISSIONERS LISTING
ATTACHMENT C	PROJECT PRIORITY LIST
ATTACHMENT D	PROGRAM RULES

Part 2.

ATTACHMENT E	PROGRAM APPLICATION/TIPS SHEET (1 PAGE)
E-1.	APPLICATION CHECK LIST (2 PAGES)
E-2.	APPLICANT INFORMATION/PROJECT SUMMARY
E-3.	PROJECT INFORMATION
E-4.	APPLICATION AND EVALUATION WORKSHEET (20 PAGES)
E-5.	COST ESTIMATE FORM
E-6.	PROJECT TIMELINE
E-7.	RESOLUTION (2 PAGES)
E-8.	ATTORNEYS CERTIFICATION OF TITLE
E-9.	REQUIRED MAPS
	County/City Map of project location
	Site plan map

ATTACHMENT A
FY 2018
WATERWAYS ASSISTANCE PROGRAM
SCHEDULE

January 2018 Availability of application packages.

Prior to March 2, 2018 Applicants schedule review of proposed projects with local FIND Commissioner, required before submission to the District office.

March 30, 2018 Application due in the District office by 4:30 PM (No Exceptions)
--

May 25, 2018 Application requirements must be completed or application will be eliminated from further consideration.

June 15 & 16,
2018 Applicants make a 10-minute presentation of application to FIND Board. Meeting held in Brevard County.

July 20, 2018 FIND Board reviews additional requested information and the Commissioners will complete the Application's Rating & Evaluation Form. Board makes final funding decisions on remaining eligible applications (subject to budget process).

Sept. 19, 2018 All remaining permits due.

October 2018 Grant awards are announced. Funded applicants execute project agreement. Project funds become available, project initiates, timeline begins.

ATTACHMENT B
2018 BOARD OF COMMISSIONERS - FIND

NASSAU COUNTY Mr. Lynn Williams 1899 S. Fletcher Ave Fernandina Beach, FL 32034-2329 Ph# (847) 4922-1598 LWilliams@aicw.org	DUVAL COUNTY Mr. Michael O'Steen c/o PARC Group 4314 Pablo Oaks Court Jacksonville, FL 32224 Office Ph# (904) 992-9750 MOsteen@aicw.org
ST. JOHNS COUNTY Mr. Carl Blow 100 Santa Monica Avenue St. Augustine, FL 32080-5417 Ph# (904) 710-2655 JCBlow@aicw.org	FLAGLER COUNTY Mr. Jon Netts 17 Flintstone Court Palm Coast, FL 32137-8307 Ph# (386) 445-2121 JNetts@aicw.org
VOLUSIA COUNTY Ms. Susanne McCabe 6080 Shallow Brook Court Port Orange, FL 32128-7147 Ph # (386) 295-9965 SMccabe@aicw.org	BREVARD COUNTY Mr. Jerry H. Sansom P.O. Box 98 Cocoa, FL 32923-0098 Ph# (321) 777-8130 jerryhsansom@aol.com
INDIAN RIVER COUNTY Vacant Please contact Janet Zimmerman @ FIND Ph# (561) 627-3386 jzimmerman@aicw.org	ST. LUCIE COUNTY Mr. Don Donaldson 138 Commonwealth Court Fort Pierce, FL 34949 Ph# (772) 260-1969 DDonaldson@aicw.org
MARTIN COUNTY Mr. Donald J. Cuzzo Cuzzo Design Group 289 SW Harbor View Drive Palm City, FL 34990-4329 Ph # (772) 485-1600 dcuzzo@cdgplan.com	PALM BEACH COUNTY Mr. Charles Isiminger c/o Isiminger & Stubbs Engineering, Inc. 649 U.S. Highway 1, Suite 9 North Palm Beach, FL 33408-4616 Ph# (561) 881-0003 cisiminger@coastal-engineers.com
BROWARD COUNTY Mr. Frank Gernert Florida General Enterprises, LLC. 1109 Avocado Isle Fort Lauderdale, FL 33315 Ph # (954) 649-5200 FGernert@aicw.org	MIAMI-DADE COUNTY Mr. Spencer Crowley, III c/o Akerman LLP 98 SE 7 Street, Suite 1100 Miami, FL 33131 Ph# (305) 374-5600 spencer.crowley@akerman.com

ATTACHMENT C
2018 ASSISTANCE PROGRAM PROJECT PRIORITY LIST

<u>PRIORITY</u>	PROJECT CATEGORY	MAX POINTS AVAILABLE (Question #1)	Highest Potential Score
1.	Public navigation channel dredging.	8	50
2.	Public navigation aids & markers.	8	50
3.	Inlet management projects that are a benefit to public navigation in the District.	7	49
4.	Public shoreline stabilization directly benefiting the District's waterway channels. (ICW or OWW)	7	49
5.	Acquisition and development of publicly owned spoil disposal sites & public commercial/industrial waterway access	6	49
6.	Waterway signs & buoys for safety, regulation or information.	6	47
7.	Acquisition, dredging, shoreline stabilization and development of public boat ramps and launching facilities;	5	47
8.	Acquisition, dredging, shoreline stabilization and development of public boat docking and mooring facilities;	5	47
9.	Derelict vessel removal	4	46
10.	Waterway related environmental education programs & facilities	4	46
11.	Public fishing & viewing piers	3	45
12.	Public waterfront parks and boardwalks and associated improvements	3	45
13.	Maritime Management Planning	3	45
14.	Waterway boating safety programs & equipment	2	44
15.	Beach renourishment on beaches adversely impacted by navigation inlets, navigation structures, navigation dredging, or a navigation project	2	44
16.	Environmental restoration, enhancement or mitigation projects	2	44
17.	Other waterway related projects.	1	43

NOTE: Projects qualifying for Emergency Re-Construction status may have an additional 3 points available to the potential score.

ATTACHMENT D

CHAPTER 66B-2 WATERWAYS ASSISTANCE PROGRAM (2018)

66B-2.001	Purpose
66B-2.002	Forms
66B-2.003	Definitions
66B-2.004	Policy
66B-2.005	Funds Allocation
66B-2.006	Application Process
66B-2.0061	Emergency Applications
66B-2.008	Project Eligibility
66B-2.009	Project Administration
66B-2.011	Reimbursement
66B-2.012	Accountability
66B-2.013	Acknowledgement
66B-2.014	Small-Scale Spoil Island Restoration and Enhancement Projects
66B-2.015	Small-Scale Derelict Vessel Removal Projects
66B-2.016	Waterways Cleanup Events

66B-2.001 Purpose.

Recognizing the importance and benefits of inland navigation channels and waterways, as well as noting problems associated with the construction, continued maintenance and use of these waterways, the Florida Legislature created Section 374.976, F.S. This law authorizes and empowers each inland navigation district to undertake programs intended to alleviate the problems associated with its waterways. The purpose of this rule is to set forth the District's policy and procedures for the implementation of an assistance program under Section 374.976, F.S., for local governments, member counties and navigation related districts within the District. This program will be known hereafter as the Florida Inland Navigation District's Waterways Assistance Program.

Rulemaking Authority 374.976(2) FS. Law Implemented 374.976(1) FS. History--New 12-17-90, Formerly 16T-2.001.

66B-2.002 Forms.

All forms for the administration of this program are available from the District office located at 1314 Marcinski Road, Jupiter, Florida 33477.

Rulemaking Authority 374.976(2) FS. Law Implemented 374.976(1) FS. History--New 12-17-90, Formerly 16T-2.002.

66B-2.003 Definitions.

The basic terms utilized in this rule are defined as follows:

- (1) "APPLICANT" means an eligible governmental agency submitting an application through this program.
- (2) "APPLICATION" means a project proposal with the required documentation.
- (3) "AUTHORIZED SUBMISSION PERIOD" means the established period for submitting applications to the District.
- (4) "BEACH RENOURISHMENT" means the placement of sand on a beach for the nourishment, renourishment or restoration of a beach.
- (5) "BOARD" means the Board of Commissioners of the Florida Inland Navigation District.
- (6) "DISTRICT" means the Florida Inland Navigation District (FIND).
- (7) "ELIGIBLE GOVERNMENTAL AGENCY" means member counties, local governments and navigation related districts within the taxing boundaries of the District.
- (8) "ENVIRONMENTAL PERMITS" means those permits, proprietary authorizations, exemptions, or general permits for construction below mean high water line of a navigable waterway required and issued by or on behalf of the U.S. Army Corps of Engineers, the Florida Department of Environmental Protection, and the South Florida or the St. Johns River Water Management Districts or their successors.
- (9) "EXECUTIVE DIRECTOR" means the Executive Director of the Florida Inland Navigation District.
- (10) "LIAISON AGENT" means the contact person officially designated to act on behalf of the applicant or the project sponsor.
- (11) "LOCAL GOVERNMENTS" means municipalities, cities, or consolidated county governments, which are located within the member counties.

ATTACHMENT D

(12) “MARITIME MANAGEMENT PLAN” means a written plan containing a systematic arrangement of elements specifically formulated to identify, evaluate and promote the benefits of eligible waterway accessibility and enjoyment, with consideration and respect to the physical, environmental and economic parameters of the planning area.

(13) “MATCHING FUNDS” means those funds provided by the local sponsor to the project.

(14) “MEMBER COUNTY” means a county located within the taxing boundaries of the District which includes Nassau, Duval, St. Johns, Flagler, Volusia, Brevard, Indian River, St. Lucie, Martin, Palm Beach, Broward and Miami-Dade Counties.

(15) “NAVIGATION RELATED DISTRICTS” means port authorities, inlet districts or any other agency having legally authorized navigation related duties in waterways of the District.

(16) “PRE-AGREEMENT COSTS” means project costs approved by the District Board which have occurred prior to the execution of the project agreement.

(17) “PROGRAM” means the Florida Inland Navigation District Waterways Assistance Program.

(18) “PROGRAM FUNDS” means financial assistance awarded by the Board to a project for release to the project sponsor pursuant to the terms of the project agreement.

(19) “PROJECT” means a planned undertaking consisting of eligible program facilities, improvements or expenses for the use and benefit of the general public.

(20) “PROJECT AGREEMENT” means an executed contract between the District and a project sponsor setting forth mutual obligations regarding an approved project.

(21) “PROJECT MAINTENANCE” means any usual action, activity, expense, replacement, adjustment or repair taken to retain a project or grant item in a serviceable, operational or normal condition, or the routine efforts and expenses necessary to restore it to serviceable or normal condition, including the routine recurring work required to keep the project or grant item in such condition that it may be continuously used at its original or designed capacity and efficiency for its intended purpose.

(22) “PROJECT MANAGER” means the District employee who is responsible for monitoring the performance of the Project and compliance with the project agreement.

(23) “PROJECT PERIOD” means the approved time during which costs may be incurred and charged to the funded project.

(24) “PROJECT SPONSOR” means an eligible governmental agency receiving program funds pursuant to an approved application.

(25) “PUBLIC BUILDING” means a building or facility on government owned property that is owned or operated by a governmental entity, or operated by a third party operator. The building or facility must provide waterway related information, public meeting space, or educational services and be open to members of the public on a continual basis without discrimination.

(26) “PUBLIC MARINA” means a harbor complex used primarily for recreational boat mooring or storage, the services of which are open to the general public on a first come, first served basis without any qualifying requirements such as club membership, stock ownership, or differential in price.

(27) “PUBLICLY OWNED COMMERCIAL OR INDUSTRIAL WATERWAY ACCESS” means any publicly owned area specifically designed to be used for staging, launching, or off-loading by commercial or industrial waterway users on a first come, first served, short-term basis, to gain entry to or from the District’s waterways to serve the infrastructure needs of the District’s waterway users.

(28) “TRIM HEARING” means a public hearing required by Chapter 200, F.S., concerning the tax and budget of the District.

(29) “WATERWAYS” means the Atlantic Intracoastal Waterway, the Okeechobee Waterway, the Barge Canal in Brevard County west of the Port Canaveral Locks, those portions of the Dania Cut-Off Canal and the Hillsboro Canal east of the water control structures, all navigable natural rivers, bays, creeks or lagoons intersected by said waterways and all navigable natural creeks, rivers, bays or lagoons entering or extending from said waterways.

(30) “WATERWAY RELATED ENVIRONMENTAL EDUCATION” means an interdisciplinary holistic process by which the learner: develops an awareness of the natural and manmade environments of waterways; develops knowledge about how the environment of the waterways works; acquires knowledge about the technological, social, cultural, political, and economic relationships occurring in waterway related environmental issues; and, becomes motivated to apply action strategies to maintain balance between quality of life and quality of the environment of waterways.

Rulemaking Authority 374.976(2) FS. Law Implemented 374.976(1) FS. History—New 12-17-90, Amended 9-2-92, 2-6-97, Formerly 16T-2.003, Amended 5-17-98, 3-21-01, 3-20-03, 3-3-04, 4-21-05, 4-24-06, 4-15-07, 3-25-08, 3-7-11.

ATTACHMENT D

66B-2.004 Policy.

The following constitutes the policy of the District regarding the administration of the program:

(1) Financial Assistance Eligibility: Financial assistance, support and cooperation may be provided to eligible governmental agencies for approved projects as follows:

(a) Member counties may be provided financial assistance, support or cooperation in planning, acquisition, development, construction, reconstruction, extension, improvement, operation or the maintenance of public navigation, local and regional anchorage management, beach renourishment, public recreation, inlet management, environmental education, maritime management plans, and boating safety projects directly related to the waterways.

(b) Eligible local governments may also be provided financial assistance, support and cooperation in planning and carrying out public navigation, local and regional anchorage management, beach renourishment, public recreation, inlet management, environmental education, and boating safety projects directly related to the waterways.

(c) Navigation related districts may be provided with financial assistance to pay part of the costs of the planning and acquisition of dredge material management sites if the Board finds that the site is required for the long-range maintenance of the Atlantic Intracoastal Waterway channel. All such sites must meet the development and operational criteria established by the District through a long-range dredge material management plan for that county. Navigation related districts may also be provided with assistance for waterway related access projects, environmental mitigation projects associated with waterway improvement related activities, and inlet management projects if the Board finds that the project benefits public navigation in the Atlantic Intracoastal Waterway. All navigation related districts shall contribute at least equal matching funds to any District financial assistance provided. Seaports may also be furnished assistance and support in planning and carrying out environmental mitigation projects. All seaport projects shall benefit publicly maintained channels and harbors. Each seaport shall contribute matching funds for funded projects.

(d) Eligible projects shall include the acquisition and development of public boat ramps and launching facilities, including those in man-made, navigable waterways contiguous to "waterways" as defined in Rule 66B-2.003, F.A.C.

(2) Notification: The District will notify by direct mail, email and/or advertised public notice all eligible governmental agencies of the program and the upcoming authorized submission period.

(3) Project Approval: Approval of projects by the District shall be in accordance with these rules.

(4) Project Accessibility: Facilities or programs funded in whole or in part by program funds shall be made available to the general public of all of the member counties on a non-exclusive basis without regard to race, color, religion, age, sex or similar condition. Additionally, facilities funded in whole or in part by program funds, shall not require a paid membership for the general public of all of the member counties as a condition to use the facilities. User or entrance fees may be charged for the use of facilities funded in whole or in part by program funds, however such fees shall be reasonable and shall be the same for the general public of all of the member counties.

(5) Waterway Impacts: All development projects must be designed so as not to impact navigation along the District's waterways through the placement of structures, attendant uses, or the necessity of a boating speed zone for safety purposes. Before applying for boating speed zone designation in District waterways because of a project funded by this program, the sponsor shall first receive approval from the Board. The Board will use the criteria found in Section 327.46(1), F.S., in determining whether to approve the proposed boating speed zone.

(6) Project Maintenance: The project sponsor shall be responsible for the operation, maintenance, and management of the project for the anticipated life of the project and shall be responsible for all expenses required for such purposes. The project shall be maintained in accordance with the standards of maintenance for other similar local facilities and in accordance with applicable health standards. Project facilities and improvements shall be kept reasonably safe and in reasonable repair to prevent undue deterioration and to encourage public use. The project sponsor shall have full legal authority and financial ability to operate and maintain the project facilities.

(7) Education Facilities and Programs: Waterways related environmental education facilities and programs sponsored by the District shall occur at specially designated environmental education facilities located adjacent and contiguous to the waterways. It is the District's intent to consolidate its environmental education efforts in the least number of facilities within an area that will adequately serve the education needs of that area of the District.

(8) Public Information Availability: Public information produced with assistance from this program shall not be copyrighted and shall be provided free of cost, except for the cost of reproduction, to the public.

(9) Third-Party Project Operators: Projects that are being operated by a third party shall have sufficient oversight by the eligible

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project sponsor as determined by the Board. Such oversight, at a minimum, will include a project liaison that is a staff member of the eligible project sponsor, and oversight of the operating hours and admission fees of the facility by the eligible project sponsor through a legal agreement. All third party projects shall be open to the public in accordance with this rule.

(10) Non-compliance: The District shall terminate a project agreement and demand return of program funds disbursed to the project sponsor for non-compliance with any of the terms of the project agreement or this rule, if such non-compliance calls into question the ability of the applicant to complete the project. Failure of a project sponsor to comply with the provisions of this rule or the project agreement shall result in the District declaring the project sponsor ineligible for further participation in the program until such time as compliance has been met to the satisfaction of the District.

(11) Fees: Any public project eligible for District program funds that charges a fee or will charge a fee must create and maintain an enterprise fund for the public project that shall plan for and retain at all times sufficient funds for the on-going maintenance of the facility during its project life. Accounting records of the previous five years of the public project's enterprise fund will be submitted as part of any subsequent assistance program application to the District.

Rulemaking Authority 374.976(2) FS. Law Implemented 374.976(1), (2) FS. History—New 12-17-90, Amended 2-3-94, 2-6-97, Formerly 16T-2.004, Amended 5-18-98, 3-31-99, 5-25-00, 3-21-01, 7-30-02, 3-3-04, 4-21-05, 4-1-09, 2-22-10, 3-7-11, 3-7-12. 1 __-14.

66B-2.005 Funds Allocation.

The Board will allocate funding for this program based upon the District's overall goals, management policies, fiscal responsibilities and operational needs for the upcoming year. Funding allocations to navigation related districts, member counties and local governments shall be based upon the proportional share of the District's ad valorem tax collections from each county. If funds are determined to be available for the program, the District will notify potential eligible governmental agencies of the availability of program funding. Applications will be reviewed by the Board utilizing District Forms No. 91-25 and 91-25 (A) through (F) Waterways Assistance Program Application and Evaluation Worksheet (effective 1/2014), hereby incorporated [by reference](#) and available from the District office or by download from the District's webpage at: www.aicw.org.

(1) Funding Assistance Availability: In as much as the District has other fiscal responsibilities and operational needs, financial assistance to eligible government agencies shall not exceed an amount equal to eighty (80) percent of the proportional share of the District's ad valorem tax collections from each county in which such agencies are located. The District may make an exception to this funding limitation, if funds are determined to be available based upon the District's overall goals, management policies, fiscal responsibilities and operational needs, or in counties that are recovering from a state of emergency declared under Chapter 252, F.S.

(2) Project Funding Ratio: All financial assistance and support to eligible governmental agencies shall require, at a minimum, equal matching funds from the project sponsor, with the exception of public navigation projects that meet the provisions of subsection 66B-2.005(6), F.A.C., land acquisition projects in accordance with subsection 66B-2.005(7) and Rule 66B-2.008, F.A.C., small-scale spoil island restoration and enhancement projects that meet the provisions of Rule 66B-2.014, F.A.C. derelict vessel projects consistent with Rule 66B-2.0015, and Waterway Cleanup Projects approved under 66B-2.0016. Applicant's in-house costs are limited pursuant to paragraph 66B-2.008(1)(c), F.A.C. All financial assistance to seaports shall require equal matching funds. The District shall contribute no more than fifty percent (50%) of the local share of the cost of an inlet management or beach renourishment project. The District shall not contribute funding to both the state and local shares of an inlet management or beach renourishment project.

(3) Pre-agreement Expenses: The project sponsor shall not commence work on an approved project element prior to the execution of the project agreement unless authorized by the Board during the review and funding approval process. Board authorization of pre-agreement expenses will be given for the commencement of work prior to the execution of a project agreement if the Board determines that there is a benefit to the District, its waterways or its constituents. All project costs must be incurred and work performed within the project period as stipulated in the project agreement unless pre-agreement costs are approved by the Board. Pre-agreement expenses will be approved if they are consistent with the provisions of Rule 66B-2.008, F.A.C., and occur within the fiscal year of the grant application submission (October 1st to September 30th). Pre-agreement expenses, except for projects approved by the Board as multi-year projects, will be limited to fifty (50) percent of the project's total cost and if the expenses are eligible project expenses in accordance with this rule. Only one-half (1/2) or less of the approved pre-agreement expenses will be eligible for reimbursement funding from the District, except for projects approved by the Board as multi-year projects. The Board shall consider a waiver of the limitation on pre-agreement expenses for Small-Scale Derelict Vessel grants and land acquisition projects when the applicant demonstrates a direct need and benefit and the project is in accordance with the applicable provisions of Chapter 66B-2, F.A.C.

(4) Multi-Year Funding: The construction phase of projects that are large scale, involve multiple phases, have a construction time

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line of one year or longer, or are requesting a significant amount of assistance funding in relation to the total assistance available for the county where the project is located, will be reviewed and approved by the District Board for a multiple year period subject to budgeting and allocation pursuant to the provisions of Chapter 200, F.S. The determination by the Board to provide assistance funding on a multi-year basis can be made at any time during the application review process. All approved multi-year projects are limited to a maximum of two (2) additional funding requests.

(5) Inlet Management and Beach Renourishment: Projects and project elements in the categories of inlet management and beach renourishment shall be subject to the following provisions. The District shall contribute no more than fifty percent of the local share of the cost of the project. The District shall not contribute funding to both the state and local shares of an inlet management or beach renourishment project. Funding for the construction phase of an inlet management or beach renourishment project may be approved by the District Board for a multiple year period subject to budgeting and allocation pursuant to the provisions of Chapter 200, F.S. Additionally the following provisions shall be met for inlet management or beach renourishment projects:

(a) Inlet Management: Inlet management projects shall benefit public navigation within the District and shall be consistent with Department of Environmental Protection approved inlet management plans and the statewide beach management plan pursuant to Section 161.161, F.S. Inlet management projects that are determined to be consistent with Department of Environmental Protection approved inlet management plans are declared to be a benefit to public navigation.

(b) Beach Renourishment: All projects in this category shall be consistent with the statewide beach management plan. Beach renourishment projects shall only include those beaches that have been adversely impacted by navigation inlets, navigation structures, navigation dredging, or a navigation project. The determination of beach areas that are adversely impacted by navigation for the purposes of this program shall be made by Department of Environmental Protection approved inlet management plans. If state funding is not provided for a beach project, public access with adequate parking must be available in accordance with Chapter 161, F.S.

(6) Public Navigation: Projects or project elements in the category of public navigation that will qualify for up to seventy-five percent (75%) program funds must be within the Intracoastal Right-of-Way (ROW), or provide public navigation channel access to two or more publicly accessible launching, mooring or docking facilities. In addition, the following shall apply:

(a) Navigation channel dredging: The project sponsor must demonstrate that the source of channel sedimentation has been identified and is in the process of, or has been controlled, or that the frequency and amount of shoaling is such that dredging will provide an improvement to the channel that will last for twenty (20) years or more and therefore is more cost effective than identifying and correcting the cause of shoaling, or that the cost of identifying the source of channel sedimentation exceeds the cost of the dredging project.

(b) Navigation channel lighting and markers must be located on primary or secondary public navigation channels.

Navigation projects or project elements that have one facility open to the public will qualify for up to fifty percent (50%) program funding. Dredging that is associated or ancillary to another use (such as a boat ramp, marina or pier) will be prioritized according to the associated use.

(7) Land Acquisition: Land acquisition projects that provide for commercial/industrial waterway access shall qualify for a maximum of fifty (50) percent funding. All other land acquisition projects shall qualify for a maximum of twenty-five (25) percent program funding. All pre-agreement expenses for land acquisition must be completed within one-year of the date of application for funding. All funded land acquisition projects must construct the required boating access facility within 7 years of completion of the land acquisition, or the District may require the applicant to refund the program funding. Immediately upon acquiring title to the land, the applicant shall record a declaration of covenants in favor of the District stating that if the required boating access facility is not constructed within 7 years and dedicated for the public use as a boating access facility for a minimum period of 25 years after completion of construction, the District shall require the applicant to refund the program funding.

(8) Seaport Funding Eligibility: Financial assistance to seaports may exceed the proportional share of the District's ad valorem tax collections as set forth in subsection 66B-2.005(1), F.A.C., from the county in which such seaport is located if the seaport can demonstrate that a regional benefit occurs from the port's activities. Financial assistance to a seaport project that demonstrates a regional benefit shall not exceed an amount equal to (i) the proportional share of the District's ad valorem tax collections as set forth in subsection 66B-2.005(1), F.A.C., from the counties where the benefit is demonstrated less (ii) funding allocated in the same fiscal year to all other local government projects funded in those counties.

Rulemaking Authority 374.976(2) FS. Law Implemented 374.976(1), (3) FS. History—New 12-17-90, Amended 6-24-93, 9-5-96, 2-6-97, Formerly 16T-2.005, Amended 5-17-98, 8-26-99, 3-21-01, 7-30-02, 3-3-04, 4-21-05, 4-24-06, 4-15-07, 3-25-08, 4-1-09, 3-7-11, 3-7-12, 4-10-13, 1-27-14, -

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66B-2.006 Application Process.

(1) Application Period: With the exception of eligible Disaster Relief Projects, eligible Small-Scale Spoil Island Restoration and Enhancement Projects eligible Small-Scale Derelict Vessel Applications and Waterway Cleanup Events, all applications for assistance through this program will be submitted during the authorized submission period that shall be established by vote of the Board at a scheduled meeting.

(2) Application Forms: Florida Inland Navigation District Waterways Assistance Program Project Application FIND Form Number 90-22 (effective date 4-24-06) and the Waterway Assistance Program Application and Evaluation Worksheet No. 91-25 and 91-25 (A) through (F) (effective date 1/2014) are hereby incorporated by reference and available from the District office. With the exception of projects eligible under the Small-Scale Spoil Island Restoration and Enhancement program, the Small-Scale Derelict Vessel program, and eligible Waterway Cleanup Events, all applications for financial assistance and support through this program from member counties and local governments shall be made on Form Number FIND 90-22 and the Waterway Assistance Program Project Application and Evaluation Worksheet No. 91-25 and 91-25 (A) through (F) and shall include a detailed cost estimate submitted on FIND Form No. 90-25, Florida Inland Navigation District Assistance Program Project Cost Estimate, (effective date 4-24-06), hereby incorporated by reference and available from the District office. In addition, all applicants shall submit a complete and detailed Project Timeline (FIND FORM No. 96-10) (effective date 4-15-07).

(3) Sponsor Resolution: The project sponsor shall approve the submission of an application by official resolution from its governing board or commission. Said resolution shall be made on FIND Form No. 90-21, Resolution for Assistance Under the Florida Inland Navigation District Waterways Assistance Program (effective date 10-14-92), hereby incorporated by reference and available from the District office.

(4) Attorney's Certification: If the application is for a project that is a land based development project the applicant shall submit an Attorney's Certification of Title, FIND Form Number 94-26 (effective date 5-25-00), hereby incorporated by reference and available from the District office.

(5) Maps and Geographic Information: All applicants shall be required to submit, at minimum, the following geographic information: A County location map, a project location map, a project boundary map, and a clear and detailed site development map for land development projects.

(6) Application Review: Applicants shall obtain the local FIND Commissioner's initials on Form No. 90-26 prior to submitting the application to the District office. It is the applicant's responsibility to make timely arrangements for the local FIND Commissioner's review. In the absence of extenuating circumstances outside of the applicant's control as determined by the Board of Commissioners, an application shall not be considered complete if it does not include the local FIND commissioner's initials on Form No. 90-26. Upon receipt in the District office, staff will review the applications for completeness of the informational requirements identified in the Application Checklist, FIND Form Number 90-26 (effective date 7-30-02), and for compliance with the eligibility requirements of this rule. When an application is determined by staff to be incomplete or ineligible, staff will immediately inform the applicant by mail. The applicant will then have until the date established by the Board in the application package to bring the application into compliance. If the applicant fails to provide a complete application in compliance with these rules, the application will not be considered for funding. In order to have a complete application, the applicant shall not only submit the forms required under Rule 66B-2.006, F.A.C., and any other information requirements identified in the Application Checklist (FIND Form Number 90-26), but such forms and other submitted information must be completely filled out, executed as applicable, and also establish compliance with Chapter 66B-2, F.A.C.

(7) Interlocal Agreements: Applications that the Board determines will directly benefit the maintenance of the Atlantic Intracoastal Waterway channel as documented by the District's long range dredged material management plans, will directly benefit the maintenance of the Okeechobee Waterway channel as documented by the District's long range dredged material management plan, will directly benefit the maintenance or improvement of District property, right-of-way or navigation interests, or have multiple funding partners including the Corps of Engineers as the project manager can qualify for project assistance through an interlocal agreement pursuant to Chapter 163, F.S., or Section 374.984(6)(a), F.S. District staff will identify these applications and present them to the Board for their determination as to funding. Interlocal agreement projects shall comply with all other provisions of this rule, except for pre-agreement expenses, permitting and property control requirements.

(8) Application Presentations: Applications determined to be complete and in compliance with this rule will be forwarded to the Board for review and then scheduled for presentation to the Board at a scheduled meeting of the Board. Applicants can decline to make a presentation to the Board by submitting a written request.

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(9) Application Evaluation and Rating Score: Following the presentations, the Board will review the applications and evaluate them using the Waterways Assistance Program Application and Evaluation Worksheets No. 91-25 (a thru f) for Waterways Assistance Program applications. The total points awarded to each application by the Commissioners will be averaged to determine an application's final rating score. The final rating score for each application must equal or exceed 35 points for the application to be considered for funding assistance. Reconsideration of any application with a final rating score of less than 35 points will only occur if the majority of the Commissioners evaluating the project rated the project equal to or exceeding 35 points and two-thirds of the Commissioners vote for reconsideration of the application. Only Applicants that are eligible under Rule 66B-2.0061, F.A.C., "Disaster Relief Applications", shall complete FIND Form No. 91-25F Emergency Re-Construction (effective date 4-24-06).

(10) Funding Determination: The Board will hold a funding allocation meeting at which time the Board will determine the allocation of funds, if any, to each project and the projects will be ranked by overall average score to facilitate final funding decisions by the Board. Allocations will be based in part upon the cumulative score of the applications as calculated from the Project Evaluation and Rating Form. Allocations will also be based upon the specific needs of the individual counties.

Rulemaking Authority 374.976(2) FS. Law Implemented 374.976(1) FS. History--New 12-17-90, Amended 9-2-92, 6-24-93, 4-12-95, Formerly 16T-2.006, Amended 5-25-00, 3-21-01, 7-30-02, 3-20-03, 4-21-05, 4-24-06, 4-15-07, 3-25-08, 3-7-1, 1-27-14.

66B-2.0061 Disaster Relief Applications.

Disaster Relief applications may be submitted to the District and considered by the Board at any time during the year to provide assistance to an eligible applicant for the removal of navigation obstructions and repair or replacement of waterway facilities damaged by a declared natural disaster. The District shall consider these applications in accordance with these rules.

Rulemaking Authority 374.976(2) FS. Law Implemented 374.976(1) FS. History--New 6-24-93, Amended 2-6-97, Formerly 16T-2.0061, Amended 4-24-06.

66B-2.008 Project Eligibility.

(1) Eligible Projects: Financial assistance and support through this program shall be used to plan or carry out public navigation and anchorage management, public recreation, environmental education, boating safety, acquisition and development of spoil sites and publicly owned commercial/industrial waterway access directly related to the waterways, acquisition and development of public boat ramps, launching facilities and boat docking and mooring facilities, inlet management, maritime management planning, environmental mitigation and beach renourishment.

(a) Program funds may be used for projects such as acquisition, planning, development, construction, reconstruction, extension, or improvement, of the following types of projects for public use on land and water. These project types will be arranged into a priority list each year by vote of the Board. The priority list will be distributed to applicants with the project application.

1. Public navigation channel dredging;
2. Public navigation aids and markers;
3. Inlet management projects that are a benefit to public navigation in the District;
4. Public shoreline stabilization directly benefiting the District's waterway channels;
5. Acquisition and development of publicly owned spoil disposal site and public commercial/industrial waterway access;
6. Waterway signs and buoys for safety, regulation or information;
7. Acquisition, dredging, shoreline stabilization and development of public boat ramps and launching facilities;
8. Acquisition, dredging, shoreline stabilization and development of public boat docking and mooring facilities;
9. Derelict Vessel Removal;
10. Waterways related environmental education programs and facilities;
11. Public fishing and viewing piers;
12. Public waterfront parks and boardwalks and associated improvements;
13. Maritime Management Planning;
14. Waterways boating safety programs and equipment;
15. Beach renourishment on beaches adversely impacted by navigation inlets, navigation structures, navigation dredging, or a navigation project; and
16. Environmental restoration, enhancement or mitigation projects, and
17. Other waterway related projects. Waterway projects that do not meet specific criteria in Section 66B-2.005(5) or (6) or 66B-

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2.008 (1)(a)1-16, but are located on eligible waterways shall be considered for funding under the priority listing of “other waterway related project” and eligible for 25% funding.

(b) Ineligible Projects or Project Elements. Project costs ineligible for program funding or matching funds will include: contingencies, miscellaneous, reoccurring personnel related costs, irrigation equipment, ball-courts, park and playground equipment, and any extraneous recreational amenities not directly related to the waterway such as the following:

1. Landscaping that does not provide shoreline stabilization or aquatic habitat;
2. Restrooms for non-waterway users;
3. Roadways providing access to non-waterway users;
4. Parking areas for non-waterway users;
5. Utilities for non-waterway related facilities;
6. Lighting for non-waterway related facilities;
7. Project maintenance and maintenance equipment;
8. Picnic shelters and furniture for non-waterway related facilities;
9. Vehicles to transport vessels;
10. Operational items such as fuel, oil, etc.
11. Office space that is not incidental and necessary to the operation of the main eligible public building;
12. Conceptual project planning, including: public surveys, opinion polls, public meetings, and organizational conferences; and
13. Inlet maintenance.

(c) Project Elements with Eligibility Limits: Subject to approval by the Board of an itemized expense list:

1. The following project costs will be eligible for program funding or as matching funding if they are performed by an independent contractor:

- a. Project management, administration and inspection;
- b. Design, permitting, planning, engineering or surveying costs for completed construction project;
- c. Restoration of sites disturbed during the construction of an approved project;
- d. Equipment costs.

Before reimbursement is made by the District on any of the costs listed in subparagraph 1. above, a construction contract for the project, approved and executed by the project sponsor and project contractor must be submitted to the District.

2. Marine fire-fighting vessels, Marine law enforcement and other vessels are eligible for a maximum of \$60,000 in initial District funding. All future replacement and maintenance costs of the vessel and related equipment will be the responsibility of the applicant.

3. Waterway related environmental education facility funding will be limited to those project elements directly related to the District's waterways.

(d) Phasing of Projects: Applications for eligible waterway projects may be submitted as a phased project where Phase I will include the design, engineering and permitting elements and Phase II will include the construction of the project. A description and cost estimate of the Phase II work shall be submitted along with the Phase I application for Board review.

(2) Property Control: The site of a new proposed land-based development project, with the exception of those projects requesting Small-Scale Spoil Island Restoration and Enhancement funding, shall be dedicated for the public use for which the project was intended for a minimum period of 25 years after project completion. Such dedication shall be in the form of a deed, lease, management agreement or other legally binding document and shall be recorded in the public property records of the county in which the property is located. This property control requirement also applies to a project site owned by another governmental entity. The governmental entity that owns the project site may be joined as a co-applicant to meet this property control requirement. Existing land based development projects that are being repaired, replaced or modified must demonstrate that the project site has been dedicated for public use for at least 25 years with at least 10 years remaining on the dedication document. Property shall also be deemed dedicated for public use if:

(a) The property has been designated for the use for which the project is intended (even though there may have been no formal dedication) in a plat or map recorded prior to 1940, or

(b) The project sponsor demonstrates that it has had exclusive control over the property for the public use for which the project is intended for a period of at least 30 years prior to submission of the application, or

(c) There is no ongoing litigation challenging the designated use of the property as shown on the plat or map, nor has there been

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any judicial determination contrary to the use by the public for the use shown on the plat or map.

(3) Permits: The project sponsor is responsible for obtaining and abiding by any and all federal, state and local permits, laws, proprietary authorizations and regulations in the development and operation of the project. Applicants for construction projects that include elements that require state or federal environmental permits or proprietary authorizations will demonstrate that all required environmental permitting and authorizations will be completed by the District's final TRIM hearing. This demonstration will be by submission of the required environmental permit(s) and authorizations, or by submission of a letter from the agency(s) stating that a permit or authorization is not required. Should the environmental permitting element of an application that has construction elements requiring state or federal environmental permits or authorizations not be completed by the District's final TRIM hearing, the construction portion of the project will not be considered for funding. Whereby funding decisions are completed at the final TRIM hearing, the District will not deviate from the funding schedule to accommodate any application deficiency.

(4) Public Marina Qualifications: All public marina projects funded through this program shall include sewage pumpout facilities for vessels, unless the applicant can demonstrate that inclusion of such a facility is physically, operationally or economically impracticable. All public marina projects funded through this program shall have at least ten percent (10%) of their slips or mooring areas available for transient vessels. Public marina dockage rates shall be within market comparison of the dockage rates of other area marinas. The public marina will be required to establish and maintain an accounting of the funds for the facility and shall plan for and retain at all times sufficient funds for the on-going maintenance of the facility during its project life.

(5) The District may assist eligible local governments with efforts to prepare and implement a comprehensive maritime management plan. The plan shall be utilized by the eligible government to promote and maximize the public benefit and enjoyment of eligible waterways, while identifying and prioritizing the waterway access needs of the community. The plan should not duplicate any existing or ongoing efforts for the same waterway or water shed, nor shall the District participate in any effort that does not address the basic maritime needs of the community.

(a) Existing plans may be updated at reasonable intervals or amended to include waterway areas previously not included in the original effort. Public, government, environmental, industry and other pertinent interest groups shall be solicited and included for input in the planning process.

(b) The plan shall be utilized as a tool to provide a minimum 5-year planning analysis and forecast for the maritime needs of the community, and shall include, at minimum, the following:

1. Public boat ramp and ramp parking inventory and analysis.
2. Public mooring and docking facility analysis, including day docks and transient slips.
3. Commercial and working waterfront identification and needs analysis.
4. The identification, location, condition and analysis of existing and potential navigation channels.
5. An inventory and assessment of accessible public shorelines.
6. Public Waterway transportation needs.
7. Environmental conditions that affect boat facility siting, a current resource inventory survey, and restoration opportunities.
8. Economic conditions affecting the boating community and boating facilities.
9. Acknowledgment and coordination with existing data and information, including an emphasis on the Intracoastal Waterway.

(c) Projects requested for assistance program funding shall be consistent with the applicant's maritime management plan. The applicant should utilize the plan to assist in prioritizing waterway improvement projects.

(6) All eligible environmental restoration, enhancement or mitigation projects as well as the environmental restoration, enhancement or mitigation components of other types of projects shall be required to pursue and assign any available mitigation credits to the District for that share of the project funded through the District's Assistance Program. All eligible environmental restoration, enhancement or mitigation projects shall provide public access where possible.

(7) Final Decisions: The Board will make all final decisions on the eligibility of a Project or specific project costs.

Rulemaking Authority 374.976(2) FS. Law Implemented 374.976(1)-(3) FS. History—New 12-17-90, Amended 9-2-92, 6-24-93, 2-3-94, 4-12-95, 9-5-96, 2-6-97, Formerly 16T-2.008, Amended 5-17-98, 3-31-99, 5-25-00, 3-21-01, 7-30-02, 3-20-03, 3-3-04, 4-15-07, 3-25-08, 4-1-09, 2-22-10, 3-7-11, 3-7-12, 1-27-14, 2-17-15, __-__-__.

66B-2.009 Project Administration.

The District will appoint a project manager who shall be responsible for monitoring the project and the project agreement. The project manager shall also be responsible for approving all reimbursement requests. The project sponsor shall appoint a liaison agent, who

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will be a member of the eligible applicant's staff, to act on its behalf in carrying out the terms of the project agreement. Administration of the project will be as follows:

(1) **Project Agreement:** For each funded project, the District and the project sponsor will enter into a project agreement. The project agreement shall be executed and returned by the project sponsor within six (6) months of the approval of the project funding and prior to the release of program funds, setting forth the mutual obligations of the parties concerning the project. The project agreement shall incorporate the applicable policies and procedures of the program as outlined in this rule. Project agreements will be for a two-year period with the possibility for one, one-year extension. Any request for a one-year extension of funding shall require submittal by the PROJECT SPONSOR of a request for extension to the DISTRICT no later than July of fiscal year two of the approved project. This request will then be considered by the DISTRICT Board, whose decision shall be final. In review of these requests, the Board will take into consideration the current status and progress of the project and the ability of the applicant to complete the project within one additional year.

(2) **Matching Funds:** The project sponsor shall clearly identify and enumerate the amount and source of the matching funds it will be using to match the program funds supplied by the District for an approved project. The project sponsor shall provide suitable evidence that it has the matching funds available at the time the project agreement is executed.

(3) **Agreement Modification:** All proposed changes to the project agreement must be submitted to the District in writing by the project sponsor accompanied by a statement of justification for the proposed changes. All project agreement amendments shall be approved by the District Board, except that the Executive Director may approve a minor project agreement amendment for a project within a county with the local District commissioner's concurrence. A minor project amendment shall not change the approved project's category, result in a reallocation of more than 35% of the approved funding of the project among project elements, nor allow for a greater than 35% change in the project scale or scope of work. Project agreement amendments will not include a change to the approved project's location or a change in the approved project's purpose or project type. Agreed changes shall be evidenced by a formal amendment to the project agreement and shall be in compliance with these rules.

(4) **Project Reporting:** The liaison agent will submit quarterly reports to the project manager summarizing the work accomplished since the last report, problems encountered, percentage of project completion and other appropriate information. These reports shall continue throughout the length of the project period until completion of the project. The report shall be submitted on Form 95-02, "Assistance Program Project Quarterly Status Report", dated 7-30-02, hereby incorporated by reference and available at the District office. A Final Project Report shall be submitted at the completion of the project and shall at minimum include: project summary, photo of completed project, final cost, project benefits to the waterway and location address.

(5) **Reimbursement Requests:** The liaison agent may submit periodic reimbursement requests during the project period in accordance with Rule 66B-2.011, F.A.C. The project manager will approve or disapprove all reimbursement requests. The final payment of program funds will be made upon certified completion of the project by the District.

(6) **Project Inspection:** Upon reasonable request, the project manager shall have the right to inspect the project and any and all records relating to the project.

(7) **Project Completion:** The project shall be completed within three (3) years of the date of the beginning of the District's first fiscal year for which the project was approved. If the completion of a project is impacted by a declared state of emergency and the Board waives this rule section, the extension of time granted shall not exceed one additional three (3) year period.

(8) **Project Completion Requirements:** Upon completion of the project, the liaison agent shall provide the following to the project manager:

(a) A Project Completion Certificate, FIND Form No. 90-13 (effective date 7-30-02), hereby incorporated by reference and available from the District office, which certifies that the project was completed in accordance with the project agreement and the final project plans.

(b) A final reimbursement request accompanied by all required billing statements and vouchers.

(c) Photograph(s) showing the installation of the sign required by Rule 66B-2.013, F.A.C.

(d) Photograph(s) of the completed project clearly showing the program improvements.

(9) **Project Completion Review:** The project manager will review the project completion package and will authorize or reject the final reimbursement payment which will include all retained funds from previous requests.

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66B-2.011 Reimbursement.

The District shall release program funds in accordance with the terms and conditions set forth in the project agreement. This release of program funds shall be on a reimbursement only basis. The District shall reimburse the project sponsor for project costs expended on the project in accordance with the project agreement. Project funds to be reimbursed will require the submission of a Reimbursement Request Form and required supporting documents, FIND Form No. 90-14 (effective date 7-30-02) hereby incorporated by reference and available from the District office.

(1) Authorized Expenditures: Project funds shall not be spent except as consistent with the project agreement cost estimate that was approved by the Board, which shall be an attachment to the project agreement. This cost estimate will establish the maximum funding assistance provided by the District and the percentage of funding provided by each party to the project. The District will pay the lesser of:

- (a) The percentage total of project funding that the Board has agreed to fund, or
- (b) The maximum application funding assistance amount.

(2) Phase I Reimbursement: In accordance with these rules, reimbursement cannot be made on a Phase I application until a construction contract is executed by the applicant for the construction phase of the project. If the Phase I project is completed but a construction contract is not executed by the three (3) year project deadline, then the District shall only allow one (1) year from the Phase I project deadline to enter into the required construction contract before the Phase I funding is cancelled.

(3) Reimbursement Requests: All project costs shall be reported to the District and summarized on the Reimbursement Request Form. All requests for reimbursement shall include supporting documentation such as billing statements for work performed and cancelled payment vouchers for expenditures made.

(4) Retainage: The District shall retain ten percent (10%) of all reimbursement payments until final certification of completion of the project. The District shall withhold any reimbursement payment, either in whole or part, for non-compliance with the terms of this agreement.

(5) Check Presentations: A District representative shall present the final reimbursement check to the project sponsor during a public commission meeting or public dedication ceremony for the project facility.

(6) Recovery of Additional Project Funding: If the project sponsor receives additional funding for the project costs from another source that was not identified in the original application and that changes the agreement cost-share percentage, the project sponsor shall proportionately reimburse the District's program funds equal to the cost-share percentage in the approved project agreement. The project sponsor shall promptly notify the District of any project payments it receives from a source other than the District.

Rulemaking Authority 374.976(2) FS. Law Implemented 374.976(1) FS. History--New 12-17-90, Amended 6-24-93, Formerly 16T-2.011, Amended 3-31-99, 7-30-02, 3-7-11.

66B-2.012 Accountability.

The following procedures shall govern the accountability of program funds:

(1) Accounting: Each project sponsor is responsible for maintaining an accounting system which meets generally accepted accounting principles and for maintaining such financial records as necessary to properly account for all program funds.

(2) Quarterly Reports: The project sponsor shall submit quarterly project status reports to FIND in accordance with subsection 66B-2.009(4), F.A.C.

(3) Completion Certification: All required final completion certification documents and materials as outlined in subsection 66B-2.009(8), F.A.C., of this rule shall be submitted to the District prior to final reimbursement of program funds.

(4) Auditing: All project records including project costs shall be available for review by the District or by an auditor selected by the District for 3 years after completion of the project. Any such audit expenses incurred shall be borne entirely by the project sponsor.

(5) Project Records: The project sponsor shall retain all records supporting project costs for three years after either the completion of the project or the final reimbursement payment, whichever is later, except that should any litigation, claim, or special audit arise before the expiration of the three year period, the project sponsor shall retain all records until the final resolution of such matters.

(6) Repayment: If it is found by any State, County, FIND, or independent audit that program funds have not been used in accordance with this rule and applicable laws, the project sponsor shall repay the misused program funds to the District.

Rulemaking Authority 374.976(2) FS. Law Implemented 374.976(1) FS. History--New 12-17-90, Formerly 16T-2.012, Amended 7-30-02.

ATTACHMENT D

66B-2.013 Acknowledgement.

The project sponsor shall erect a permanent sign, approved by the District, at the entrance to the project site which indicates the District's participation in the project. This sign shall contain the FIND logo. In the event that the project sponsor erects a temporary construction sign, this sign shall also recognize the District's participation. If the final product of the project is a report, study or other publication, the District's sponsorship of that publication shall be prominently indicated at the beginning of the publication. If the project results in an educational display, the District's logo and a statement of the District's participation in the project shall be contained in the display.

Rulemaking Authority 374.976(2) FS. Law Implemented 374.976(1) FS. History--New 12-17-90, Formerly 16T-2.013, Amended 2-22-10.

66B-2.014 Small-Scale Spoil Island Restoration and Enhancement Projects.

Proposals shall be accepted for the restoration or enhancement of spoil islands and natural islands within the District's waterways for recreational, navigational, educational, and environmental purposes. The applicable provisions of this rule apply to these applications with the following additions or exceptions:

(1) Application Procedure – A Request for Proposals procedure will be used to request proposals for consideration. Proposals shall follow the format described in FIND Document #03-02, Call for Proposals – Small-Scale Spoil Island Restoration and Enhancement Program (effective date 7-30-02), hereby incorporated by reference and available from the District office. Proposals may be submitted to the District and considered by the Board at any time during the year.

(2) Matching Funds: Small-scale spoil island restoration and enhancement may qualify for up to ninety percent (90%) program funds. The applicant's ten percent (10%) matching funds may include in-kind contribution pursuant to paragraph 66B-2.014(4)(b), F.A.C.

(3) Eligibility: All proposals must meet the following eligibility criteria to be considered for funding:

(a) Management Plan Compliance: Projects shall be in compliance with the provisions of any Spoil Island Management Plans or other management plans that govern the Project site.

(b) Property Control: The Project Sponsor must have written property rights on the Project site to construct and maintain the Project for a minimum of five years. Such property rights can be in the form of a lease, interlocal agreement, use agreement or other legal form approved by the District. The applicant shall include a map clearly delineating the location of all proposed work included in the application.

(4) Funds Allocation: Funds shall be allocated pursuant to Rule 66B-2.005, F.A.C., subject to the exceptions identified in this rule, and with the following additions:

(a) The District shall fund a maximum of up to \$7,500 per project, not to exceed \$22,500 per County, per fiscal year.

(b) The Project Sponsor may contribute in-kind construction labor; such in-kind construction labor costs will not be counted by the District as exceeding \$10.00 per hour. No administrative costs can be incorporated into the Project as Project costs.

(c) The funding provided by the District shall only be allocated for specific Project expenses such as construction materials, plant materials, herbicides, etc. The funding provided by the District shall not be allocated for parties, food or beverages.

(5) Hold Harmless Waiver: All volunteers, who are not government employees, shall sign a hold harmless waiver Form No. 02-01 (New 7-30-02) as approved by the District and hereby incorporated by reference and available from the District office.

Rulemaking Authority 374.976(2) FS. Law Implemented 374.976(1) FS. History--New 7-30-02, Amended 4-24-06, 3-7-11.

66B-2.015 Small-Scale Derelict Vessel Removal Projects.

Proposals shall be accepted for financial assistance for the removal of derelict vessels within the District's waterways. The applicable provisions of this rule apply to these applications with the following additions or exceptions:

(1) Application Procedure – Applications shall be submitted on a completed FIND Form No. 05-01 (Small-Scale Derelict Vessel Removal Program) (effective date 4-24-06), and FIND Form No. 01-06 (Small-Scale Derelict Vessel Removal Program – Project Cost Estimate), (effective date 4-24-06), hereby incorporated by reference and available from the District office. Applications may be submitted to the District and considered by the Board at any time during the year.

(2) The District shall only fund applicants that have identified derelict vessels to be removed and have a current bid for removal for such vessels, or have completed the removal of such vessels within the 6 months preceding the application, subject to eligibility under these program rules.

(3) The program must be sponsored by an eligible government agency or not-for-profit organization.

ATTACHMENT D

(4) District funding shall be limited to \$30,000.00 per county, per year, provided on a reimbursement basis only. The limitation on pre-agreement expenses may be waived by the Board in accordance with subsection 66B-2.005(3), F.A.C.

(5) The eligible applicant must provide the remaining matching funds for project completion. In no case shall the District's cost-share contribution exceed 75% of the total project costs. In-house project management or administration costs are not eligible costs or matching costs.

(6) The derelict vessel must be located in the District's Waterways, as defined in Rule 66B-2.003, F.A.C. The applicant shall include a map clearly delineating the location of all vessels included in the application

(7) The District shall be recognized when possible in all written, audio or video advertising and promotions as a participating sponsor of the program.

(8) The funding provided by the District shall only be allocated for removal of derelict vessels. The District is providing program reimbursement funds only and shall be held harmless with regards to the activities initiated by the applicant.

(9) The applicant shall be responsible for all maintenance, management, disposal and operating expenses associated with the program.

(10) Funds derived from the sale of any derelict vessels or vessel parts removed through this grant program must be reinvested into the applicant's derelict vessel removal program.

(11) The District Board shall make all final decisions concerning the provision of funding for this program.

Rulemaking Authority 374.976(2) FS. Law Implemented 374.976(1) FS. History--New 4-24-06, Amended 4-15-07, 3-25-08, 3-7-11, 1-27-14

66B-2.016 Waterways Cleanup Events.

Proposals shall be accepted for financial assistance for the organized removal of refuse within the District's waterways. The applicable provisions of this rule apply to these applications with the following additions or exceptions:

(1) Application Procedure: Prior to the event, a request for funding shall be submitted to the District by means of a cover letter detailing the occurrence of the cleanup, contact information, a map of the cleanup locations and the general parameters of the event. In addition, the Applicant will submit a detailed budget clearly delineating the expenditure of all District funds, as well as the overall general budget of the event. Proposals may be submitted to the District and considered by the Board at any time during the year.

(2) Availability: The District shall fund a maximum of one clean-up program per waterway, per year within a county, with exception to the provisions of subsections (8) through (10), below.

(3) Applicant Eligibility: The clean-up program must be sponsored by a government agency or a registered not-for-profit corporation.

(4) Funding: District funding shall be limited to \$5,000 per waterway, per county, except for the provisions of subsections (8) through (10), below.

(5) The District shall be recognized in all written, on-line, audio or video advertising and promotions as a participating sponsor of the clean-up program.

(6) Funding Eligibility: The funding provided by the District shall only be allocated to reimburse the applicant for out of pocket expenditures related to specific cleanup program expenses such as trash bags, trash collection, haul and landfill fees, gloves, advertising, T-shirts, and related expenses. The funding provided by the District shall not be allocated for parties, meetings, food or beverages.

(7) The District Board shall make all final decisions concerning the provision of funding for a clean-up program.

In addition to the requirements stated above, a cleanup program implementing all of the following additional incentives will qualify for up to additional \$5,000 in clean up funds.

(8) The clean-up program budget must provide equal or greater matching funds for all Navigation District funding.

(9) The applicant shall tally and report the composition and location of the waterway-related debris, with the goal to show definitive progress in the amount of refuse collected, a reduction in the overall debris in the waterway, or an increase in the number of additional waterway areas included in the clean up.

(10) For each additional \$1,000 in Navigation District funding, the applicant shall coordinate a minimum of one waterway collection point or clean up area, or an applicant can conduct an additional waterway cleanup program for the waterway areas.

Rulemaking Authority 374.976(2) FS. Law Implemented 374.976(1) FS. History--New 3-7-11.

FY 2018

WATERWAYS ASSISTANCE

PROGRAM

APPLICATION PACKAGE

Part 2. Attachment E

THE FOLLOWING ATTACHMENT E-1 THROUGH E-8 FORMS, IN ADDITION TO THE REQUIREMENTS OF ITEMS 10 THROUGH 13 OF THE APPLICATION CHECKLIST, CONSTITUTE YOUR FORMAL APPLICATION.

SUBMIT THE APPLICATION INFORMATION IN THE ORDER LISTED ON THE CHECKLIST.

An electronic copy (pdf) may be emailed to JZimmerman@aicw.org.
or a completed hardcopy of the application may be delivered to:
FIND, 1314 Marcinski Rd., Jupiter, FL 33477
Application must be received by the deadline, no exceptions.

ATTACHMENT E - APPLICANT TIPS SHEET

(Mistakes Common to the application process and how to avoid them)

Scheduling – The new application is available by the 2nd week of January each year, and District funding is available AFTER October 1st of each year. Applicants should plan their schedule to avoid commonly missed deadlines: Application due – 30th of March; Property Control – 25th of May, Permits – 19th of September. *(Staff suggestion: Begin to secure property control and permits PRIOR to applying for funding.)*

Property Control Verification – Please have your attorney complete and sign the form in the application verifying applicant property control. Support documentation is not necessary. In the case of leases or management agreements, please forward a copy to the District well in advance of the deadline to verify consistency with our program rules. *(Staff suggestion: Resolve this requirement outside the application “window”).*

Project Costs Eligibility – Please note the eligible project costs in Rule Section 66B-2.008, F.A.C. If you are not sure about an item’s eligibility, ask! Note: Any ineligible cost, including in-house project management and administration, is also not eligible for an applicant’s match. Make sure you have delineated your required minimum cost-share on the project cost estimate. *(Staff suggestion: If you have questions about the eligibility of an item, work up a mock cost-sheet and send it to our office well before the deadline. Do not include applicant project management in your cost estimate).*

Cost-Share – Although the applicant must provide a minimum of 50% of the total project costs (25% for eligible public navigation dredging), there is no specific requirement to split each item. *(Staff suggestion: You may want to organize project element in a certain manner for easier accounting.)*

Pre-Agreement Expenses - Rule 66B-2.005(3), F.A.C. requires any activity in the submitted project cost estimate occurring PRIOR to October 1st to be considered as pre-agreement expenses. The Board’s past philosophy has been to fund only those projects that require District funding assistance to be completed. It is best to avoid pre-agreement expenses if possible, or limit them to a small percentage of the project. Note, that pre-agreement expenses must be limited to 50% or less of the total project costs, and they are eligible for only ½ of the original District funding. *(Example: A project with a total cost of \$200,000 is Board-approved for one-half construction PRIOR to October 1st. In this case, District funding will be limited as follows: Only 50% of the \$100,000 project cost prior to October 1st is eligible as project expenses (i.e. \$50,000). Then only ½ of the eligible project expenses (\$50,000) are eligible for District funding assistance (i.e. \$25,000).*

Submitted Materials & June Presentation –The Board must review and evaluate every application and each year we receive about 90 applications for consideration. The final product for the Commissioner’s review is two 8-1/2” x 11” spiral-bound notebooks containing the essential information for the application. **NOTE: make sure your final submitted material is the same material you will be presenting to the Board at our June meeting. This will avoid confusion and strengthen your presentation.** *(Staff suggestion: Limit the submitted materials to the requested information, in the required format and make sure it is consistent with your June presentation. Do not submit additional material at the June presentation! Don’t create unnecessary work for yourself!)*

ELECTRONIC SUBMISSIONS – Grant applications are being accepted by email or hardcopy. Grant applications may be submitted via email as a pdf attachment (permits attached separately). Make sure to label your pdf attachment with the applicant and project title. You will receive a confirmation email letting you know your application has been received. Email your completed application to JZimmerman@aicw.org
Or you may send hardcopy applications to FIND, 1314 Marcinski Rd, Jupiter, FL 33477.

Applications must be received by the District by 4:30 pm on March 30, 2018.

ATTACHMENT E-1.
APPLICATION CHECKLIST 2018
(To be completed by the Applicant)

Project Title:	
Applicant:	

This checklist and the other items listed below in items 1 through 13 constitute your application. The required information shall be submitted in the order listed.

Any additional information submitted by the applicant is subject to being removed from the package by District staff prior to presentation to the District Board because of reproduction and space considerations.

An electronic copy may be emailed to JZimmerman@aicw.org. Application must be received by the deadline, no exceptions.

All information is required to be on 8 1/2" x 11" paper so they may be included in agenda books bound by staff.

		<u>YES</u>	<u>NO</u>
1.	District Commissioner Review (prior to March 2nd) (NOTE: <u>For District Commissioner initials ONLY!</u> (District Commissioner must initial the yes line on this checklist for the application to be deemed complete)	_____	_____
2.	Application Checklist – E-1 (Form No. 90-26, 2 pages) (Form must be signed and dated)	_____	_____
3.	Applicant Info/Project Summary – E-2 (Form No. 90-22, 1 page) (Form must be completed and signed)	_____	_____
4.	Project Information – E-3 (Form No. 90-22a, 1 page)	_____	_____
5.	Application and Evaluation Worksheet – E-4(+) (Form No.91-25) (One proper sub-attachment included, 7 pages) Must answer questions 1-10. No signatures required	_____	_____
6.	Project Cost Estimate – E-5 (Form No. 90-25, 1 page) (Must be on District form)	_____	_____
7.	Project Timeline – E-6 (Form No. 96-10, 1 page)	_____	_____
8.	Official Resolution Form – E-7 (Form No. 90-21, 2 pages) (Resolution must be in District format and include items 1-6)	_____	_____

ATTACHMENT E-1 (Continued)

APPLICATION CHECKLIST (To be completed by the Applicant)

	<u>YES</u>	<u>NO</u>
9. Attorney's Certification (Land Ownership) – E-8 (Must be on or follow format of Form No. 94-26, (Legal descriptions NOT accepted in lieu of form)	_____	_____
10. County/City Location Map	_____	_____
11. Project Boundary Map	_____	_____
12. Clear & Detailed Site Development Plan Map	_____	_____
13. Copies of all Required Permits (Required of development projects only)	_____	_____

The undersigned, as applicant, acknowledges that Items 1 through 12 above constitutes a complete application and that this information is due in the District office no later than 4:30 PM, March 30, 2018. By May 25, 2018 my application must be deemed complete (except for permits) or it will be removed from any further consideration by the District. I also acknowledge that the information in Item 13 is due to the District no later than September 19, 2018. If the information in Item 13 is not submitted to the District office by September 19, 2018, I am aware that my application will be removed from any further funding consideration by the District.

LIAISON: _____ TITLE: _____

** SIGNATURE - PROJECT LIAISON **

DATE

FIND OFFICE USE ONLY

Date Received: _____

Local FIND Commissioner Review: _____

All Required Supporting Documents: _____

Applicant Eligibility: _____

Project Eligibility: _____ Available Score: _____

Compliance with Rule 66B-2 F.A.C.: _____

Eligibility of Project Cost: _____

ATTACHMENT E-2

**WATERWAYS ASSISTANCE PROGRAM FY 2018
PROJECT APPLICATION
APPLICANT INFORMATION – PROJECT SUMMARY**

APPLICANT INFORMATION			
Applicant:			
Department:			
Project Title:			
Project Director:		Title:	
Project Liaison: <i>(if different from Project</i>		Title:	
Mailing Address:			
City:		Zip Code:	
Email Address:		Phone #:	
Project Address:			

******* I hereby certify that the information provided in this application is true and accurate. *******

SIGNATURE: _____ **DATE:** _____

PROJECT NARRATIVE (Please summarize the project in space provided below in 2 paragraphs or less.)

ATTACHMENT E-3 - PROJECT INFORMATION 2018

Applicant:		Project Title:	
Total Project Cost: \$	FIND Funding Requested: \$	% of Total Cost:	
Amount and Source of Applicant's Matching Funds:			

1. Ownership of Project Site (check one): Own: ☐ Leased: ☐ Other: ☒

2. If leased or other, please describe lease or terms and conditions:

3. Has the District previously provided assistance funding to this project or site? Yes: ☐ No: ☐

4. If yes, please list:

5. What is the current level of public access in terms of the number of boat ramps, boat slips and trailer parking spaces, linear feet of boardwalk (etc.)? (as applicable):

6. How many additional ramps, slips, parking spaces or other access features will be added by this project?

7. Are fees charged for the use of this project? No ☐ Yes ☐ **

****If yes, please attach additional documentation of fees and how they compare with fees from similar public & private facilities in the area.**

Please list all Environmental Resource Permits required for this project:

AGENCY	Yes / No / N/A	Date Applied For	Date Received
WMD			
DEP			
ACOE			
COUNTY / CITY			

ATTACHMENT E-4

WATERWAYS ASSISTANCE PROGRAM APPLICATION AND EVALUATION WORKSHEET

DIRECTIONS: All applicants will complete questions 1 through 6, and then based on the type of project, complete one and only one subsection (E-4A, B, C, D or E) for questions 7-10.

****Please keep your answers brief and do not change the pagination of Attachment E-4****

All other sub-attachments that are not applicable to an applicant's project should not be included in the submitted application.

Project Title:	
Applicant:	

1) PRIORITY LIST:

- a) **Denote the priority list category of this project from Attachment C in the application.** (The application may only be of **one** type based upon the predominant cost of the project elements.)
- b) **Explain how the project fits this priority category.**

(For reviewer only)

Max. Available Score for application _____

Question 1. Range of Score (1 to _____ points)

2) WATERWAY RELATIONSHIP:

- a) Explain how the project relates to the ICW and the mission of the Navigation District.

- b) What public access or navigational benefit to the ICW or adjoining waterway will result from this project?

(For reviewer only)
(1-6 points)

3) PUBLIC USAGE & BENEFITS:

- a) How is the public usage of this project clearly identified and quantified? Estimate the amount of total public use.

- b) Discuss the regional and local public benefits that will be provided by the project. Can residents from other counties of the District reasonably access and use the project? Explain.

- c) Are there any restrictions placed on commercial access or use of this site?

(For reviewer only)
(1-8 points)

4) TIMELINESS

- a) Describe current status of the project and present a reasonable and effective timeline for the completion of the project consistent with Attachment E-6.**

- b) Briefly explain any unique aspects of this project that could influence the project timeline.**

(For reviewer only)
(1-3 points)

5) COSTS & EFFICIENCY:

- a) List funding sources and the status and amount of the corresponding funding that will be utilized to complete this project.**

- b) Identify and describe any project costs that may be increased because of the materials utilized or specific site conditions.**

- c) Describe any methods to be utilized to increase the cost efficiency of this project.**

- d) If there are any fees associated with the use of this facility, please detail. In addition, please provide a listing of the fees charged by similar facilities, public and private, in the project area.**

(For reviewer only)
(1-6 points)

6) PROJECT VIABILITY:

- a) **What specific need in the community does this project fill? Is this project referenced or incorporated in an existing maritime management, public assess or comp plan?**

- b) **Clearly demonstrate how the project will continue to be maintained and funded after District funding is completed.**

- c) **Will the program result in significant and lasting benefits? Explain.**

- d) **Please describe any environmental benefits associated with this project.**

(For reviewer only)
(1-7 points)

SUB-TOTAL _____

**ATTACHMENT E-4A
DEVELOPMENT & CONSTRUCTION PROJECTS**

**WATERWAYS ASSISTANCE PROGRAM
APPLICATION AND EVALUATION WORKSHEET**

THIS ATTACHMENT IS TO BE COMPLETED IF YOUR PROJECT IS A
DEVELOPMENT OR CONSTRUCTION PROJECT BUT IS NOT AN INLET
MANAGEMENT OR BEACH RENOURISHMENT PROJECT.

7) PERMITTING:

- a) **Have all required environmental permits been applied for? (USACE, DEP and WMD)**
If permits are NOT required, explain why not.

- b) **If the project is a Phase I project, list the tasks scheduled to obtain the necessary permits and engineering work and provide a general cost estimate for the future Phase II work.**

- c) **Detail any significant impediments that may have been identified that would potentially delay the timely issuance of the required permits.**

(For reviewer only)
(1-4 points)

8) PROJECT DESIGN:

- a) **Has the design work been completed? If this is a Phase I project, has a preliminary design been developed?**

- b) **Are there unique beneficial aspects to the proposed design that enhance public usage or access, minimize environmental impacts, improve water quality or reduce costs?**

(For reviewer only)
(1-2 points)

9) CONSTRUCTION TECHNIQUES:

- a) **Briefly explain the construction techniques to be utilized for this project. If a Phase 1, elaborate on potential techniques.**

- b) **How are the utilized construction techniques appropriate for the project site?**

- c) **Identify any unusual construction techniques that may increase or decrease the costs of the project.**

(For reviewer only)
(1-3 points)

10) CONSTRUCTION MATERIALS:

a) **List the materials to be utilized for this project. What is the design life of the proposed materials compared to other available materials?**

b) **Identify any unique construction materials that may significantly alter the project costs.**

(For reviewer only)
(1-3 points)

**RATING POINT
TOTAL** _____

(Note: The total maximum score possible is dependent upon the project priority category but cannot exceed 50 points unless the project qualifies as an emergency-related project. The minimum score possible is 10 points. A score of 35 points or more is required to be considered for funding.)

**ATTACHMENT E-4B
ENVIRONMENTAL EDUCATION PROJECTS**

**WATERWAYS ASSISTANCE PROGRAM
APPLICATION AND EVALUATION WORKSHEET**

THIS ATTACHMENT IS TO BE COMPLETED IF YOUR PROJECT IS AN
ENVIRONMENTAL EDUCATION PROJECT

7) THOROUGHNESS:

- a) **Who is the primary target audience or user group for the project and how were they identified?**

- b) **How have the needs of the target audience been evaluated and met?**

- c) **How many people will the program serve on an annual basis? What will be the measurable results?**

(For reviewer only)
(1-5 points)

8) DELIVERABLES:

- a) Describe the materials and project deliverables to be produced by this project.
- b) Is there a clear and effective plan of dissemination of the materials produced through the project? Please describe.

(For reviewer only)
(1-2 points)

9) EXPERIENCE & QUALIFICATIONS:

- a) Please briefly describe the qualifications of the program administrator(s), including prior experience, and areas of expertise.
- b) What previous projects of this nature have been completed by the program manager?

(For reviewer only)
(1-2 points)

10) PROJECT GOALS:

a) What are the long-term goals of this project as it relates to the ICW?

b) What is the expected duration/frequency of this program?

(For reviewer only)
(1-3 points)

RATING POINT
TOTAL _____

(Note: The total maximum score possible is dependent upon the project priority category but cannot exceed 50 points unless the project qualifies as an emergency-related project. The minimum score possible is 10 points. A score of 35 points or more is required to be considered for funding.)

**ATTACHMENT E-4C
LAW ENFORCEMENT & BOATING SAFETY PROJECTS**

**WATERWAYS ASSISTANCE PROGRAM
APPLICATION AND EVALUATION WORKSHEET**

THIS ATTACHMENT IS TO BE COMPLETED IF YOUR PROJECT IS A LAW
ENFORCEMENT OR BOATING SAFETY PROJECT

7) VIABILITY:

c) Describe how the project will address particular public health, safety, or welfare issues of the Navigation District's Waterways.

d) How does the project provide significant benefits or enhancements to the District's Waterways?

(For reviewer only)
(1-3 points)

8) EXPERIENCE & QUALIFICATIONS:

- a) **List the personnel tasked with the implementation of this project, their qualifications, previous training and experience.**

- b) **Have the personnel participated in or received state marine law enforcement training?**

(For reviewer only)
(1-2 points)

9) DELIVERABLES:

- a) **Describe the anticipated, long-term measurable results of implementing this project.**

- b) **What is the range or area of coverage for this project? Please provide a map of the coverage area.**

- c) **Does the project fulfill a particular community need?**

For reviewer only)
(1-4 points)

10) EDUCATION:

- a) What are the educational benefits (if any) of this proposed project?
- b) How does the project or program provide effective public boating education or expand boater safety?

(For reviewer only)
(1 -3 points)

**RATING POINT
TOTAL** _____

(Note: The total maximum score possible is dependent upon the project priority category but cannot exceed 50 points unless the project qualifies as an emergency-related project. The minimum score possible is 10 points. A score of 35 points or more is required to be considered for funding.)

ATTACHMENT E-4D
INLET MANAGEMENT and PUBLIC NAVIGATION PROJECTS

WATERWAYS ASSISTANCE PROGRAM
APPLICATION AND EVALUATION WORKSHEET

THIS ATTACHMENT IS TO BE COMPLETED IF YOUR PROJECT IS AN INLET
MANAGEMENT or PUBLIC NAVIGATION PROJECT

7) WATERWAY RELATIONSHIP:

- a) How does the project directly benefit the Atlantic Intracoastal Waterway (AICW)?

- b) Identify any long-term sedimentation problems and briefly discuss any methods or activities that will address these issues.

- c) Will the project inhibit sediment inflow into, or reduce the dredging frequency of the AICW?

(For reviewer only)
(1-5 points)

8) PUBLIC ACCESS:

- a) Will the project enhance public access to or from the waterways? Describe in brief detail.
- b) List the upstream publicly accessible facilities with improved access as a result of this project.

(For reviewer only)
(1 -3 points)

9) BENEFICIAL PROJECT ELEMENTS:

- a) Are there additional economic benefits to be realized by implementing this project?
- b) Briefly spell out any water quality, environmental or habitat benefits to be realized by this project.

(For reviewer only)
(1 -2 points)

10) PROJECT MAINTENANCE:

a) When was this area last dredged? What is the expected frequency of future dredging?

b) Explain the funding mechanism for the long-term maintenance of the project.

c) Describe the long-range dredge material management plans.

(For reviewer only)
(1 -2 points)

RATING POINT
TOTAL _____

(Note: The total maximum score possible is dependent upon the project priority category but cannot exceed 50 points unless the project qualifies as an emergency-related project. The minimum score possible is 10 points. A score of 35 points or more is required to be considered for funding.)

**ATTACHMENT E-4E
BEACH RENOURISHMENT PROJECTS**

**WATERWAYS ASSISTANCE PROGRAM
APPLICATION AND EVALUATION WORKSHEET**

THIS ATTACHMENT IS TO BE COMPLETED IF YOUR PROJECT IS A BEACH
RENOURISHMENT PROJECT

7) WATERWAY RELATIONSHIP:

- a) Describe how the District and other navigation interests will benefit from the implementation of this project.

(For reviewer only)
(1 -4 points)

8) VIABILITY:

- a) Is the project site defined as critically eroded area by a statewide beach management plan?
- b) Cite the quantifiable rate of erosion in this area.
- c) Is the project an important component of an overall beach management effort?

(For reviewer only)
(1 -4 points)

9) PUBLIC BENEFITS:

- a) Are there quantifiable public benefits demonstrated by the project?
- b) Is there adequate public access to the project area? Please describe location and amount.

(For reviewer only)
(1-2 points)

10) PROJECT FUNDING:

- a) Describe any assistance funding from other sources.

- b) Clarify the availability of long-term funding for this project.

(For reviewer only)
(1 -2 points)

RATING POINT
TOTAL _____

(Note: The total maximum score possible is dependent upon the project priority category but cannot exceed 50 points unless the project qualifies as an emergency-related project. The minimum score possible is 10 points. A score of 35 points or more is required to be considered for funding.)

FLORIDA INLAND NAVIGATION DISTRICT ASSISTANCE PROGRAM 2018

(See Rule Section 66B-2.005 & 2.008 for eligibility and funding ratios)

Project Title:	
Applicant:	

Project Elements <i>(Please list the MAJOR project elements and provide general costs for each one. For Phase I Projects, please list the major elements and products expected)</i>	Quantity or Total Estimated Cost (Number and/or Footage etc.)	Applicant's Cost	FIND Cost

**TOTALS =	\$	\$	\$
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**ATTACHMENT E-6
WATERWAYS ASSISTANCE PROGRAM 2018**

PROJECT TIMELINE

Project Title:	
Applicant:	

The applicant is to present a detailed timeline on the accomplishment of the components of the proposed project including, as applicable, completion dates for: permitting, design, bidding, applicant approvals, initiation of construction and completion of construction.

NOTE: All funded activities must begin AFTER October 1st
(or be consistent with Rule 66B-2.005(3) - Pre-agreement expenses)

ATTACHMENT E-7

**RESOLUTION FOR ASSISTANCE 2018
UNDER THE FLORIDA INLAND NAVIGATION DISTRICT
WATERWAYS ASSISTANCE PROGRAM**

WHEREAS, THE _____ is interested in carrying out the
(Name of Agency)
following described project for the enjoyment of the citizenry of _____
and the State of Florida:

Project Title _____

Total Estimated Cost \$ _____

Brief Description of Project:

AND, Florida Inland Navigation District financial assistance is required for the program mentioned above,

NOW THEREFORE, be it resolved by the _____
(Name of Agency)
that the project described above be authorized,

AND, be it further resolved that said _____
(Name of Agency)

make application to the Florida Inland Navigation District in the amount of _____% of the
actual cost of the project in behalf of said _____
(Name of Agency)

AND, be it further resolved by the _____
(Name of Agency)
that it certifies to the following:

1. That it will accept the terms and conditions set forth in FIND Rule 66B-2 F.A.C. and which will be a part of the Project Agreement for any assistance awarded under the attached proposal.
2. That it is in complete accord with the attached proposal and that it will carry out the Program in the manner described in the proposal and any plans and specifications attached thereto unless prior approval for any change has been received from the District.

3. That it has the ability and intention to finance its share of the cost of the project and that the project will be operated and maintained at the expense of said _____
_____ for public use.
(Name of Agency)

4. That it will not discriminate against any person on the basis of race, color or national origin in the use of any property or facility acquired or developed pursuant to this proposal, and shall comply with the terms and intent of the Title VI of the Civil Rights Act of 1964, P. L. 88-352 (1964) and design and construct all facilities to comply fully with statutes relating to accessibility by persons with disabilities as well as other federal, state and local laws, rules and requirements.

5. That it will maintain adequate financial records on the proposed project to substantiate claims for reimbursement.

6. That it will make available to FIND if requested, a post-audit of expenses incurred on the project prior to, or in conjunction with, request for the final 10% of the funding agreed to by FIND.

This is to certify that the foregoing is a true and correct copy of a resolution duly and legally adopted by the _____ at a legal meeting held on this _____ day of _____ 20_____.

Attest

Signature

Title

Title

ATTACHMENT E-8

ATTORNEYS CERTIFICATION OF TITLE 2018

(See Rule 66B-2.006(4) & 2.008(2) FAC)

OFFICE OF THE (City or County) ATTORNEY
(Address)

_____, 20____

TO WHOM IT MAY CONCERN:

I, _____, am the Attorney for the (City or County), Florida. I hereby state that I have examined a copy of a (deed, lease, management agreement, etc.) from _____ to the (City or County) dated _____ conveying _____ (type of interest, ie. Fee simple, easement, 25 year lease, etc.) in the following described property:

(Brief Legal Description of Property)

I have also examined a document showing that this property is listed on the tax rolls as belonging to the (City or County). Finally, I have also examined such documents and records as necessary for this certification.

This property is what is now called "(Name of Property as Referenced in the WAP application)".

I certify that the (City or County) does in fact (own, lease, etc.) this property for _____ years.

Very truly yours,

(Name)
(City or County) Attorney

CITY OF DANIA BEACH

Agenda Request Item

Type of Request: Consent Agenda

Continued from:

Requested Action (Identify appropriate Action or Motion)

ADOPT RESOLUTION PROVIDING FOR APPROPRIATION OF FUNDS FOR THE REBRANDING INITIATIVE FROM THE GENERAL FUND UNRESTRICTED RESERVES IN AN AMOUNT NOT TO EXCEED FIVE HUNDRED THOUSAND DOLLARS (\$500,000.00) AND AUTHORIZING THE CITY MANAGER TO TAKE ALL NECESSARY STEPS TO IMPLEMENT THE REBRANDING INITIATIVE

Purchasing Requests ONLY

Dept:	Acct #:	Amt:
Fund:		

Fiscal Impact/Cost Summary

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Exhibits Attached

City+Commission CRA+Rebranding+Memo, transmittal rebranding, Resolution - Rebranding Funding

Date: March 27, 2018

To: Mayor Tamara James
Vice Mayor Bill Harris
Commissioner Chickie Brandimarte
Commissioner Bobbie H. Grace
Commissioner Marco A. Salvino, Sr.

From: Rickelle Williams, CRA Executive Director

Subject: Appropriation of Funds for the Rebranding Initiative

On February 26, 2018, the CRA Board conducted a workshop to discuss the rebranding concepts, implementation plan, and budget. The CRA Board also reviewed the new logo and tagline, proposed seal, marketing collateral, brand statement, and brand standards. During the workshop, the CRA Board discussed a desire to promptly implement the rebranding initiative and agreed, by consensus, that if needed, funding for the rebranding initiative be allocated from the City's unrestricted reserves in an amount not to exceed five hundred thousand dollars (\$500,000.00).

At the February 27, 2018 City Commission meeting, the Commission approved and adopted Resolution No. 2018-031 to undertake the rebranding initiative including adopting a new logo, seal, tagline, brand statement, brand standards and rebranding plan.

Recommendation

It is recommended that the City Commission authorize funding for the rebranding initiative from the General Fund Unrestricted Reserves in an amount not to exceed five hundred thousand dollars (\$500,000.00).



Office of the City Manager

Date: March 22, 2018

To: Mayor Tamara James
Vice Mayor Bill Harris
Commissioner Chickie Brandimarte
Commissioner Bobbie H. Grace
Commissioner Marco A. Salvino, Sr.

From: Robert Baldwin, City Manager

Subject: Rebranding Appropriation

The agenda item for an appropriation of funds to support the City's rebranding campaign is a product of the Community Redevelopment Agency's rebranding workshop of February 26, 2018.

RB/cd

RESOLUTION NO. 2018-043

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF DANIA BEACH, FLORIDA PROVIDING FOR APPROPRIATION OF FUNDS FOR THE REBRANDING INITIATIVE FROM THE GENERAL FUND UNRESTRICTED RESERVES IN AN AMOUNT NOT TO EXCEED FIVE HUNDRED THOUSAND DOLLARS (\$500,000.00) AND AUTHORIZING THE CITY MANAGER TO TAKE ALL NECESSARY STEPS TO IMPLEMENT THE REBRANDING INITIATIVE; PROVIDING FOR CONFLICTS; FURTHER, PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City utilized the volunteer services of Redline Media Group to evaluate the current City logo and image and to make recommendations for any updating; and

WHEREAS, Redline Media Group conducted several focus groups of community stakeholders to discuss the current image and logo and new branding and logo concepts; and

WHEREAS, the feedback from the focus groups was largely positive, suggesting that the City should work toward enhancing its image as a destination; and

WHEREAS, at the November 14, 2017 City Commission meeting, Redline Media Group presented the City with new logo and slogan designs which reflected the comments and concerns raised by the focus group participants; and

WHEREAS, the City Commission approved a new logo and slogan at the November 14, 2017 City Commission meeting; and

WHEREAS, at the January 9, 2018 CRA Board meeting, the CRA Board, which also acts as the City Commission, requested that the CRA assume responsibility for the rebranding initiative; and

WHEREAS, on February 26, 2018, the CRA Board conducted a workshop to discuss the rebranding concepts, implementation plan and budget; and

WHEREAS, at the February 26, 2018 CRA Board workshop, the CRA Board discussed a desire to promptly implement the rebranding initiative and agreed by consensus that if needed, funding for the rebranding initiative may be allocated from the City's unrestricted reserves in an amount not to exceed Five Hundred Thousand Dollars (\$500,000.00); and

WHEREAS, at the February 27, 2018 City Commission meeting, the City Commission adopted Resolution No. 2018-031, approving a new logo, seal, tagline, brand statement, brand standards and rebranding plan;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF DANIA BEACH, FLORIDA:

Section 1. That the foregoing “WHEREAS” clauses are ratified and confirmed as being true and correct, and they are made a part of and incorporated into this Resolution by this reference.

Section 2. That the City Commission authorizes funding for the rebranding initiative from the General Fund Unrestricted Reserves to the General Fund Promotional Activities Branding Initiative Account No. 001-18-00-519-48-14 in an amount not to exceed Five Hundred Thousand Dollars (\$500,000.00) and authorizes the City Manager to take all necessary steps to implement the branding initiative.

Section 3. That the City Commission further authorizes unexpended appropriations of General Fund Promotional Activities Branding Initiative Account No. 001-18-00-519-48-14 to be committed for that specific use in the Fiscal Year 2017-2018 and shall be carried over and added to the approved General Fund budget each fiscal year until such time as funds are fully expended or authorized to be released by the City Commission.

Section 4. That all resolutions or parts of resolutions in conflict with this Resolution are repealed to the extent of such conflict.

Section 5. That this Resolution shall become effective immediately upon its passage and adoption.

PASSED AND ADOPTED on March 27, 2018.

ATTEST:

LOUISE STILSON, CMC
CITY CLERK

TAMARA JAMES
MAYOR

APPROVED AS TO FORM AND CORRECTNESS:

THOMAS J. ANSBRO
CITY ATTORNEY

CITY OF DANIA BEACH

Agenda Request Item

Type of Request: Resolution

Continued from:

Requested Action (Identify appropriate Action or Motion)		
Resolution to Establish Audit Committee		

Purchasing Requests ONLY		
Dept:	Acct #:	Amt:
Fund:		

Fiscal Impact/Cost Summary

Exhibits Attached
Commission Memo, City Manager - Memo of Approval, R-2018- Audit Committee Establishment



CITY OF DANIA BEACH FINANCE DEPARTMENT MEMORANDUM

TO: Honorable Mayor and Commissioners

FROM: Robert Baldwin, City Manager

By: Nicki Satterfield, Finance Director

DATE: March 15, 2018

SUBJECT: Audit Committee

Background

Section 218.391, Florida Statutes (F.S) ., requires specific procedures to be followed by local governments with respect to selecting an auditor to conduct the annual financial audit required by s.218.39, F.S. The local government must establish an audit committee to assist in the selection process. While the composition of the audit committee is not specifically noted in the statute, the Government Finance Officers' Association (GFOA), in its best practices, has recommended the following:

- **All members should possess or obtain a basic understanding of governmental financial reporting and auditing.**
- The committee should have access to the services of at least one financial expert, either a committee member or an outside party engaged by the committee for this purpose.
- The actual audit committee membership should be comprised of the local government's governing body or a subset of the governing board.
- The minimum membership of the committee should be no fewer than three (3) members.

Recommendation

The importance of hiring a good and competent audit firm with the necessary expertise is of significant importance to the City and is a necessity in order to show that the financial statements, books and records are free from material misstatement.

Considerable expertise is required to determine the qualifications of an audit firm as to their competency in being able to audit governmental financial statements, which differ considerably from other entities in the corporate world. This includes but is not limited to

knowledge of General Accepted Accounting Principles (GAAP), Generally Accepted Governmental Auditing Standards (GAGAS), and other financial reporting requirements.

Finance believes that it would be in the interest of the City for the Commission to appoint an audit committee for the sole purpose of making a recommendation (the top 3 firms) to the City Commission in order for them to make their selection. The City Commission would then negotiate in ranking order with the top firm. If negotiations are not reached the Commission would then negotiate with the next ranked firm. This ensures a certain level of transparency within the selection process and assists with the Commission's responsibility in having to determine a suitable auditor to perform the work.

Administration recommends Commission approval of the attached resolution.



**CITY OF DANIA BEACH
DEPARTMENT OF FINANCE
MEMORANDUM**

TO: Robert Baldwin, City Manager

VIA: Colin Donnelly, Assistant City Manager

From:  Nicki Satterfield, Finance Director

Memo: DFA-18-004

DATE: March 15, 2018

SUBJECT: Establishment of Audit Committee 2018

BACKGROUND

The Florida Statue (see attached) requires specific guidelines and procedures with respect to auditor selection. One of the key aspects is that all members of the audit committee (whether the governing body or a sub-committee of the governing body possess basic understanding of governmental reporting and auditing to provide for proper section of a qualified firm.

As such, Finance is looking to establish a formal audit committee of the City Commission via resolution. The attach draft resolution and memo are attached for your review along with the corresponding Florida Statute.

The intent is to bring this to the Commission in March. Audit RFP would be release by the beginning of April.

The current audit contract expires upon completion of this year's audit which should be concluded by March 31st. It is imperative this be brought forth to the Commission as the RFP and selection process is expected to take several months. The awarded audit firm would typically begin preliminary field work in August for the FY 2017-2018 audit.

Finance has reached out to Frank DiPaolo, Finance Director of Lighthouse Point, to see if he would be available to serve on the Committee as the outside director. Mr. DiPaolo has generously agreed to serve on the Committee.

REQUEST

The Finance Department is seeking support and permission from the City Manager's office to bring forward a resolution to the City Commission to establish a formal audit committee.

RECOMMENDATION

Finance recommends establishment of audit committee.


Robert Baldwin, City Manager Approval

3/16/18
Date

Auditor Selection Process

Section 218.391, F.S., requires specific procedures to be followed by local governments with respect to selecting an auditor to conduct the annual financial audit required by s.218.39, F.S. The local government must establish an audit committee to assist in the selection process. While the composition of the audit committee is not specifically noted in the statute, the GFOA, in its best practices, has recommended the following:

- All members should possess or obtain a basic understanding of governmental financial reporting and auditing.
- The committee should have access to the services of at least one financial expert, either a committee member or an outside party engaged by the committee for this purpose.
- The actual audit committee membership should be comprised of the local government's governing body or a subset of the governing board.
- The minimum membership of the committee should be no fewer than three (3) members.

Considering that smaller local governments may experience difficulty in obtaining individuals with the necessary experience in governmental financial reporting and auditing, there is a small government consideration noted in the Auditor Selection Guidelines, accessible on the Auditor General's Web site. The consideration is that the smaller government might consider consulting with larger governments in the area to identify employees or consultants of those governments who might be willing to work with their audit committee. Also, should the small government opt to not establish an audit committee composed of the governing body; the small government could seek to use the audit committee of the larger entity as their audit committee.

The audit committee shall perform the following functions:

- ☐ Establish factors to be used in the evaluation of audit services.
- ☐ Publicly announce requests for proposals.
- ☐ Provide interested firms with requests for proposals.
- ☐ Evaluate proposals provided by qualified firms.
- ☐ Rank and recommend in order of preference to the local government's governing body no fewer than three (3) firms deemed to be the most highly qualified to perform the required services.

If compensation is not one of the factors used by the audit committee in the evaluation of proposals, the governing body shall negotiate a contract with the firm ranked first. If the governing body is unable to negotiate a satisfactory contract with that firm, negotiations with that firm shall be formally terminated, and the governing body shall undertake negotiations with the second-ranked firm. Failing accord with the second ranked firm, negotiations shall then be terminated with that firm and undertaken with the third-ranked firm. Negotiations with the other firms shall be undertaken in the same manner. If compensation is one of the factors used by the audit committee in the evaluation of proposals, the governing body shall select the highest-ranked qualified firm or must document the reasons for not selecting the highest-ranked qualified firm.

Sample requests for proposals (RFP) may be obtained from the FGFOA web site.

References

Section 218.391, F.S.; Auditor Selection Procedures

Title XIV
TAXATION AND
FINANCE

Chapter 218
FINANCIAL MATTERS PERTAINING TO
POLITICAL SUBDIVISIONS

[View Entire Chapter](#)

218.391 Auditor selection procedures.—

(1) Each local governmental entity, district school board, charter school, or charter technical career center, prior to entering into a written contract pursuant to subsection (7), except as provided in subsection (8), shall use auditor selection procedures when selecting an auditor to conduct the annual financial audit required in s. 218.39.

(2) The governing body of a charter county, municipality, special district, district school board, charter school, or charter technical career center shall establish an audit committee. Each noncharter county shall establish an audit committee that, at a minimum, shall consist of each of the county officers elected pursuant to s. 1(d), Art. VIII of the State Constitution, or a designee, and one member of the board of county commissioners or its designee. The primary purpose of the audit committee is to assist the governing body in selecting an auditor to conduct the annual financial audit required in s. 218.39; however, the audit committee may serve other audit oversight purposes as determined by the entity's governing body. The public shall not be excluded from the proceedings under this section.

(3) The audit committee shall:

(a) Establish factors to use for the evaluation of audit services to be provided by a certified public accounting firm duly licensed under chapter 473 and qualified to conduct audits in accordance with government auditing standards as adopted by the Florida Board of Accountancy. Such factors shall include, but are not limited to, ability of personnel, experience, ability to furnish the required services, and such other factors as may be determined by the committee to be applicable to its particular requirements.

(b) Publicly announce requests for proposals. Public announcements must include, at a minimum, a brief description of the audit and indicate how interested firms can apply for consideration.

(c) Provide interested firms with a request for proposal. The request for proposal shall include information on how proposals are to be evaluated and such other information the committee determines is necessary for the firm to prepare a proposal.

(d) Evaluate proposals provided by qualified firms. If compensation is one of the factors established pursuant to paragraph (a), it shall not be the sole or predominant factor used to evaluate proposals.

(e) Rank and recommend in order of preference no fewer than three firms deemed to be the

most highly qualified to perform the required services after considering the factors established pursuant to paragraph (a). If fewer than three firms respond to the request for proposal, the committee shall recommend such firms as it deems to be the most highly qualified.

(4) The governing body shall inquire of qualified firms as to the basis of compensation, select one of the firms recommended by the audit committee, and negotiate a contract, using one of the following methods:

(a) If compensation is not one of the factors established pursuant to paragraph (3)(a) and not used to evaluate firms pursuant to paragraph (3)(e), the governing body shall negotiate a contract with the firm ranked first. If the governing body is unable to negotiate a satisfactory contract with that firm, negotiations with that firm shall be formally terminated, and the governing body shall then undertake negotiations with the second-ranked firm. Failing accord with the second-ranked firm, negotiations shall then be terminated with that firm and undertaken with the third-ranked firm. Negotiations with the other ranked firms shall be undertaken in the same manner. The governing body, in negotiating with firms, may reopen formal negotiations with any one of the three top-ranked firms, but it may not negotiate with more than one firm at a time.

(b) If compensation is one of the factors established pursuant to paragraph (3)(a) and used in the evaluation of proposals pursuant to paragraph (3)(d), the governing body shall select the highest-ranked qualified firm or must document in its public records the reason for not selecting the highest-ranked qualified firm.

(c) The governing body may select a firm recommended by the audit committee and negotiate a contract with one of the recommended firms using an appropriate alternative negotiation method for which compensation is not the sole or predominant factor used to select the firm.

(d) In negotiations with firms under this section, the governing body may allow a designee to conduct negotiations on its behalf.

(5) The method used by the governing body to select a firm recommended by the audit committee and negotiate a contract with such firm must ensure that the agreed-upon compensation is reasonable to satisfy the requirements of s. 218.39 and the needs of the governing body.

(6) If the governing body is unable to negotiate a satisfactory contract with any of the recommended firms, the committee shall recommend additional firms, and negotiations shall continue in accordance with this section until an agreement is reached.

(7) Every procurement of audit services shall be evidenced by a written contract embodying all provisions and conditions of the procurement of such services. For purposes of this section, an engagement letter signed and executed by both parties shall constitute a written contract. The written contract shall, at a minimum, include the following:

(a) A provision specifying the services to be provided and fees or other compensation for such services.

(b) A provision requiring that invoices for fees or other compensation be submitted in sufficient detail to demonstrate compliance with the terms of the contract.

(c) A provision specifying the contract period, including renewals, and conditions under which the contract may be terminated or renewed.

(8) Written contracts entered into pursuant to subsection (7) may be renewed. Such renewals may be done without the use of the auditor selection procedures provided in this section. Renewal of a contract shall be in writing.

History.—s. 65, ch. 2001-266; s. 1, ch. 2005-32.

RESOLUTION NO. 2018-_____

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF DANIA BEACH, FLORIDA, ESTABLISHING AND APPOINTING MEMBERS TO AN ANNUAL AUDIT COMMITTEE FOR THE PURPOSE OF ASSISTING THE CITY COMMISSION IN SELECTING A QUALIFIED AUDITOR TO CONDUCT THE ANNUAL FINANCIAL AUDIT PURSUANT TO FLORIDA STATUTES SECTION 218.391; PROVIDING FOR CONFLICTS; FURTHER, PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Section 218.39 (1) F.S states that each municipality exceeding annual expenditures of Two Hundred Fifty Thousand Dollars (\$250,000.00) shall have an annual financial audit of its accounts and records completed within nine (9) months after the end of its fiscal year by an independent certified public accountant retained by it and paid from its public funds; and

WHEREAS, Florida Statutes Section 218.39 (1) establishes specific procedures pursuant to which local governments shall solicit for and select a qualified certified public accountant; and

WHEREAS, Florida Statutes Section 218.39 (1) requires that the local government must establish an audit committee to assist in the selection process; and

WHEREAS, the City Commission desires to establish an audit committee as a subset of the City Commission, whose members must possess or obtain a basic understanding of governmental financial reporting and auditing as recommended by the Florida Government Finance Officers Association (“FGFOA”) and the Florida Auditor General to recommend to the City Commission a choice from top three (3) audit firms to conduct the City’s annual financial audit, and

WHEREAS, these members shall consist of the City Finance Director, the City Assistant Finance Director, the Assistant City Manager and a Finance Director from another municipality within the Tri-County area; the City Controller will serve as an alternate member should any City member not be available to perform his or her duties;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF DANIA BEACH, FLORIDA:

Section 1. That the foregoing “Whereas” clauses are ratified and confirmed as being true and correct, and they are made a specific part of and incorporated into this Resolution by this reference.

Section 2. That the audit committee shall be comprised of the Assistant City Manager; the Finance Director, the Assistant Finance Director and Frank DiPaolo, Finance Director for the

City of Lighthouse Point; the City Controller is selected as the City Alternate Member.

Section 3. That the purpose of the Audit Committee is to establish factors to use for the evaluation of professional audit services to be provided by a CPA, publicly announce for requests for proposals, evaluate the proposals, and rank and recommend firms in order of preference, proposing the top three (3) firms to be considered by the City Commission for an auditor to conduct the annual financial audit of the City in accordance with Florida Statutes Section 218.39.

Section 4. That the existence of the Audit Committee shall terminate upon the selection of an auditor by the City Commission.

Section 5. That all resolutions or parts of resolutions in conflict with this Resolution are repealed to the extent of such conflict.

Section 6. That this Resolution shall be in force and take effect immediately upon passage and adoption.

PASSED AND ADOPTED on March 27, 2018.

ATTEST:

LOUISE STILSON, CMC
CITY CLERK

TAMARA JAMES
MAYOR

APPROVED AS TO FORM AND CORRECTNESS

THOMAS J. ANSBRO
CITY ATTORNEY

RESOLUTION NO. 2018-044

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF DANIA BEACH, FLORIDA, ESTABLISHING AND APPOINTING MEMBERS TO AN ANNUAL AUDIT COMMITTEE FOR THE PURPOSE OF ASSISTING THE CITY COMMISSION IN SELECTING A QUALIFIED AUDITOR TO CONDUCT THE ANNUAL FINANCIAL AUDIT PURSUANT TO FLORIDA STATUTES SECTION 218.391; PROVIDING FOR CONFLICTS; FURTHER, PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Section 218.39 (1) F.S states that each municipality exceeding annual expenditures of Two Hundred Fifty Thousand Dollars (\$250,000.00) shall have an annual financial audit of its accounts and records completed within nine (9) months after the end of its fiscal year by an independent certified public accountant retained by it and paid from its public funds; and

WHEREAS, Florida Statutes Section 218.39 (1) establishes specific procedures pursuant to which local governments shall solicit for and select a qualified certified public accountant; and

WHEREAS, Florida Statutes Section 218.39 (1) requires that the local government must establish an audit committee to assist in the selection process; and

WHEREAS, the City Commission desires to establish an audit committee as a subset of the City Commission, whose members must possess or obtain a basic understanding of governmental financial reporting and auditing as recommended by the Florida Government Finance Officers Association (“FGFOA”) and the Florida Auditor General to recommend to the City Commission a choice from top three (3) audit firms to conduct the City’s annual financial audit, and

WHEREAS, these members shall consist of the City Finance Director, the City Assistant Finance Director, the Assistant City Manager and a Finance Director from another municipality within the Tri-County area; the City Controller will serve as an alternate member should any City member not be available to perform his or her duties;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF DANIA BEACH, FLORIDA:

Section 1. That the foregoing “Whereas” clauses are ratified and confirmed as being true and correct, and they are made a specific part of and incorporated into this Resolution by this reference.

Section 2. That the audit committee shall be comprised of the Assistant City Manager; the Finance Director, the Assistant Finance Director and Frank DiPaolo, Finance Director for the City of Lighthouse Point; the City Controller is selected as the City Alternate Member.

Section 3. That the purpose of the Audit Committee is to establish factors to use for the evaluation of professional audit services to be provided by a CPA, publicly announce for requests for proposals, evaluate the proposals, and rank and recommend firms in order of preference, proposing the top three (3) firms to be considered by the City Commission for an auditor to conduct the annual financial audit of the City in accordance with Florida Statutes Section 218.39.

Section 4. That the existence of the Audit Committee shall terminate upon the selection of an auditor by the City Commission.

Section 5. That all resolutions or parts of resolutions in conflict with this Resolution are repealed to the extent of such conflict.

Section 6. That this Resolution shall be in force and take effect immediately upon passage and adoption.

PASSED AND ADOPTED on March 27, 2018.

ATTEST:

LOUISE STILSON, CMC
CITY CLERK

TAMARA JAMES
MAYOR

APPROVED AS TO FORM AND CORRECTNESS

THOMAS J. ANSBRO
CITY ATTORNEY

CITY OF DANIA BEACH

Agenda Request Item

Type of Request: Resolution

Continued from:

Requested Action (Identify appropriate Action or Motion)

Request to Purchase Laserfiche Document Management Solution from MCCi Innovations

Purchasing Requests ONLY

Dept:	Acct #:	Amt:
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Fund:

Fiscal Impact/Cost Summary

Exhibits Attached

DFA-18-009 Commission Memo (MCCi - Laserfiche), R-2018- Purchase Laserfiche - MCCi Innovations (Archiving System), R-2018- Purchase Laserfiche - MCCi Innovations (Archiving System) Exhibit A, MCCi Laserfiche Proposal (Software & Maintenance), MCCi Laserfiche Migration Proposal, MCCi FL CLIENTS
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**CITY OF DANIA BEACH
DEPARTMENT OF FINANCE
MEMORANDUM**

TO: Honorable Mayor Tamara James
Honorable Vice Mayor William Harris
Honorable Commissioner Chickie Brandimarte
Honorable Commissioner Bobbie Grace
Honorable Commissioner Marco Salvino, Sr.

Memo #: DFA-18-009

FROM: Robert Baldwin, City Manager

VIA: Nicki Satterfield, Finance Director

DATE: March 27, 2018

SUBJECT: Document Management Software Purchase MCCi Innovations utilizing pricing under City of Miami ITB 391322

BACKGROUND

The City currently utilizes the document management system commonly known as Optiview thru Advanced Processing and Imaging since 2005. In 2016, Advanced Processing and Imaging was acquired by Upland Software. Immediately after acquisition Upland indicated the Optiview product was going to be eliminated. Although they have since revisited this decision, since acquisition Upland has not progressed with the technological developments necessary to meet the growing demands and requirements of the City, including storage, future upgrades and full integration with the City's ERP system. Additionally, after acquisition both the technical and customer support has significantly declined, leaving the City wary of the future of the product and the company's future intentions.

This was brought to the City Administration's attention and in FY 2016-2017 the City Commission approved the search and acquisition of a new document management system. The City's IT Department has viewed multiple document management systems and Finance has been reporting monthly on those updates in its monthly report. After much review IT Department has determined the Laserfiche application is best suited for the City's current and future needs. The Laserfiche product is an industry wide standard product used in most governments and is compatible with many other governmental software applications other than New World. While the City has no intention of acquiring a new ERP system in the near future it is important the City acquire document management software that will integrate with other known government software products.

Cost for system are as follows:

Software Cost & Implementaion	\$ 88,938.79
Migration of Existing Historical Documents from Optiview to Laserfiche	<u>\$ 19,485.00</u>
Sub-total	\$108,423.79
Annual Maintenance (recurring annual cost)	<u>\$ 24,101.80</u>
Total request	\$132,525.59

It should be noted the recurring annual maintenance cost for Optiview is currently budgeted therefore the annual maintenance cost will not have a significant impact on the operating budget in the coming year. MCCi Innovations is the sole authorized representative of the Laserfiche product in the State of Florida. All references contacted regarding MCCi and Laserfiche had overwhelming recommendation for both the product and the support services.

Funding is approved and provided for in the FY 2017-2018 City Commission budget.

RECOMMENDATION

Staff recommends approval of the Resolution purchase the Laserfiche document management software and related annual maintenance agreement utilizing pricing which was competitively bid under the City of Miami ITB 39132.

RESOLUTION NO. 2018-045

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF DANIA BEACH, FLORIDA, AUTHORIZING THE CITY MANAGER TO PURCHASE DOCUMENT MANAGEMENT SOFTWARE, HARDWARE AND SERVICES UTILIZING PRICING UNDER THE CITY OF MIAMI INVITATION TO BID (ITB) NO. 391322 FROM MCCi (A SUBSIDIARY OF MUNICIPAL CODE CORPORATION) ENDING JUNE 15, 2018 IN AN AMOUNT NOT TO EXCEED ONE HUNDRED THIRTY TWO THOUSAND FIVE HUNDRED TWENTY SIX DOLLARS (\$132,526.00); PROVIDING FOR CONFLICTS; FURTHER, PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Charter of the City of Dania Beach, Part III, Article 3, Section 4, Subsection (j), authorizes the City Manager to purchase supplies, services, equipment and materials for the City government in amounts in excess of the established monetary threshold without competitive bidding and without advertisement for bids if he is authorized to do so in advance by a resolution adopted by the City Commission and if such purchases are made pursuant to a competitive bid obtained within the last eighteen (18) months by other government agencies, such as the federal government, state of Florida or a Florida municipality or county; and

WHEREAS, the Dania Beach Code of Ordinances, Chapter 2, Article 1, Section 2-10, "Monetary thresholds for certain purchases and payment disbursement authorizations", Subsection (a), sets the monetary threshold or limitation at \$25,000.00; and

WHEREAS, the City of Dania Beach currently utilizes the document management software commonly known as Optiview; and

WHEREAS, in 2016, Advanced Processing & Imaging, Inc. was acquired by Upland Software; and

WHEREAS, since the acquisition Upland has not progressed with technological development to meet the growing document management demands of the City, including storage, future upgrades, and full integration with the City's current ERP system; and

WHEREAS, after acquisition, technical support and customer support has significantly declined; and

WHEREAS, the City Commission in Fiscal Year 2016-2017 approved the search and acquisition of a new document management system; and

WHEREAS, the City's Information Technology (IT) Department has viewed multiple document management systems and has determined the Laserfiche software application is best suited for the City's needs; and

WHEREAS, the IT Department has determined that such services can be purchased at the least cost to the City utilizing the pricing under ITB 391322 under a City of Miami contract, dated June 15, 2014 and extended on June 15, 2017 through June 15, 2018, a copy of which is attached as Exhibit "A", which is incorporated into this Resolution by this reference;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF DANIA BEACH, FLORIDA:

Section 1. That the foregoing "Whereas" clauses are ratified and confirmed as being true and correct, and they are made a specific part of and incorporated into this Resolution by this reference.

Section 2. That the City Commission authorizes the City Manager to purchase document management software, hardware and services from MCCi (a subsidiary of Municipal Code Corporation) utilizing pricing under ITB No. 391322 under the City of Miami contract attached as Exhibit "A" and authorizes the proper City officials to execute the necessary documents in an amount not to exceed One Hundred Thirty Two Thousand Five Hundred Twenty Six Dollars (\$132,526.00); provided however, that no agreement will become effective unless and until City officials complete their execution of it.

Section 3. That funding is available and appropriated in the General Fund Finance IT Software Account # 001-17-04-516-52-30 in the amount of One Hundred Seventeen Thousand Five Hundred Twenty Six Dollars (\$117,526.00) and additional funding will also be made available utilizing a transfer from the General Fund Contractual Services Account 001-18-00-519-34-10 to the General Fund IT Software Account #001-17-04-516-52-30 in the amount of Fifteen Thousand Dollars (\$15,000.00).

Section 4. That the City Manager and City Attorney are authorized to make minor revisions to any agreement as are deemed necessary and proper and in the best interest of the City.

Section 5. That all resolutions or parts of resolutions in conflict with this Resolution are repealed to the extent of such conflict.

Section 6. That this Resolution shall be in full force and take effect immediately upon its passage and adoption.

PASSED AND ADOPTED on March 27, 2018.

ATTEST:

LOUISE STILSON, CMC
CITY CLERK

TAMARA JAMES
MAYOR

APPROVED AS TO FORM AND CORRECTNESS:

THOMAS J. ANSBRO
CITY ATTORNEY

City of Miami

CONTRACT AWARD

Procurement Department

IFB NO.: 391322(19)
DESCRIPTION: DOCUMENT MANAGEMENT SOFTWARE, HARDWARE AND SOFTWARE
CONTRACT PERIOD: JUNE 16, 2014 THROUGH JUNE 15, 2016
TERM OF CONTRACT: TWO (2) YEARS WITH THE OPTION TO RENEW FOR THREE (3) ADDITIONAL ONE-YEAR PERIODS
COMMODITY CODE: 920

SECTION #1 – VENDOR AWARD

MCCI, LLC
1700 Capital Circle SW
Tallahassee, FL 32310
Contact: Donny Barstow
Phone: (800) 342-2633
Fax: (850) 701-0715
Email: dwb@mccinnovaitons.com

SECTION #2 – AWARD/BACKGROUND INFORMATION/APPLICABLE ORDINANCES/NOTES

C.C. AWARD DATE:	JUNE 12, 2014	AMENDED AMOUNT:	N/A
RESOLUTION NO:	14-0215	INSURANCE REQUIREMENTS:	YES
ANNUAL CONTRACT AMOUNT:	N/A	PERFORMANCE BOND:	N/A
Note: Funds allocated from the various sources of funds from the user departments and agencies, subject to availability of funds and budgetary approval at the time of need.		APPLICABLE ORDINANCES:	N/A

SECTION #3 – REQUESTING DEPARTMENT

RISK MANAGEMENT
Contract Administrator: Latanya Johnson
Phone: (305) 416-1659

SECTION #4 – PROCURING AGENCY

CITY OF MIAMI, PURCHASING DEPARTMENT
Buyer: Tahlia Gray
Phone: (305) 416-1912
Fax: (305) 416-1925

Prepared By: Aimee Gandarilla, 7/14/14

A CONTRACT AWARD SHEET INSTRUCTIONAL GUIDE TO ASSIST YOU WITH THE INFORMATION
CONTAINED HEREIN IS AVAILABLE IN THE SUPPLIER INFORMATION SECTION OF OUR WEBPAGE AT:
www.miamigov.com/procurement

City of Miami

CONTRACT AWARD

Procurement Department

FIRST RENEWAL

IFB NO.: 391322(19)
DESCRIPTION: DOCUMENT MANAGEMENT SOFTWARE, HARDWARE AND SERVICES
TERM OF CONTRACT: TWO (2) YEARS WITH THE OPTION TO RENEW FOR THREE (3) ADDITIONAL ONE-YEAR PERIODS
CONTRACT PERIOD: JUNE 16, 2014 THROUGH JUNE 15, 2016
RENEWAL PERIOD: JUNE 16, 2016 THROUGH JUNE 15, 2017
COMMODITY CODE: 92045-00

SECTION #1 – VENDOR AWARD

MCCI, LLC
1700 Capital Circle SW
Tallahassee, FL 32310
Contact: Donny Barstow
Phone: (800) 342-2633
Fax: (850) 701-0715
Email: dwb@mccinnovaitons.com

SECTION #2 – AWARD/BACKGROUND INFORMATION/APPLICABLE ORDINANCES/NOTES

C.C. AWARD DATE:	JUNE 12, 2014	AMENDED AMOUNT:	N/A
RESOLUTION NO:	14-0215	INSURANCE REQUIREMENTS:	YES
ANNUAL CONTRACT AMOUNT:	N/A	PERFORMANCE BOND:	N/A
		APPLICABLE ORDINANCES:	N/A

Notes: Funds allocated from the various sources of funds from the user departments and agencies, subject to availability of funds and budgetary approval at the time of need.

The contract has been renewed for the period of June 16, 2016 through June 15, 2017.

SECTION #3 – REQUESTING DEPARTMENT

INFORMATION TECHNOLOGY
Contract Administrator: Stuart Henry
Phone: (305) 416-1566

SECTION #4 – PROCURING AGENCY

CITY OF MIAMI, PROCUREMENT DEPARTMENT
Buyer: Pearl Bethel
Phone: (305) 416-1949
Fax: (305) 416-1925

Prepared By: Max Sagesse, 5/27/2016

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www.miamigov.com/procurement

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City of Miami

CONTRACT AWARD

Procurement Department

SECOND RENEWAL

IFB NO.:	391322(19)
DESCRIPTION:	DOCUMENT MANAGEMENT SOFTWARE, HARDWARE AND SERVICES
TERM OF CONTRACT:	TWO (2) YEARS WITH THE OPTION TO RENEW FOR THREE (3) ADDITIONAL ONE-YEAR PERIODS
CONTRACT PERIOD:	JUNE 16, 2014 THROUGH JUNE 15, 2016
FIRST RENEWAL:	JUNE 16, 2016 THROUGH JUNE 15, 2017
SECOND RENEWAL:	JUNE 16, 2017 THROUGH JUNE 15, 2018
COMMODITY CODE:	92045-00

SECTION #1 – VENDOR AWARD

MCCI, LLC
1700 Capital Circle SW
Tallahassee, FL 32310
Contact: Donny Barstow
Phone: (800) 342-2633
Fax: (850) 701-0715
Email: dwb@mccinnovaitons.com

SECTION #2 – AWARD/BACKGROUND INFORMATION/APPLICABLE ORDINANCES/NOTES

C.C. AWARD DATE:	JUNE 12, 2014	AMENDED AMOUNT:	N/A
RESOLUTION NO:	14-0215	INSURANCE REQUIREMENTS:	YES
ANNUAL CONTRACT AMOUNT:	N/A	PERFORMANCE BOND:	N/A
		APPLICABLE ORDINANCES:	N/A

Notes: SECOND RENEWAL: JUNE 16, 2017 THROUGH JUNE 15, 2018

SECTION #3 – REQUESTING DEPARTMENT

DEPARTMENT OF INFORMATION TECHNOLOGY
Contract Administrator: Denise Rodriguez
Phone: (305) 416-1659

SECTION #4 – PROCURING AGENCY

CITY OF MIAMI, PROCUREMENT DEPARTMENT
Buyer: Tahlia Gray
Phone: (305) 416-1912
Fax: (305) 400-5019

Prepared By: Aimee Gandarilla, 5/16/17

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TABULATION
IFB 391322 - DOCUMENT MANAGEMENT SOFTWARE, HARDWARE, AND SERVICES

	THE DRS GROUP OF FLORIDA, INC. * (NON-LOCAL)	MCCI, LLC (NON-LOCAL)	INFORMATION CONSULTANTS, INC. (LOCAL) †
BID LINE ITEM	PERCENTAGE DISCOUNT	PERCENTAGE DISCOUNT	PERCENTAGE DISCOUNT
ITEM # 1 - Percentage Discount, off Manufacturer Published Price List or Catalog, for the purchase of Laserfiche Products and Services <i>Laserfiche Products and Services offered shall include: United, Avante, RIO, and Laserfiche Software Assurance Plan (LSAP) Basic and Premium.</i>	N% O N	Product: 6.75% on Laserfiche Product LSAP: 10% on Laserfiche Software Assurance Plan. Discount requires active SLA with MCCI.	Laserfiche Rio: 5% (in addition to the quantity discounted rates offered in catalog) N Laserfiche Avante: 5% N Laserfiche United: Non indicated
ITEM # 2 - Percentage Discount, off Manufacturer Published Price List or Catalog, for the purchase of Fujitsu Scanner Products and Services <i>Fujitsu Scanner Products and Services offered shall include: Scanners, Maintenance, Service, Accessories, and Software</i>	- 20% R E S P O N S I V E	NO BID	- 0% R E S P O N S I V E (Published Prices include best prices offered)
ITEM # 3 - Percentage Discount, off Manufacturer Published Price List or Catalog, for the purchase of Contex Scanner Products and Services <i>Contex Scanner Products and Services offered shall include: Scanners, Maintenance, Service, Accessories, and Software.</i>	15% R E S P O N S I V E	NO BID	NO BID R E S P O N S I V E
ITEM # 4 - Percentage Discount, off Manufacturer Published Price List or Catalog, for the purchase of Kofax Software Products and Services	20% R E S P O N S I V E	NO BID	NO BID R E S P O N S I V E

TABULATION
IFB 391322 - DOCUMENT MANAGEMENT SOFTWARE, HARDWARE, AND SERVICES

	THE DRS GROUP OF FLORIDA, INC. * (NON-LOCAL)	MCCI, LLC (NON-LOCAL)	INFORMATION CONSULTANTS, INC. (LOCAL) †
	* Deemed non-responsive per Section 1.28 of the IFB. Failed to meet the requirements of formal solicitation under Section 2.7 (3) and Section 2.9. At time of bid, Bidder had only completed one (1) municipality-wide installation in the State of Florida. The IFB required that a Bidder have completed at least two (2). Bidder also failed to include manufacturer price lists that clearly showed the date of issuance and effective date. Furthermore, Bidder failed to include documentation confirming that it is either a manufacturer or manufacturer/distributor authorized reseller/dealer/service provider of the product brands shown in Line 2, 3, and 4 of the IFB.		† Deemed non-responsive per Section 1.28 of the IFB. Bidder Failed to follow the requirements of the formal solicitation under <i>Section 2.9 - Discount Percentage and Published Price List</i>. Bidder failed to indicate the percentage discount for the Laserfiche United product and further failed to include the manufacturer published price list for Laserfiche United products. Bidder also failed to indicate a percentage discount off manufacturer suggested published price list or catalog for the purchase of Fujitsu Scanner Products and Services.

Approved by: Cowad C Cu
Department Director/Designee

TABULATION - CONTINUED

IFB 391322 - DOCUMENT MANAGEMENT SOFTWARE, HARDWARE, AND SERVICES

BALANCE OF LINE (PER SECTION 2.10 OF THE IFB)	
MCCi* (NON-LOCAL)	
SERVICE	PERCENTAGE DISCOUNT
Setup Services (per hour)	10%
Training Services (per hour)	10%
Development (Integration) Services (per hour)	10%
Customized Laserfiche services, such as are currently employed for automated bulk importation and automated GS1-SL Retention Scheduling (per hour)	10%
MCCi integration between Laserfiche and Legistar (Granicus's Legislative Management Suite)	Only available through MCCi as LF VAR
MCCi integration between Legistar and Municode	Only available through MCCi as LF VAR
Access to "Training Center for Laserfiche" - Created and Maintained by MCCi	Upon Reinstantement: No charge for 1st year of subscription
1st Year of Managed Services (Up to 10 Hours)	Upon Reinstantement: No charge for 1st year of LSAP renewal
Discount on Scanning Services (Assuming Miami becomes an MCCi Laserfiche Client)	Special Government Pricing - Please see attached

*Clarification provided by MCCi for the Balance of Line Products and Services:	
• All MCCi Services are eligible for the 10% discount off MSRP • All MCCi Products (with the exception of the Laserfiche/Legistar and Municode/Legistar integrations) are eligible for the 6.75% discount off MSRP. This was the same percentage offered on Laserfiche software. Support for MCCi products is offered at the same 10% discount as is Laserfiche support, as long as the City has an active MCCi SLA. • All Third Party Products and Support are available for purchase at the prices noted in MCCi's original response. • The Granicus Suite Subscriptions have the 3% discount as noted in MCCi's original submission.	

BALANCE OF LINE (PER SECTION 2.10 OF THE IFB)**INFORMATION CONSULTANTS, INC.(LOCAL)**

SERVICE	PERCENTAGE DISCOUNT
Setup Services (per hour)	14%
Training Services (per hour)	14%
Development (Integration) Services (per hour)	14%
Customized Laserfiche services, such as are currently employed for automated bulk importation and automated CSI-SL Retention Scheduling (per hour)	14%
PUBLISHED LABOR RATES	Base Rate - \$145
	Option # 1 - \$125 for 100 hrs
	Option # 2 - \$110 for 100+hrs
	Option # 3 - \$100 for 200+ hrs

NON-RESPONSIVE

Deemed non-responsive per Section 1.28 of the IFB. Bidder Failed to follow the requirements of the formal solicitation under Section 2.9 - Discount Percentage and Published Price List. Bidder failed to indicate the percentage discount for the Laserfiche United product and further failed to include the manufacturer published price list for Laserfiche United products. Bidder also failed to indicate a percentage discount off manufacturer suggested published price list or catalog for the purchase of Fujitsu Scanner Products and Services.

THE DRS GROUP OF FLORIDA, INC. (NON-LOCAL)

SERVICE	PERCENTAGE DISCOUNT
Setup Services (per hour)	\$180.00 PER HOUR
Training Services (per hour)	\$180.00 PER HOUR
Development (Integration) Services (per hour)	\$180.00 PER HOUR
Customized Laserfiche services, such as are currently employed for automated bulk importation and automated CSI-SL Retention Scheduling (per hour)	\$180.00 PER HOUR
Equipment Maintenance (per hour)	\$150.00 PER HOUR

NON-RESPONSIVE

Deemed non-responsive per Section 1.28 of the IFB. Failed to meet the requirements of formal solicitation under Section 2.7 (3) and Section 2.9. At time of bid, Bidder had only completed one (1) municipality-wide installation in the State of Florida. The IFB required that a Bidder have completed at least two (2). Bidder also failed to include manufacturer price lists that clearly showed the date of issuance and effective date. Furthermore, Bidder failed to include documentation confirming that it is either a manufacturer or manufacturer/distributor authorized reseller/dealer/service provider of the product brands shown in Line 2, 3, and 4 of the IFB.

Approved by:



Department Director/Designee

Response to Invitation for Bid
IFB 391322,1

Submitted to:

The City of Miami



Opening Date:

January 14, 2014 @ 11:00 a.m. Eastern Time

January 10, 2014

Submitted by:



A subsidiary of Municipal Code Corporation



ExperienceExcellence

Municipal Code Corporation

PO Box 2235 • Tallahassee, Florida 32316

TELEPHONE (800) 342-2633 • FAX (850) 701-0715

Donny Barstow, President • extension 1599 • dwb@mccinnovations.com

January 13, 2014

Ms. Yusbel Gonzalez, CPPB
Senior Procurement Specialist
City of Miami
3500 Pan American Drive
Miami, FL 33133

Dear Ms. Gonzalez:

MCCi appreciates the opportunity to respond to your City's invitation for Bid of Document Management Software, Hardware & Services (IFB 391322,1). We are pleased to include our response attached herein. While reviewing the proposal please keep in mind the following advantages of being a MCCi customer:

- ✓ **Current Vendor Relationship.** MCCi is a subsidiary for Municipal Code Corporation, which has been the City's Codifier for many years.
- ✓ **Stability.** Municipal Code Corporation has been in business for over 60 years and works with over 4,000 local government agencies across the United States.
- ✓ **Leading Provider.** For the past five years, MCCi was ranked as the #1 Laserfiche VAR in the United States.
- ✓ **Florida Cities Choose MCCi.** Over 125 Cities in Florida have their Laserfiche solution supported by MCCi.
- ✓ **Specialization in Enterprise Solutions.** Our Project Managers provide implementation and training services to help make your solution an Enterprise-wide deployment. We work with you on your initial project plan knowing that one day Laserfiche will be used across the entire organization. This methodology helps you plan to meet this goal in your time frame whether it be an immediate objective or part of a multi-year plan.
- ✓ **Focus.** MCCi specializes in working with government entities and focuses our products on solutions specifically for governments. In working with governments over the past 15 years, MCCi has had the opportunity to gain an in depth look into how they utilize their documents on a day-to-day basis. This thorough understanding gives MCCi the edge needed to provide our clients with a tailored solution that will meet each individual organization's needs.
- ✓ **Superior Support.** We offer support through our help desk, email, and toll free number, and also have an online support center that gives end users access to training manuals, "how to" checklists, training videos, a knowledge base, and software updates.
- ✓ **The Right Resources at the Right Time.** Whether it is integration, scanning and indexing services, an electronic forms solution, etc., MCCi has additional solutions that are complimentary to Laserfiche, while allowing you to work through one vendor for best breed of solutions.

If you have any questions concerning our response or desire additional information, please do not hesitate to call on our toll-free number or through e-mail.

We appreciate your interest and hope that we will have the pleasure of working with you and the City of Miami.

Sincerely,

Donny Barstow
President



City of Miami

Invitation for Bid (IFB)

Purchasing Department

Miami Riverside Center

444 SW 2nd Avenue, 6th Floor

Miami, Florida 33130

Web Site Address: <http://ci.miami.fl.us/procurement>

IFB Number:	391322
Title:	Invitation for Bid for Document Management Software, Hardware, and Services
Issue Date/Time:	11-DEC-2013
IFB Closing Date/Time:	07-JAN-2014 @ 11:00:00
Pre-Bid Conference:	
Pre-Bid Date/Time:	
Pre-Bid Location:	
Deadline for Request for Clarification:	Tuesday, December 24, 2013 at 5:00 PM
Buyer:	Gonzalez, Yusbel
Hard Copy Submittal Location:	City of Miami - City Clerk 3500 Pan American Drive Miami FL 33133 US
Buyer E-Mail Address:	YGonzalez@ci.miami.fl.us
Buyer Facsimile:	(305) 400-5104

Certification Statement

Please quote on this form, if applicable, net prices for the item(s) listed. Return signed original and retain a copy for your files. Prices should include all costs, including transportation to destination. The City reserves the right to accept or reject all or any part of this submission. Prices should be firm for a minimum of 180 days following the time set for closing of the submissions.

In the event of errors in extension of totals, the unit prices shall govern in determining the quoted prices.

We (I) certify that we have read your solicitation, completed the necessary documents, and propose to furnish and deliver, **F.O.B. DESTINATION**, the items or services specified herein.

The undersigned hereby certifies that neither the contractual party nor any of its principal owners or personnel have been convicted of any of the violations, or debarred or suspended as set in section 18-107 or Ordinance No. 12271.

All exceptions to this submission have been documented in the section below (refer to paragraph and section).

EXCEPTIONS:

N/A

We (I) certify that any and all information contained in this submission is true; and we (I) further certify that this submission is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a submission for the same materials, supplies, equipment, or service, and is in all respects fair and without collusion or fraud. We (I) agree to abide by all terms and conditions of this solicitation and certify that I am authorized to sign this submission for the submitter. Please print the following and sign your name:

SUPPLIER NAME: MCCI LLC

ADDRESS: 1700 Capital Circle SW, Tallahassee, FL 32310

PHONE: (800) 342-2633 FAX: (850) 701-0715

EMAIL: dwb@mccinnovations.com BEEPER: None

SIGNED BY: Donny Barstow 

TITLE: President DATE: January 8, 2014

FAILURE TO COMPLETE, SIGN, AND RETURN THIS FORM SHALL DISQUALIFY THIS BID.

Certifications

Legal Name of Firm:

MCCi LLC

Entity Type: Partnership, Sole Proprietorship, Corporation, etc.

Limited Liability Corporation

Year Established:

2003

Office Location: City of Miami, Miami-Dade County, or Other

Tallahassee, FL

Office Address, including City, State, and Zip Code:

1700 Capital Circle SW, Tallahassee, FL 32309

Full Name of Bidder's Representative, including Telephone Number, Fax Number, and Email Address:

Donny Barstow, President / P: (800) 342-2633 / F: (850) 701-0715 / E: dwb@mccinnovations.com

Occupational License / Business Tax Receipt Number:

22896

Occupational License / Business Tax Issuing Agency:

City of Tallahassee

Occupational License / Business Tax Expiration Date:

September 30, 2014

Please list and acknowledge all addendum/addenda received. List the addendum/addenda number and date of receipt (i.e. Addendum No. 1, 7/1/07). If no addendum/addenda was/were issued, please insert N/A.

Addendum No. 1, 01/02/2014

Reference No. 1: Name of Company/Agency for which bidder is currently providing the services/goods as described in this solicitation, or has provided such services/goods in the past:

City of Boca Raton

Reference No. 1: Address, City, State, and Zip for above reference company/agency listed:

201 West Palmetto Park Road, Boca Raton, FL 33432

Reference No. 1: Name of Contact Person, Telephone Number, and E-mail Address for above reference no. 1

Lynn Drew-Sugarman | (561) 393-7726 | LDrew@ci.boca-raton.fl.us

Reference No. 1: Date of Contract or Sale for above reference no. 1

July 1, 2009

Reference No. 2: Name of Company/Agency for which bidder is currently providing the services/goods as described in this solicitation, or has provided such services/goods in the past:

City of Palm Beach Gardens

Reference No. 2: Address, City, State, and Zip for above reference company/agency listed:

10500 North Military Trail Palm Beach Gardens, FL 33410

Reference No. 2: Name of Contact Person, Telephone Number, and E-mail Address for above reference no. 2

Dave Crump | (561) 799-4263 | dcrump@pbgfl.com

Reference No. 2: Date of Contract or Sale for above reference no. 2

July 2, 2008

Reference No. 3: Name of Company/Agency for which bidder is currently providing the services/goods as described in this solicitation, or has provided such services/goods in the past:

Town of Palm Beach

Reference No. 3: Address, City, State, and Zip for above reference company/agency listed:

360 South Country Road, Palm Beach, FL 33480

Reference No. 3: Name of Contact Person, Telephone Number, and E-mail Address for above reference no. 3

Mr. Chris Cartrett | (561) 227-6342 | ccartrett@townofpalmbeach.com

Reference No. 3: Date of Contract or Sale for above reference no. 3

October 27, 2008

Have you completely filled out and included with your bid response ATTACHMENT A - Bid Price Sheet? YES OR NO? (Attachment A is located under the Header/Notes and Attachments Section of the IFB, in the Oracle/iSupplier Sourcing system)

YES

Have you included with your bid response the documentation/information requested in ATTACHMENT B - Bidder's Minimum Qualifications Documentation Checklist? YES OR NO? (This checklist is located under the Header/Notes and Attachments Section of the IFB, in the Oracle Sourcing system)

YES

If Bidder has a Local Office, as defined under Chapter 18/Article III, Section 18-73 of the City Code, has Bidder filled out, notarized, and included with its bid response the "City of Miami Local Office Certification" form? YES OR NO? (The City of Miami Local Office Certification form is located in the Oracle Sourcing system ("iSupplier"), under the Header/Notes and Attachments Section of this solicitation)

No. Not applicable; MCCi LLC is based in Tallahassee, FL.

Line: 1

Description: **BIDDERS ARE NOT REQUIRED TO ENTER A UNIT PRICE IN THIS LINE. BIDDERS SHALL SUBMIT THEIR BID PRICES UTILIZING ATTACHMENT A - BID PRICE SHEET, LOCATED UNDER THE HEADER/NOTES AND ATTACHMENTS SECTION OF THIS SOLICITATION IN THE ORACLE/SUPPLIER SOURCING SYSTEM.**

Category: **92045-00**

Unit of Measure: **Each**

Unit Price: \$ _____

Number of Units:

Total: \$ _____

Attachment A - Bid Price Sheet is attached to this bid response.

MCCi Differentiators – Specific to the City of Miami

- ✓ MCCi is the largest Laserfiche provider in the country and has been for the last 5 years
- ✓ MCCi is the largest Laserfiche provider in FL; Over 100 FL government agencies utilizing Laserfiche
- ✓ MCCi only focuses on government
- ✓ MCCi's technical staff is Laserfiche Gold Certified
- ✓ MCCi has its own development staff with extensive Laserfiche integration knowledge, and has utilized the Laserfiche SDK to develop Web Services, ancillary products/integrations (Granicus/Legistar), etc.
- ✓ MCCi created and maintains The Training Center for Laserfiche (Online training portal)
- ✓ MCCi has a Laserfiche focused service bureau, that can help The City with back-file scanning/conversions when needed
- ✓ MCCi offers Records Management Consulting from a Certified Records Manager (CRM)

Company History

MCCi, a subsidiary of Municipal Code Corporation (The nation's leading codifier and current codifier for The City of Miami), has been providing Electronic Records Management Solutions to its clients since 1998. In 1998, Municipal Code Corporation (MCC) created a document imaging division, which subsequently evolved into MCCi in the summer of 2003. This allowed MCCi to provide its customers with a higher level of service, but still benefit from the stability and credibility of MCC. With a client base of over 400 government agencies and satellite offices across the country, MCCi has been the #1 Laserfiche VAR in Florida and in the world for the last 5 years.

MCCi Advantage

MCCi is a leading Laserfiche provider focusing on customer service in every aspect of your project. As a client you will receive access to our highly trained staff & support services, including:

- ✓ **Dedicated Project Management** – Our Project Managers are highly trained in the areas of implementation, Workflow processes, integrations, and more to help your organization implement a well thought out Enterprise system based on your organization's needs. They are Laserfiche Gold Certified and also hold other professional certifications to maintain a high knowledge level of our client's business processes.
- ✓ **Dedicated Support** – Once your project is complete, you will have access to our support staff for trouble shooting & supporting your Laserfiche system. Our staff can be easily reached through email, phone or our online support center.
- ✓ **Sales & Account Management Team** – You will have a dedicated team of an Account Executive and Account Manager that you can directly contact. They will also proactively contact you to ensure satisfaction, provide additional information on your products, and conduct web & regional events on continuing education topics.
- ✓ **Training Services** – Before, during, and after your project, we focus on ensuring the users are trained on the software and stay up to date on the features available. In addition to our Training Services, we offer a yearly subscription to our Online Training Center for Laserfiche to help protect your Laserfiche investment. This allows all types of users, regardless of their role, to access videos on popular topics. This information is updated monthly and will be a continued resource for your organization.
- ✓ **Back File Scanning & Conversion Experience** – In the event you need to address a back file scanning project or have older data from legacy systems to convert, we have experience in addressing these and integrating them into your Laserfiche system. We have converted over 30 different applications and migrated the data to Laserfiche for other clients.

Company Products & Services

MCCi offers a wide variety of electronic records management products. We have researched and evaluated many solutions available in an effort to find the best products that meet our clients' needs. In doing so, we have formed several strategic partnerships with leading technology companies such as Laserfiche, Brandt, Fujitsu and Ideal. We chose to ally with these software companies because the applications they offer are well suited for the records management challenges in the municipal environment.

- ✓ Enterprise Content Management Software – Laserfiche
- ✓ Records Management Software – Laserfiche
- ✓ Electronic Forms – Laserfiche Forms
- ✓ Agenda and Legislative Management Software – Granicus/Legistar
- ✓ Contract Management Software – Contract Assistant
- ✓ Professional System Configuration, Installation and Training Services
- ✓ Data Conversion Services – DDi
 - Document Scanning and Indexing
 - Fiche/Film Conversion
 - Large Format Document Scanning Services
 - Bound Book Scanning Services

MCCi PROJECT MANAGEMENT SERVICES

MCCi Project Managers are CDIA-certified and Laserfiche Gold Certified. The CDIA (Certified Document Imaging Architect) is awarded after a comprehensive and rigorous exam focused on a broad spectrum of document and records management objectives. There are multiple Laserfiche Certifications and MCCi focuses on maintaining all of them. MCCi Project Managers administer these services and concentrate on defining business requirements and the deliverables that follow. The MCCi Project Manager will work with the client's point of contact to put together a project plan that clearly defines the scope of services of the Project Management services. These services are included to ensure the Client is prepared for the final project implementation.

Implementation

Client Consultation - The assigned MCCi Project Manager will perform a remote pre-installation solution development plan including configuration of security rules for the Client prior to installation and training. This consultation will include a review of current document organization and retrieval practices to determine desired indexing methods, as well as other basic system set up needs. Once this information has been gathered and provided to the MCCi project manager, the basic folder structure, document naming scheme, scheme, and template set-up will be configured prior to onsite training.

Remote Installation and Configuration – Software installation and configuration may occur remotely as part of the Project Management services to ensure the onsite time purchased is focused on the direct objective. Please refer to the statement of work to determine if the onsite time will include installation and configuration.

Remote Training – Project Management services may be utilized for training administrators or users remotely if not providing onsite training. Please refer to the statement of work to determine the training model quoted.

LASERFICHE BASE SOFTWARE TRAINING SERVICES

The client is provided with either instructor-led hands-on training or train-the-trainer training in the operation of the Laserfiche Software and Plug-ins, and the scope of all training services to be performed is notated in the Statement of Work. These services will be provided onsite or remote, please refer to the Statement of Work to determine which has been quoted. Below are some sample outlines based on user-roles and system modules:

System Administration Training

- Client and Server Installation Procedure
- Users and Groups – Active Directory
- Security
- Templates
- Tags
- Document Relationships
- Records Management
- Volumes
- System Settings
- Back Up Procedures
- Troubleshooting Procedures
- Technical Support Overview

Full User Training

- Introduction to Laserfiche
- Folders and the Folder Browser
- Scanning and Importing
- OCR and Full Text Indexing
- Document Display
- Index Card/Templates
- Document Retrieval by Index Fields or Text (Searching)
- Annotations
- Extracting a Document from Laserfiche
- Briefcasing and Migrating Documents
- Customize Laserfiche
- Volumes
- Security
- Advanced Features – Plug-ins

RECORDS MANAGEMENT MODULE TRAINING

* Please note that client should have full knowledge of internal records management policies and have prior experience in records management. This training will be quoted for clients with the Records Management functionality of Laserfiche. Please refer to your Statement of Work to determine if this is included.

- Record Series
- Record Folders
- Document Links
- Versioning
- Security Tags
- Vital records
- Cutoff criteria
- Cutoff eligibility
- Retention Period
- Disposition Actions
- Hold Period
- Time Dispositions
- Event Dispositions
- Interim Transfers
- Final Disposition
- Destruction
- Permanent Records
- Accession
- Freezing

Admin Console Setup for Records Management

- Cycle Definitions Setup
- Locations Setup
- Retention Schedules Setup
- Cutoff Instructions Setup

GAP ANALYSIS

The MCCi Gap Analysis includes input by CDIA-certified MCCi professionals. The MCCi Gap Analysis is the study of the differences between two different information systems or applications, often for the purpose of determining how to get from one state to a new state. A gap is sometimes spoken of as "the space between where we are and where we want to be," and the Gap Analysis is undertaken as a means of bridging that space. MCCi offers Gap Analysis to new and existing MCCi customers, both with similar deliverables.

New customers may be totally new to Records Management/Document Management, or could be transitioning from one system to another. Either way, Gap Analysis not only serves the consulting needs of a project, but can also mitigate many risks that are inherent in a new project. Risks such as scope creep, unforeseen needs (people, conversions, integrations, equipment), and unknown stakeholders, can be identified and cleared up in the very beginning of the project.

Existing customers may consider Gap Analysis when looking to expand their system into other departments or enterprise-wide. It is also a great opportunity to investigate and report on how the system is being used versus how it was intended to be used – the result being a plan of action.

Deliverables –The Gap Analysis process involves determining, documenting and approving the variance between business requirements and current capabilities. MCCi takes it a step further by providing recommendations and an action plan. The final deliverable is a report and is delivered to the client in a format that can be edited. Any future changes to the report are the responsibility of the client. The report will detail the following:

- A summary of the current document flow path, with recommended changes/requirements
- Equipment, software, and staffing recommendations
- Storage needs for each department
- Recommendations on the timing of phasing in departments (based on needs/complexity)
- Implementation recommendations

The amount of time/cost of a Gap Analysis is dependent upon the system size and number of departments to be involved.

AFFINITY INTEGRATION CONFIGURATION & TRAINING

Includes:

- Configuration of integration for up to one department within one application
- "Train the Trainer" to empower the client to configure other integrations
- All services are conducted remotely, unless an MCCi representative is onsite for other implementation needs and onsite time permits

Client Deliverables

- Application to be integrated with must meet Affinity requirements
 - <http://www.affinityintegrations.com/requirements.aspx>
- Testing – A test copy of Affinity is available prior to purchase. *Client is responsible for testing to make sure needs are met prior to purchase*
- Assistance in defining the Measurement of Success (MOS)
- IT resources - Appointment of Affinity Administrator
- Laserfiche metadata requirements

MCCi Deliverables

- Install and integrate DataNow Affinity within current Laserfiche system environment pursuant to the Affinity requirements
- Assistance in configuring integration for up to one department within one application
 - At a minimum, if certain data fields cannot be mapped, MCCi will set up Affinity as an image enablement toolbar
- MCCi project manager to assist with defining the MOS
- Affinity integration configuration based on defined MOS
- Define Laserfiche metadata structure to support the specified integration

- Define Laserfiche security to support the integration
- Project Management services up until MOS is met
- Managed Services for up to 30 days past MOS
- Affinity Administrator Training

Measurement of Success (MOS): Based on MCCi's experience, a pre-requisite for providing and/or receiving consulting services is to jointly define an attainable MOS. The MOS is intended to address the desired outcome of the Affinity integration configuration and will be based primarily on the type and capabilities of the application to be integrated with, along with how related data should be organized in the Laserfiche system.

MCCi LASERFICHE ARCHIVE SERVICES BY DDi

Laserfiche Archive Services are implemented by MCCi's DDi department. The service is designed to populate a client's new Laserfiche system with a subset of back-file records, which heightens the system training experience by having a great example to follow. To experience the complete benefit, it is recommended that Laserfiche Archive Services be completed prior to the initial system implementation. While one of MCCi's IT Project Managers consults with the client on the setup and configuration of Laserfiche, a DDi Project Manager will assist in determining the scope of the Laserfiche Archive Services based on budget, file types, quantities, indexing requirements, and the file structure desired. Laserfiche Archive Services helps to ensure a successful Laserfiche implementation and a high adoption rate from the very beginning of the Laserfiche project.

MCCi will scan documents using an interface that provides a wide variety of image output formats to allow for easy integration into your current records management system. These image formats include TIFF, JPEG, PDF, Laserfiche, etc. MCCi utilizes slip-sheets to determine document breaks and indexing information. The slip-sheet is created by MCCi to accommodate your organization's indexing needs. Once MCCi has received documents for scanning, the following process will occur according to the terms laid out in MCCi's pricing proposal and may vary according to services selected:

- **Pre-Scanning Consultation** – A Pre-Scanning Consultation will be scheduled via a telephone conference after receipt of signed contract. This consultation is designed to go over the following: the signed contract and terms, folder structure, current searching methods, document naming scheme, slip-sheet customization, document preparation requirements, and document shipment and/or pick up.
- **Document Preparation** – The process of document preparation begins with removing any materials that may prohibit the document from being fed through the scanner (i.e. Removal of documents from file folders, Removal of staples, paperclips, tape, clips, etc.) and is described as Document Preparation. Upon completion of scanning, MCCi will organize the documents into their original order as received from the Client. Documents attached together by devices, such as staples and paper clips, will not be reattached. Documents filed in folders, will not be re-inserted into those folders if MCCi uses separator sheets (all files and folders will still be kept in order). The process of reattaching devices and/or re-inserting files into folders is described as Document Re-Preparation and offered in addition to Document Preparation only if requested by the Client.
- **Document Organization & Indexing** – Based on the scope of the project and outcome of your Pre-Scanning Consultation, MCCi will organize and index your documents. This will enable them to be searched and organized by three different methods. The first method includes organizing your documents in a tree-like folder structure, similar to Windows Explorer. This provides a visual method to store and locate your documents. The second method involves the use of electronic template cards. These templates contain unique information pertaining to that particular document. Once a template layout has been agreed upon, no changes can be made once the job has already been started. The third method includes running a process called optical character recognition (OCR), allowing for full-text indexing and searching capabilities. The OCR process converts printed words into alphanumeric characters dependent upon font and paper quality. This enables each occurrence of an OCR'd word to be searched and retrieved. Microfilm, Maps, and Handwritten documents will be searchable by keyword index only (via template card).

- **Document Quality Control** – MCCi performs a thorough quality control process after the job has been completed. Each scanned image is inspected for quality, legibility, and accuracy. Steps are taken to ensure each document has been captured, the quality of the scanned image is comparable to the original, and all manual indexing errors have been corrected. MCCi cannot be accountable for records not reflected in original inventory report as provided by Client. MCCi will correct only those discrepancies reported within 90 days after delivery of hard copy materials.
- **Document Transportation** – The client is required to package all materials per MCCi's instruction prior to delivery of materials to MCCi facilities. If the client chooses to utilize MCCi's pickup and delivery service (offered in select states), pricing is based on picking up the entire project described in the scope of services in one shipment. If additional trips are required due to the Client not having all the documents ready for pick up, additional charges will be applied. If the client chooses to ship via a certified carrier, the client incurs all shipping costs.

LASERFICHE WORKFLOW CONFIGURATION TRAINING

MCCi's Laserfiche Workflow Configuration Training service is designed to be highly collaborative. The goal is for the client to have a trained Workflow Configuration Administrator. As a prerequisite, the client's Workflow Configuration Administrator should be a business process savvy individual with good technical skills. This is the person tasked with handling future workflow configurations, including any modifications needed to the configuration focused on during training.

Client Deliverables

- Provide MCCi with a mapped out/narrative of specified business process
- Define each resource and activity of the business process
- Define the Measurement of Success in conjunction with MCCi
- Appointment of Workflow Configuration Administrator
- Metadata requirements
- Sample reports from functional activities involved
- IT resources

MCCi Deliverables

- Install and configure Laserfiche Workflow with current Laserfiche system
- Onsite consultation with a MCCi Project Manager
 - Workflow Configuration Administrator Training
 - Offer best practices in security to support the specified workflow process
- Workflow Managed Services post onsite training
 - Configuration assistance for a period of time immediately following onsite training
- Developer Training (Applicable to Level 2 and Level 3 training packages)
- Roll-out Assistance – This is an optional service, which is provided if included in the scope of services. Note that this service will be billed separately and is billed upon completion.

Matrix of Workflow Training Packages:

Services Provided	Level 1	Level 2	Level 3
Remote Installation	Included	Included	Included
Onsite Training Days	2	3	3
Workflow Configuration Assistance <i>Post Onsite Training</i>	Remote 30 Days	Remote 45 Days	Remote 60 Days
Developer Training	None	Remote 1/2 Day	Remote 1 Day
Developer Assistance <i>Post Developer Training</i>	None	Remote 15 Days	Remote 30 Days
Roll-out Assistance (Optional)*	2 Days - Remote	2 Days - Onsite	2 Days - Onsite

*Roll-out assistance is billed as a separate event and at the time of delivery.

LASERFICHE WORKFLOW MANAGED SERVICES

MCCi 's Workflow Managed Services package is a post-implementation service, and is designed to assist the client's Workflow Configuration Administrator with ongoing consulting and configuration needs. Workflow Managed Services are billed in advance each year, in return for a discounted rate. Workflow Managed Services may be used for the following:

- **Additional Workflow Set Up Consultation** – MCCi continues to consult and make recommendations on best practices for modifying existing / creating new workflow configurations.
- **Additional Remote Training** – MCCi offers additional training for the client's Workflow Configuration Administrator. This is ideal for refresher training, as well as for new personnel in the event of turnover.
- **Ongoing Security Consultation** – Laserfiche security plays a much larger role when business processes are being automated by Laserfiche Workflow. MCCi assists the client's Security and Workflow Configuration Administrators to offer security best practices to align with workflow configurations.
- **Leveraging Existing System(s)** – MCCi will help identify more efficient ways of utilizing the Laserfiche product suite, as well as how to leverage other systems and the related data contained therein.
- **Meta-Data Consultation** – Various meta-data objects must be created/modified to match up with specific workflow needs. MCCi will consult and help identify meta-data needs.
- **Expiration & Additional Services** – Managed Services is an annual package and will expire on the same date as your SAP plan. The number of hours included are not to exceed the price of the package divided by MCCi's discounted hourly rate (Managed Service hours are discounted by 10%). Pricing can be adjusted for any additional hours if needed.
- **Remote Access Support** – Managed Services are delivered remotely. Remote Access Support allows our helpdesk staff to access your machines remotely to resolve problems faster. The use of Remote Access Support saves you both time and money by reducing the delays in resolving software issues without costly onsite visits.

BUSINESS PROCESS CONFIGURATION SERVICES

Business Process Configuration Services are designed as an option for organizations that require advanced system configuration but may lack the time or expertise necessary to configure Workflow, Quickfields, or any of Laserfiche's other advanced modules. MCCi's team of expert Project Managers and System Engineers will work in concert with the client's Project Manager to build a Business Process in the client's Laserfiche environment.

Client Deliverables

- Provide MCCi with a mapped out narrative and flowchart of the specified business process
- Thoroughly define each resource and activity in the business process, including any exceptions
- Respond in a timely fashion to questions posed by MCCi's Business Process Configuration team
- Appointment of client Project Manager
- Availability of IT resources as needed
- Availability of end users for interviews and Business Process testing
- Required Laserfiche software licensing

MCCi Deliverables

- Install and configure Laserfiche modules that are relevant to the implementation
- Consultation with a Laserfiche Project Manager
- Business Process Configuration Managed Services post implementation
 - The scope of Managed Services will be limited to supporting the process(es) implemented through this contract
- Roll-out Assistance – This is an optional service, which is provided if included in the scope of services. Note that this service will be billed separately and is billed upon completion.

BUSINESS PROCESS CONFIGURATION ASSURANCE PLAN

MCCi's Business Process Configuration Assurance Plan is a post-implementation service, and is designed to support and maintain the Business Process(es) implemented through this contract. The Configuration Assurance Plan covers the following services:

- Maintaining configurations – MCCi will assist in updating all configurations in the event of a system upgrade, software patch or server move.
- Extended support – MCCi's normal scope of support will be extended to include assisting with questions and system issues related to the configurations implemented through this contract.
- Expiration & Additional Services – The Configuration Assurance Plan will expire on the same date as your SAP plan. The number of hours included are not to exceed the price of the package divided by MCCi's discounted hourly rate (Configuration Assurance Plan hours are discounted by 10%). Pricing can be adjusted for any additional hours if needed.
- Remote Access Support – Configuration Assurance Plan Services are delivered remotely. Remote Access Support allows our staff to access your machines remotely to resolve problems faster. The use of Remote Access Support saves you both time and money by reducing the delays in resolving software issues without costly onsite visits.

LASERFICHE FORMS SERVICES

MCCi's Laserfiche Forms Services are designed to be highly collaborative. The goal is to provide a customized package for your organization. Whether you need direct assistance implementing Laserfiche Forms, or hands-on training to empower your organization to create and maintain electronic forms, or both, MCCi has options available. Please see your Statement of Work for the specific Laserfiche Forms Services quoted.

Forms Training Services Provided	Overview	Comprehensive
Training Duration	Up to 5 hours Remote	Up to 2 Days Remote/Onsite
Forms Designer	Yes	Yes
Process Modeler	Yes	Yes
Workflow Configuration (For Forms Process Modeler Integration, and Filing Only)	No	Yes
Forms Configuration (Up to 1 - Level 1 Form)	0	1

Forms Configuration Services Per Form	Level 1	Level 2	Level 3
Forms Design Services	Up to 15 Fields	Up to 30 Fields	Up to 50 Fields
Form Field and Data Look-up Rules*	Up to 10 Rules	Up to 20 Rules	Up to 40 Rules
Process Modeler Configuration	Up to 5 Steps	Up to 10 Steps	Up to 20 Steps
Workflow Configuration (For Forms Process Modeler Integration, and Filing Only)	No	Yes	Yes
Custom Scripting (JScript or CSS)*	Call for Quote	Call for Quote	Call for Quote

**Please note:*

- A Laserfiche Named User is required for every user that will utilize Laserfiche Forms, unless the Forms Portal has been purchased in addition to the Forms Named User Licensing.
- Users submitting through the Forms Portal are limited to forms submission. Users cannot participate in the workflow/routing process within Laserfiche Forms Process Modeler or Laserfiche Workflow, unless they have a Laserfiche Named User License.
- All Forms Configuration Services are conducted remotely due to multiple decision points throughout the configuration, which may cause delays.
- Field Look-ups: Database Views and Queries must exist or be created by the customer prior to MCCi database lookup configuration.
- Java Script and CSS Scripting (if needed) are not included, unless otherwise notated in the pricing section of the Statement of Work.

BUSINESS PROCESS ANALYSIS

MCCi will work with the Client to document a current business process. By interviewing process stakeholders and documenting facts and feedback, MCCi is able to deliver a comprehensive report. This level of engagement is typically done as a needs analysis exercise prior to attempting to automate an existing business process.

Client Deliverables

- Assignment of a Project Manager who will be responsible for:
 - Acting as the main point of contact for MCCi.
 - Identifying and providing contact information for process stakeholders
 - Coordinating and scheduling site visits so that stakeholders are aware and set aside the appropriate amount of time to focus on working with MCCi
 - Coordinating and scheduling conference calls/web meetings between process stakeholders and MCCi as part of the document review process
 - Facilitating access to any/all resources needed for a thorough analysis
- Full participation by all process stakeholders in the interview, review, and finalizations stages

MCCi Deliverables

- Introductory call: Share contact information, and review scope of project
- Stakeholder Interviews: Up to 2 days onsite with Business Analyst
 - Conduct workshops and interviews with customers
 - Document Business Processes on whiteboard during workshops and interviews
- Business Process Report Drafting & Review: Up to 30 hours
 - Draft a Business Process/requirements document
 - Review document with customers and make revisions where necessary.
- Business Process Report Delivery: Up to 1 day onsite with Business Analyst
 - Onsite review and presentation of finalized report
- Editable copy of Business Process Report for future use

RECORDS MANAGEMENT CONSULTING

When moving to an enterprise wide Electronic Records Management System, it is important for a Records Program and Records Policies to be in place beforehand. MCCi's Records Management Consulting service focuses on revision and/or creation of such programs and policies. If needed, the service should be completed prior to implementing MCCi's Laserfiche Records Management module. Pricing is dependent on the level of service needed and can be determined by setting up a meeting with MCCi and the appropriate Records Consultant. Services cover a broad spectrum to include designing records management plans, designing systems, identifying records eligible for destruction, assisting with legal compliance, providing training and nearly any other records and information related service requirement.

LASERFICHE – SHAREPOINT INTEGRATION ASSISTANCE

MCCi's Laserfiche SharePoint 2010 Integration Assistance service is designed to be highly collaborative. The goal is to provide the client with a fully functional Laserfiche SharePoint Integration for the client's existing SharePoint 2010 implementation, along with the necessary knowledge to support the integration once the installation and configuration engagement is complete.

Client Deliverables

- Existing and stable SharePoint 2010 solution.
- Provide a dedicated point of contact with sufficient server and directory services administrative rights to facilitate the required configuration tasks.
- Existing and stable Laserfiche Web Access (8.2 or later) installation.
- Identify existing, or configure new SharePoint 2010 site where the Laserfiche SharePoint Integration for SharePoint 2010 Repository and/or Search Web Parts will be installed and configured. *Note: If the Laserfiche SharePoint Search integration is to be configured, SharePoint 2010 federated search feature must be configured and working properly.*
- Troubleshoot and resolve server operating system, Internet Information Services, network or Kerberos related issues affecting the installation, configuration or functionality of any component of the Laserfiche SharePoint Integration for SharePoint 2010. *Note: If the client does not have the necessary skill set available to address these types of issues, the client should be prepared to engage a third party support provider to assist.*

MCCi Deliverables (Remote Delivery)

- Installation of Laserfiche SharePoint Integration for SharePoint 2010
- Configuration of Laserfiche SharePoint Repository and Search Web Parts.
- Remote training on the use and configuration of Laserfiche SharePoint Repository and Search Web Parts
- In the event MCCi and the client are unable to determine or agree on the root cause of an issue affecting the installation, configuration, or functionality of the Laserfiche SharePoint Integration for SharePoint 2010 and/or the Laserfiche SharePoint Repository and Search Web Parts, MCCi is responsible for opening the escalation case with Laserfiche Support.
 - In the event Laserfiche Support determines the root cause of an issue affecting the installation, configuration, or functionality of the Laserfiche SharePoint Integration for SharePoint 2010 and/or the Laserfiche SharePoint Repository and Search Web Parts to be related to the server operating system, Internet Information Services, network or Kerberos, MCCi will remain available as necessary to assist the client (if client has expertise in these areas) or the client's third party support provider to resolve the Laserfiche related components of the problem.

When you become a client of MCCi, you gain much more than just a new product. You gain a relationship between our staff and your organization to make your product implementation successful and the usage of your product an enjoyable experience. In order to make this possible, MCCi offers both Proactive and Technical Support.

PROACTIVE SUPPORT

MCCi assigns each account with a Regional Account Executive and an internal Account Manager Team. You will have already worked with your Account Executive in the pre-project phase and they will continue to support you. Your Account Executive will provide a local presence and contact information should local meetings be necessary. The Account Executive also assists in pre implementation processes. Your Account Manager will assist in managing ongoing support through the life of the product. MCCi believes in a proactive support methodology and it is the Account Managers' role to insure this ongoing communication with clients. Your Account Manager will be in touch throughout the year to discuss optimal system usage and ensure client satisfaction. Items discussed may include, but are not limited to:

- Identify any needs that could easily be addressed with the current system.
- Provide resource for question and answer, best practices, how other customers are using the system with use of documented case studies, Listservs, support center, etc.
- Provide continued education for existing and new users within the organization through the use of webinars, seminars, workshops, users group, and more.
- Annual review of current system configuration
- Dedicated sales support staff for pricing inquiries and budgetary information
- Annual support renewal notification to ensure your renewal process is timely and accurate

Educational Resource Definitions

- **Case Studies** – MCCi works with our clients to put together narrative accounts of specific usages of MCCi solutions in their organization. Specific departments, document types, integrations, etc. are noted to allow other users to learn from the information.
- **MCCi Listserv** – MCCi has created a Listserv for specific types of system customers. A Listserv is a creative use of e-mail, which provides a means for End Users to share information on a common interest. Members are able to communicate with peers thru a single e-mail. Uses of the Listserv may include fielding requests about system usage, as well as best practices.
- **Support Center** – This resource is a compilation of white papers, best practices, and information for system users all in one location. Through the support center, users can also submit and check the status of their support tickets.
- **Webinars** – MCCi conducts monthly webinars on different topics promoting more efficient system usage. User webinars are also offered on more specific topics related to products, concepts, departments, etc. regarding the usage of your system. These are done through the web and are a convenient way of staying informed on the newest technologies available.
- **Seminars** – MCCi conducts seminars on different topics to help educate new and existing end users throughout the year. They are usually located at a host site of an existing customer. These can also be offered at current client's locations to invite departments to learn more regarding their current system.
- **User Groups** – MCCi offers annual user groups to keep end users trained on the newest versions and products. These are geared to both users and administrators of the system.

TECHNICAL SUPPORT

The **Laserfiche Software Assurance Plan (LSAP)** helps preserve your investment and extend the benefits of your original purchase by providing you access to the assistance needed to ensure that you maximize system uptime. You have access to a toll free line to call for technical support or submit tickets online through our support center. When you subscribe to the LSAP you receive the following benefits:

- 100% upgrade credit for your existing software (in the event of an upgrade)
- Free software updates for your current system
- 24-hour FTP and website access which includes the MCCi Online Support Center
- Technical bulletins and newsletters

TRAINING CENTER

MCCi's Training Center provides an easy, cost-effective way to provide Laserfiche training to all users in your organization. An annual subscription allows access to our online course offering of over 200 training videos. The Training Center is home to video categories such as Laserfiche Administration, Laserfiche Client, Workflow, and Tips & Tricks. All videos use instructor descriptions from Laserfiche Certified Professionals. The Training Center provides the following benefits:

- 24/7 access to on-demand Laserfiche training videos and other resources
- Reduction in training expenses
- Caters to all skill levels from Basic Users to Advanced System Administrators
- Unlimited access for your entire organization
- User determined schedule and pacing
- Reduction in internal support
- Increased efficiency through improved internal usage/adoption
- Instant/budgeted training available in the case of employee turnover
- Enhance your organization's internal Laserfiche training program
- Increased user productivity

MANAGED SERVICES

MCCi Managed Services are strongly encouraged to be included with every support renewal and provide the client with a discounted hourly rate by purchasing an advanced block of services per year based on the products purchased. Managed Services can be used for the following professional services:

- **Additional Training** – additional training, via web conferencing, can be conducted to train new users on the use of the system or as refresher training for existing users.
- **Additional System Set Up Consultation** – MCCi offers additional consultation that includes recommendations on best practices for adding additional departments, additional types of document etc. to your current system.
- **Remote Implementation of Software Updates** – While the standard SAP plan covers free updates for software, implementation of those updates is sometimes overlooked. With the addition of our Managed Services, MCCi is at your service to directly assist in implementing software updates such as minor updates, quick fixes or point releases. Dependent on complexity and client specific configurations, major software upgrades may or may not be covered and should be discussed with your Account Management Team.

- **Annual System Review & Analysis** – Upon request, MCCi will access your system to review and analyze how your organization is using the system, identify discovered potential problem areas and make recommendations for better use of the system. This analysis is designed to be implemented 6 months after the initial Software installation, and should be performed annually after that date. This is an optional service that will be completed only if requested by the Client.
- **Remote Access Support** – Remote Access Support allows our helpdesk staff to access your machines remotely to resolve problems faster. The use of Remote Access Support saves you both time and money by reducing the delays in resolving software issues without costly onsite visits.
- **Laserfiche Certifications** – First priority offering of complimentary Laserfiche certifications on an as available basis.
- **Laserfiche Conference Registration** – First priority offering of complimentary Laserfiche Annual Conference registration on an as available basis.
- **Expiration & Additional Services** – MCCi Managed Services is an annual package and will expire on the same date as your SAP plan.

MCCi does provide continued technical support for all MCCi applications. Technical support is provided via email or telephone during normal business hours of 8:00 a.m. to 6:00 p.m. EST. Clients can designate several individuals who are to be the technical support contacts. Those individuals may contact MCCi at any time for technical support. There is no limit on the number of technical support calls that can be made. Adjustments in annual support rates may be made to coincide with current U.S. inflation rates.

SOFTWARE WARRANTY

The initial copy of the program that we deliver will be free of any defects. It will not install if there are any. Our guaranty is for 90 days. However, should a defect be in an original disc that has not yet been installed after that period we would still replace it

SOFTWARE RELEASES AND UPDATES

Laserfiche Support covers the cost of any updates and new software releases. As long as the support is current, the new version will be free. The only cost to the client is any additional installation or training time needed from MCCi. Point releases are offered 2-3 times per year and once every 1-3 years for major version releases. If the client wants to upgrade to a different server license, they will receive credit for what they originally purchased toward the cost of the new software.

LASERFICHE AVANTE

Laserfiche Avante solution is a named user model and starts out with a feature rich system that is based on the number of people who will be using the system. It is designed for small to mid-size organizations and helps you capture, manage, distribute, and work with information in diverse working environments. Avante comes with Laserfiche Workflow and allows your organization to move beyond simple document routing to automate everyday tasks, optimize business processes, and share information with a wide variety of applications. Avante systems allow you to choose from multiple database platforms and incrementally expand the system with records management edition and other plug-ins such as Auditing, Web Access, Digital Signatures, and Batch Processing. The Laserfiche Avante pricing structure makes it simple and affordable to add new features and functionality to your Laserfiche system as your needs change.

LASERFICHE RIO

MCCi recommends the Laserfiche RIO solution for Enterprise clients that have a large volume of users, as well as the need for test environments and multiple servers/repositories. RIO and each RIO license comes coupled with Workflow, Web Access, Mobile Access, Snapshot, Email, Digital Signatures, and Advanced Audit Trail. This licensing structure makes it much easier on IT administration, especially when dealing with a large user base. In addition, RIO supports an unlimited number of application servers, as well as repositories, making it well suited for expansion and testing needs. RIO can connect either to MSSQL or Oracle for the backend database, and of course many of the same optional Laserfiche modules such as the Records Management, Batch Processing and Weblink Public Portal licenses are available with RIO.

Feature	Avante	Rio	Comments
Database Options	SQL Express, SQL, Oracle	SQL, Oracle	
Retrieval Concurrent Users	Public Portal (Weblink)	Public Portal (Weblink)	
Full Named Users	Unlimited	25 – Unlimited	Includes Workflow, Email and Snapshot for Avante; Includes Workflow, Email, Snapshot, Web Access and Advanced Audit Trail for Rio.
Retrieval Named Users	n/a	200 – Unlimited	Includes Email capability. Minimum of 200 must be purchased.
Application Servers	1	Unlimited	
User License Model	Named	Named	
Repositories	1	Up 15 per Application Server	Avante: Up to 14 additional (for a total of 15) Repositories can be added at an additional cost. RIO: Each Application Server can have up to 15 Repositories attached. RIO allows for an unlimited number of Application Servers.

<i>Workflow</i>	Included	Included	
<i>Snapshot</i>	Included	Included	
<i>Email</i>	Included	Included	
<i>WebAccess</i> (Thin client access for named users)	Add-on option	Included	
<i>Mobile Access</i>	Requires WebAccess	Included	
<i>Digital Signatures</i>	Add-on option	Included	
<i>Audit Trail</i>	Add-on option (Options for Starter, Standard, Advanced)	Includes Advanced Audit Trail	
<i>Public Portal (Weblink) Options</i>	Weblink Public Portal license package options (5,10, 25, 50, Unlimited Single Processor, Unlimited Dual Processor, Unlimited Multi Processor)	Weblink Public Portal license package options (50, Unlimited Single Processor, Unlimited Dual Processor, Unlimited Multi Processor)	Avante Public Portal: The 5 concurrent license model only allows for one security profile to be set. Unlimited versions are licensed per Laserfiche application server, and per processor. The licensed number of processors must be equal to or greater than the number of processors (CPUs) on the correlating Laserfiche application server. Note: Additional copies of the Unlimited Public Portal are needed if there is a need to connect the Public Portal to more than 1 Application Server.
<i>Upgrade Path</i>	Rio	n/a	
<i>Laserfiche Versions</i>	Lf 8.1 and later	Lf 8.0.1 and later	
<i>Web Admin Console</i>	Included	Included	
<i>Laserfiche Forms</i>	Add-on option	Add-on option	

LASERFICHE PLUG-INS

Laserfiche Plug-Ins, Utilities, and Tools

MCCi can provide additional Laserfiche Plug-ins Utilities, & Tools software. Laserfiche offers a selection of modules and development tools designed to let you tailor Laserfiche to meet your needs. Certain Plug-Ins may be bundled differently based on the Laserfiche platform. Please refer to the pricing page/statement of work to determine which modules have been proposed.

Capture Modules

Laserfiche ScanConnect™: allows ISIS scanning. A collection of ISIS scanner drivers is included with Laserfiche ScanConnect. These drivers allow images to be scanned through supported scanners. ScanConnect 7.x is can be purchased as an add-on to both Laserfiche scanning and Quick Fields.

Laserfiche Snapshot™: Laserfiche Snapshot is included with both Avante and RIO Full Named User Licenses, and can generate images and text from an electronic file (e.g. a Word document, a web page, a text editor, etc.). The files generated by Laserfiche Snapshot capture the content of the electronic file at the time that it was processed. In other words, they represent an accurate portrayal of an electronic file at a given point in time. The images and text created from an electronic file are then stored in a Laserfiche repository. As you can see, Laserfiche Snapshot can be used as a tool to archive a particular version of an electronic file. Laserfiche Snapshot can process any electronic file that can be opened with a Windows application that has printing capabilities. This feature is automatically included with every Full User purchase.

Laserfiche Import Agent: Laserfiche Import Agent is a capture tool that can bring files into a Laserfiche repository from the Windows file system. Any file that can be stored in Laserfiche can also be imported via Import Agent. What's more, Import Agent allows for scheduled and selective imports, so that users can set up specific criteria for what gets imported when.

OCR Scheduler for Laserfiche: MCCi developed this tool. It provides a simple and effective way to mass OCR documents in Laserfiche. It allows administrators to configure multiple OCR sessions. Sessions are created based on selecting folders within a specific Laserfiche Repository and scheduling the time to begin the OCR process. Benefits:

- **Efficiency:** Clients can schedule the tool to perform the OCR function, rather than tie up machines during the normal working rhythm.
- **Support/Search Content:** Leaving the responsibility in users' hands to conduct OCR can lead to incomplete processing. The tool provides assurance that everything in need of OCR is being addressed without end user interaction.

"QuickFields" (QF) Batch Processing Tools: Quickfields is a suite of Batch Processing utilities created by Laserfiche. Avante and RIO bundle each of these features differently, which is reflected in the Statement of Work/Pricing section:

- **Laserfiche® Quick Fields™** automatically captures useful information from paper and electronic documents and organizes it for fast retrieval. Quick Fields transforms data capture from a costly and labor-intensive operation into an efficient process by collecting precise pieces of information from the masses of unstructured data flowing into your organization. Quick Fields improves the speed and accuracy of data capture while giving authorized staff instant access to the information they need to work effectively.

- **QF Bar Code Validation Package:** The Bar Code add-on reads bar codes on a specified page in the document. The value returned by the bar code process can be used to identify a page, populate a field, determine the document name, or determine where the document will be stored. Bar Code is very powerful when combined with Real Time Lookup. Supported barcode formats: Codabar, CODE 39, CODE 128, EAN 8, EAN 13, Interleaved 2 of 5, UPCA, and UPCE.
- **QF Real-time Look up Validation Package:** Lookup populates template fields and validates metadata by retrieving data stored in third-party databases and other applications.
- **QF Zone OCR Validation Package:** Images that contain clearly printed or typed information can be converted to text files through a process called OCR (Optical Character Recognition). Once text has been extracted from an image, it can be sent along with the image to the repository. Once the document has been imported into the repository, the extracted text will be associated with the corresponding image in the document. The International Zone OCR add-on will scan a zone on an image for text. Only text found within the zone will be extracted. The data returned by this process can be used to identify a page, populate a field, determine the document name, or determine where the document will be stored. The International Zone OCR add-on can be installed when Quick Fields is first installed or after it has already been installed.
- **QF Forms Alignment:** automatically repositions scanned documents to match a master form, correcting for scanning errors and improving data extraction.
- **QF Document Classification:** designed for clients who deal with multiple forms, and will recognize and process multiple document types.
- **QF Auto Stamp/Redaction/Bates Numbering:** The Bates stamp option is a document auto-numbering annotation option
- **QF Optical Mark Recognition:** detects handwritten information, including marks on surveys, tests and ballots.
- **QF Agent:** enables administrators to schedule forms processing around the clock and run Quick Fields sessions without operator intervention, reducing labor costs and optimizing business processes.
- **QF Forms Identification:** automatically recognizes the form or document based on its overall structure, even in the absence of bar codes, form data or other distinguishing information.
- **QF Forms Extractor:** removes form outlines to isolate data for more accurate capture.
- **QF Scripting Kit:** Offers a script editor, which allows developers to write C# and VB.Net Scripts, and insert the scripts into a Quickfields Session.

Distribution Modules

- **Laserfiche Public Portal - WebLink™:** The WebLink module publishes select documents in a Laserfiche repository to an intranet or the Internet in read-only form. Documents can be made available through the Web almost instantly, and users need only an Internet browser in order to access them. Built on ASP .NET, WebLink can be customized to match the look and feel of an organization's Internet or intranet site.
- **Laserfiche WebAccess:** Laserfiche Web Access is a Web browser-based thin client offering virtually all of the document management capabilities of the standard Laserfiche interface. Web Access allows your IT staff to roll out high-volume Laserfiche access without increasing your organization's application support burden. Authorized users organization-wide enjoy simultaneous access to documents, whether they are using the corporate intranet or logging in from a branch office.

- **Laserfiche Mobile Access Options:** Laserfiche Web Access is required for any/all mobile access options. Web Access Light & Laserfiche Mobile are both options for providing mobile access to your Laserfiche solution:
 - **Web Access Light:** Designed for Blackberry, Chrome, Opera and Safari mobile browsers, offers a lightweight Web interface for popular mobile devices, enabling users to search and retrieve documents, as well as approve documents and participate in workflow automation processes, while away from their desktop computers.
 - The **Laserfiche Mobile iPhone app** takes advantage of the iPhone's touch screen, gesture recognition and high resolution interface to provide users with an immersive experience. Features include:
 - Create and upload new content with the iPhone camera.
 - Automatically crop, straighten and enhance captured information, with full text recognition.
 - Copy, move, rename, download, e-mail, print or delete content.
 - Browse for documents in a folder structure or search the entire repository
 - Participate in workflow automation processes by accessing metadata fields.
 - The **Laserfiche Mobile iPad app** gives employees the ability to securely view and update content from wherever they are. Features include:
 - Provides secure access to documents and metadata
 - Enables users to create and upload new documents
 - Participate in Workflows on the go
- **Laserfiche Plus™** Laserfiche Plus allows the information stored in a Laserfiche repository to be portable. Laserfiche documents published by Laserfiche Plus can be viewed by anybody, regardless of whether they have Laserfiche installed. If these portable Laserfiche documents are sent to a company or site that already has Laserfiche installed, then that organization can also choose to attach those documents to their repository. This software prepares a copy of the Laserfiche files (images, text, electronic files, annotations, templates and field data) for burning directly to your removable media or to a temporary directory. Choosing to publish to a temporary directory allows you to write it to your removable media at your convenience.
- **Laserfiche E-Mail Plug-in™** allows instant electronic document distribution via standard MAPI-compliant e-mail applications. This feature is automatically included in every Full User and Retrieval User license purchase.

Workflow Process Automation, Collaboration, and Tracking

- **Laserfiche Workflow:** Efficiency and accountability-enhancing document routing, e-mail notification and audit trail reporting.
- **Laserfiche Digital Signatures:** Laserfiche allows users to sign briefcases when exporting as well as documents stored in Laserfiche. These are two separate applications of digital signatures. Signing a briefcase file embeds the signature in the file along with the certificate associated with the signing key. The full certificate chain is embedded. This allows users to prove who created the briefcase and that the briefcase was not tampered with. Digitally signed briefcases may, but do not necessarily contain digitally signed documents. Digital signatures can be applied to documents stored in Laserfiche. The digital signatures are stored as metadata and are preserved when exporting a document in a volume or briefcase (whether or not the briefcase was itself signed).
 - Users can digitally sign a document in the Laserfiche Client or Web Access to indicate their approval. Documents can also be countersigned by another user, which indicates approval of the document

- and the existing signature. Multiple signatures and countersignatures can be applied to a single document.
- Digital signatures are validated with signing certificates on the server and the repository, which verifies that a signature on a document is trustworthy. A signature becomes invalid if the certificate is expired or if a document has been modified since the signature was applied. Signature certificates are managed through the Laserfiche Administration Console or Web Administration Console. As a pre-requisite, the organization must have Digital Certificates set-up on the network, prior to implementing Laserfiche Digital Signatures.
 - **Laserfiche Audit Trail Modules:** Three levels of audit reporting to address your specific regulatory compliance and security needs.
 - The **Starter Edition** tracks basic events that occur in the repository and that involve accessing, modifying or exporting data. Basic events include creating, editing, printing or deleting documents, creating annotations, and assigning metadata.
 - The **Standard Edition** builds on the Starter Edition by tracking additional security- and access-related events. This edition can also track unsuccessful attempts to perform an action, such as failed attempts to access or print documents.
 - The **Advanced Edition** meets the needs of organizations in the most highly regulated environments. It includes all the functionality of the other two editions, and also tracks many more events including password changes, the creation or modification of users and groups, and changes to repository-wide settings. It can also track all the searches users perform, require users to enter reasons for performing certain actions, and automatically add watermarks to printed documents.

Electronic Forms

- **Laserfiche Forms** allows organizations to create Web forms for collection and processing information electronically.
- Laserfiche Forms has flexible design options to meet your organization's needs. You can:
 - Create custom forms from a library of field or selection elements.
 - Apply preset or custom themes, including page logo, colors, buttons, fonts, and more.
 - Configure form elements to dynamically be displayed or hidden depending on user inputs or to be populated with data from external data sources.
 - Automate business processes for form data to follow, such as decision-making, emailing, or approvals.
 - Create custom form layouts and dynamic behaviors with CSS and JavaScript.
- Role-based security is included to allow and restrict access to necessary functions for form submitters, reviewers, approvers, form creators, and system administrators.
- Reporting tools allow different views of details on submitted forms such as:
 - User view of details about all submitted forms.
 - Approver "dashboard" of submissions awaiting approval.
 - Administrator views of all submissions by form and approval status.
- Forms can be used internally or externally (with the appropriate licensing). Publication options include login to forms system, public URL, secure URL, or embedded into a Web page.
- Submitted data can be exported for further analysis or distribution.
- Submitted forms can be utilized to initiate an email notification or start a workflow rule within Laserfiche.

Laserfiche Integration Plug-Ins

- **LF Integrator's Toolkit:** Provides the tools & documentation necessary for customizing Laserfiche, and integrating Laserfiche with other applications.
- **Third Party Integration Plug-Ins:**
 - **DataNow Affinity Integration** – DataNow Affinity brings the power of Laserfiche document management to the applications you use most. Document searches can be reduced to a single click of a button. New documents can be added to your Laserfiche repository without manually entering template field values, file names, or folder locations. Affinity truly makes Laserfiche feel like part of your business software.
 - **RatchetX Integration** – RatchetX is a configurable and robust middleware integration tool for Laserfiche. With a single click of a button, new documents can be added to Laserfiche from another application, and users can search Laserfiche directly from the applications they use most. RatchetX is unique in regards to the robust toolset it provides for accessing data from other applications (even the toughest proprietary systems), for use configuring the most common ECM integrations: Indexing, importing/scanning, and executing search queries. In addition, RatchetX provides the capability to create custom integration activities, such as populating a record in another system from the data extracted during the intake process in Laserfiche, or looking up a record in another system from the Laserfiche interface itself (Bi-directional Integration).
 - **LF Integrator GP** – LF Integrator empowers Great Plains users to scan, search and link supporting documents in Laserfiche document management applications directly from the Great Plains menu bar. Link the document and workflow management power of Laserfiche with your current Great Plains implementation.
 - **LF Integrator AutoCAD** – LF Integrator for AutoCAD allows you to store AutoCAD drawing files or associated documents in Laserfiche, including embedded cross reference files, directly from the AutoCAD menu. Launch Laserfiche scan or search modules using the drawing file for template or search criteria, or create a Laserfiche document template using the fields from any AutoCAD drawing title block with a single click.
 - **GeoDocs: GeoDocs™** is a web-based software that seamlessly integrates ESRI ArcIMS (soon to be ArcGIS Server) and Laserfiche. Utilizing robust search capabilities, users of GeoDocs can access digital documents stored in a Laserfiche repository from within the web-based GIS program and vice versa, access spatial information stored in a GIS from within the Laserfiche web client.
 - **ImageSign for Laserfiche** – ImageSign for Laserfiche allows you to digitally sign documents inside of Laserfiche securely. There are also options for utilizing external signature pads to allow customers & external users to electronically sign documents.

**Created & supported by MCCi only.*

MCCi will provide necessary consultation upon request, as to the compatibility of current hardware with the Laserfiche System. Changes and recommendations will be made at the time of consultation. See system requirements below. Please keep in mind that these are the minimum system requirements, and should be considered independently rather than collectively. Additionally, overhead for virtualization has not been factored in to these requirements.

Scanning Station PC

OS	Windows 8 (32 or 64), Windows 7 (32 or 64), Windows Vista, Windows XP Professional (Service Pack 3 or later)
CPU	2.8 GHz processor or faster
Memory	2 GB RAM or more
Communications	TCP/IP
Web browser	Internet Explorer 6.0 or higher

Client

OS	Windows 8 (32 or 64), Windows 7 (32 or 64), Windows Vista, Windows XP Professional (Service Pack 3 or later)
CPU	1 GHz Processor or better, Performing OCR: Dual Core 2.8 GHz or faster processor
Memory	1 GB RAM or more, Performing OCR: 2 GB RAM
Communications	TCP/IP
Web browser	Internet Explorer 6.0 or higher

Batch Processing Quick Fields Machine

OS	Windows 8 (32 or 64), Windows 7 (32 or 64), Windows Vista, Windows XP Professional (Service Pack 3 or later)
CPU	2.8 GHz Processor or better, Performing OCR: Dual Core 2.8 GHz or faster processor
Memory	4 GB RAM or more
Communications	TCP/IP
High Volume Recommendation	Windows 7 x64 with 8 GB RAM, Intel Core 2 Duo Processors 3.33GHz

Laserfiche Application Server

OS	Windows Server 2012, Windows 2008 R2, Windows Server 2003 (Service Pack 1 or later)
CPU	Quad-Core Processor, 2.5 GHz Processor or better
Memory	4 - 8 GB RAM
Communications	TCP/IP

Image/File Server Storage

Typical usage factoring is 18,000 black/white standard size images per GB. Clients typically use a Network Attached Storage (NAS), Storage Area Network (SAN), or a Local Storage Device.

Database Management System

Avante SQL or Rio SQL	SQL Server 2012, SQL Server 2008 R2 Standard, Microsoft SQL Server 2005 (Service Pack 3 or later), Oracle 9i Release 2 (9.2.0.8+), Oracle 10g (10.2.0.4+), Oracle 11g (11.1.0.6+). For MSSQL, MCCI recommends storing the MDF and LDF on different drives. Growth of MDF to 10% – 15% and Log to 5% to 10% of cumulative Laserfiche Volume size is anticipated.
Avante SQL Express	Microsoft SQL Server 2008 Express Edition
	*Note: Oracle or Microsoft SQL Server must be purchased separately. You must additionally purchase enough licensing for your DBMS to support your Laserfiche installation.

Laserfiche Workflow Server

OS	Windows Server 2012, Windows 2008 R2, Windows Server 2003 (Service Pack 2 or later)
CPU	4 Core Processor, 2 GHz Processor or better
Memory	4 GB RAM
Communications	TCP/IP

Laserfiche Audit Trail Server

OS	Windows Server 2012, Windows 2008 R2, Windows Server 2003 (Service Pack 2 or later), IIS 6 or 7
CPU	Dual Core Processor, 2 GHz Processor or better
Memory	2 – 4 GB RAM
Communications	TCP/IP
Local Storage	C:\ Drive with 40GB or greater available

Web Module Server(s)

Required if	Installing "Web Access" or Public Portal- Weblink"
OS	Windows Server 2012 with IIS 8, Windows Server 2008 R2 with IIS 7, Windows Server 2003 with IIS 6
CPU	Dual Core 2.8 GHz or faster processor
Memory	2 GB RAM or more
Viewer	Web Browser (minimum versions): Laserfiche Web products operate most efficiently when using Internet Explorer 9. Other supported browsers are Firefox, Safari and Chrome
Note	Clients are responsible for any additional security protocol setup/associated fees that are required to provide internal/external web access. An example would be setting up "Kerberos" for thin client active directory authentication, or setting up VPN access to allow Laserfiche's iPad/iPhone applications to connect through the Web Access server.

	Laserfiche Public Portal – Weblink Per Processor (Unlimited) licensing specifics: The Public Portal License allows unlimited connections per processor, however a large number of connections may affect the Laserfiche application server performance (one processor can handle roughly 100 to 150 concurrent retrieval connections). The client must have one Public Portal License for each Laserfiche application server they desire to connect to, and the Public Portal license must be licensed by the appropriate number of processors, which is required to match or exceed the CPUs/processors on the Laserfiche application server that the Public Portal will connect to. For example, the client must have a dual-processor or multiprocessor Public Portal license in order to connect to a Laserfiche Application Server that has two or more processors. Public Portal View Only Licenses may only be used with WebLink; they are not available for other applications.
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OCR Scheduler for Laserfiche

OS	Windows Operation Systems: 32 & 64 bit
Requirements	Laserfiche Version 8 Server (runs as a service), Laserfiche Version 8 Client.
Recommendation	1 dedicated LF Named User license
Note	Does not support OCR for Electronic Documents

Scanners

Must use ISIS drivers to be compatible with Laserfiche ScanConnect software. Scanner compatibility should be confirmed by referencing the most up to date Laserfiche published supported scanner list at: http://laserfiche.com/static/Resources/scanlist.html.

Laserfiche Forms

Laserfiche Server	Version 8.3.2 or higher, Avante or Rio licensing model
Web Server	Windows Server 2008 or Windows 7 with IIS 7 or 7.5, Windows Server 2012 or Windows 8 with IIS 8
CPU	2.9 GHz or faster processor
Memory	8 GB RAM or more
Database Server	Microsoft SQL Server 2008, 2008 R2, and 2012
Client	Laserfiche Forms can be viewed in Chrome, Firefox 3.5 and higher, Internet Explorer 7 and higher, Opera, and Safari (Mac only). It also supports mobile browsing from iPad 2 and higher. For best results we recommend using Internet Explorer 9 or higher, Firefox 12 or higher, or Chrome 6 or higher
Note	Forms Portal allows for connection to one application server and one repository. Internet Explorer 7 users should install Microsoft security update 947864 (MS08-024)

MCCi Answer

Completed attachment and corresponding product and service discount sheets enclosed.

Discount for Prompt Payment: 0%

ATTACHMENT A - BID PRICE SHEET

INVITATION FOR BID (IFB) 391322 FOR DOCUMENT MANAGEMENT SOFTWARE, HARDWARE, AND SERVICES

ITEM	PERCENTAGE DISCOUNT (MAY BID ON ONE OR MORE ITEMS)
ITEM # 1 - Percentage Discount, off Manufacturer Published Price List or Catalog, for the purchase of Laserfiche Products and Services <i>Laserfiche Products and Services offered shall include: United, Avante, RIO, and Laserfiche Software Assurance Plan (LSAP) Basic and Premium.</i>	Product: 6.75% on Laserfiche Product LSAP: 10% on Laserfiche Software Assurance Plan. Discount requires active SLA with MCCi.
ITEM # 2 - Percentage Discount, off Manufacturer Published Price List or Catalog, for the purchase of Fujitsu Scanner Products and Services <i>Fujitsu Scanner Products and Services offered shall include: Scanners, Maintenance, Service, Accessories, and Software</i>	No bid: The City will receive better pricing from a high volume hardware supplier
ITEM # 3 - Percentage Discount, off Manufacturer Published Price List or Catalog, for the purchase of Contex Scanner Products and Services <i>Contex Scanner Products and Services offered shall include: Scanners, Maintenance, Service, Accessories, and Software.</i>	No bid: The City will receive better pricing from a high volume hardware supplier
ITEM # 4 - Percentage Discount, off Manufacturer Published Price List or Catalog, for the purchase of Kofax Software Products and Services	No bid

ATTACHMENT A - BID PRICE SHEET

INVITATION FOR BID (IFB) 391322 FOR DOCUMENT MANAGEMENT SOFTWARE, HARDWARE, AND SERVICES

BALANCE OF LINE (SEE SECTION 2.10 OF THE IFB)	
SERVICE	PERCENTAGE DISCOUNT
Setup Services (per hour)	10%
Training Services (per hour)	10%
Development (Integration) Services (per hour)	10%
Customized Laserfiche services, such as are currently employed for automated bulk importation and automated GS1-SL Retention Scheduling (per hour)	10%
MCCi integration between Laserfiche and Legistar (Granicus's Legislative Management Suite)	Only available through MCCi as LF VAR
MCCi integration between Legistar and Municode	Only available through MCCi as LF VAR
Access to "Training Center for Laserfiche" - Created and Maintained by MCCi	Upon Reinstatement: No charge for 1st year of subscription
1st year of Managed Services (Up to 10 hours)	Upon Reinstatement: No charge for 1st year of LSAP renewal
Discount on Scanning Services (Assuming Miami become a MCCi Laserfiche client)	Special Government Pricing - Please see attached

Note: Bidders may utilize the blank spaces provided above to list other services offered under the Balance of Line.

ATTACHMENT A - BID PRICE SHEET

INVITATION FOR BID (IFB) 391322 FOR DOCUMENT MANAGEMENT SOFTWARE, HARDWARE, AND SERVICES

NOTE: Upon completion, Bidder's may print this document, scan it, and attach it to their electronic bid response via the Oracle/iSupplier Sourcing System. If responding via hardcopy, Bidders must include a copy with the original signature. **FAILURE TO SUBMIT THIS FORM AT TIME OF BID SHALL DEEM BIDDER NON-RESPONSIVE.** Published price list or catalog for Lines 1 to 4 and Balance of Line services must be provided at the time of bid submittal in electronic format, either as an attachment in the header section of the bidder's electronic response via the Oracle iSupplier system OR in a CD or flash drive/memory drive if submitting a hardcopy bid response.

Company Name: MCCi, LLC - A Subsidiary of Municipal Code Corporation

Company Contact Signature:  Date: 12/16/2013

Company Contact Name: Donny Barstow - President, MCCi

Laserfiche Avante

Core System Components

Product Description	Code	Software Retail	LSAP Retail		Notes
			Premium	Basic	

Servers

Laserfiche Avante Server for SQL Express with Workflow	MSE10	\$1,500	\$450	\$300	1
Laserfiche Avante Server for MS SQL with Workflow	MSE30	\$5,000	\$1,500	\$1,000	
Laserfiche Avante Server for Oracle with Workflow	MSE50	\$10,000	\$3,000	\$2,000	

Laserfiche Avante Records Management Edition Server for MS SQL with Workflow	MSE35	\$11,000	\$3,300	\$2,200	2
Laserfiche Avante Records Management Edition Server for Oracle with Workflow	MSE55	\$16,000	\$4,800	\$3,200	
Laserfiche Records Management Module	MSM60	\$6,000	\$1,800	\$1,200	

Laserfiche Avante Additional Repository for SQL Express	MSA10	\$1,000	\$300	\$200	
Laserfiche Avante Additional Repository for MS SQL	MSA30	\$1,000	\$300	\$200	
Laserfiche Avante Additional Repository for Oracle	MSA50	\$2,000	\$600	\$400	

User licenses

Laserfiche Named Full User with Snapshot and Email	MNF05	\$500	\$150	\$100	3
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Additional System Components

These applications are licensed for the entire system; the price is based on the total Named Full Users.

Product Description	Code	Software Retail	LSAP Retail		Notes
			Premium	Basic	

Auditing tools

Laserfiche Starter Audit Trail	MATS	to all named			4
Laserfiche Standard Audit Trail	MATM	15% add-on to all named users			
Laserfiche Advanced Audit Trail with Watermark	MATX	20% add-on to all named users			

Web Tools

Laserfiche Web Access	MWAX	20% add-on to all named users			5
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Digital Signatures

Laserfiche Digital Signatures	MDGSG	to all named			6
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Forms Tools

Laserfiche Forms <i>Allows form creation and submission as well as the ability to participate in routing for all licensed users.</i>	MFRM	10% add-on to all named users			7
Laserfiche Forms Portal Add-on <i>Allows form submission from unlicensed (public) users.</i>	MPFRM	\$7,995	\$2,400	\$1,600	8

Desktop-Based Products

These applications are licensed per desktop; you will need one copy of the software for each computer on which it will be installed.

Product Description	Code	Software Retail	LSAP Retail		Notes
			Premium	Basic	

Image Capture Tools

Laserfiche Import Agent	MCA01	\$1,495	\$449	\$390	
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Laserfiche Quick Fields	MCQ01	\$595	\$179	\$120	
Laserfiche Quick Fields Agent	MCQ14	\$9,995	\$3,000	\$2,000	
Laserfiche Quick Fields Scripting Kit	MCQ18	\$595	\$179	\$120	

Laserfiche Auto Stamp/Redaction/Bates Num.	MCQ06	\$495	\$149	\$100	9
Laserfiche Document Classification	MCQ09	\$4,995	\$1,499	\$1,000	
Laserfiche Forms Alignment	MCQ10	\$2,495	\$749	\$500	10
Laserfiche Optical Mark Recognition	MCQ11	\$2,495	\$749	\$500	
Laserfiche Forms Identification	MCQ15	\$2,495	\$749	\$500	
Laserfiche Forms Extractor	MCQ16	\$2,495	\$749	\$500	

Laserfiche Forms Combo <i>Includes Zone OCR and Validation, Document Classification, OMR, Forms Alignment, Form Extractor, Forms Identification.</i>	MCQC1	\$9,995	\$2,999	\$2,000	11
Laserfiche Zone OCR and Validation Package	MCQC3	\$2,795	\$839	\$560	
Laserfiche Barcode and Validation Package	MCQC4	\$1,695	\$509	\$340	
Laserfiche Real Time Look Up and Validation Package	MCQC5	\$595	\$179	\$120	

Laserfiche ScanConnect	MCS01	\$165	\$50	\$33	
Laserfiche ScanConnect 5 Pack	MCS05	\$660	\$199	\$132	
Laserfiche ScanConnect 10 Pack	MCS10	\$915	\$275	\$183	

Digital Archiving and Publishing Tools

Laserfiche Plus Plug-in	MPL01	\$3,795	\$1,898	\$1,590	
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Standalone Products

Laserfiche Desktop	MSS10	\$595	\$290	\$190	12
Laserfiche Notebook (No scanning and OCR)	MSS20	\$895	\$390	\$290	
Laserfiche Executive	MSS40	\$2,495	\$990	\$690	

Server-Based Products

These applications are installed on a server and are available to some or all users client-side. You must buy one copy of the software for each server on which you wish to install it.

Product Description	Code	Software Retail	LSAP Retail		Notes
			Premium	Basic	

Web Portals and Distribution Tools

Laserfiche Starter Public Portal	MPP1	\$15,000	\$4,500	\$3,000	13
Laserfiche Standard Public Portal	MPPS	\$25,000	\$7,500	\$5,000	14
Laserfiche Midsized Public Portal	MPPM	\$35,000	\$10,500	\$7,000	15
Laserfiche Unlimited Public Portal Unlimited retrieval connections per processor	MPPX	\$45,000	\$13,500	\$9,000	16
Laserfiche Unlimited Public Portal for dual processor machine	MPPX2	\$50,000	\$15,000	\$10,000	

Laserfiche Web Distribution Portal	MPD	\$7,995	\$2,400	\$1,600	17
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Agenda Management

Laserfiche Agenda Manager (includes 5 Meeting Types)	MMG05	\$15,000	\$4,500	\$3,000	
Laserfiche Agenda Processor (includes 1 Meeting Type)	MMG01	\$5,000	\$1,500	\$1,000	
Laserfiche Agenda Manager Additional Meeting Type	MMM01	\$1,000	\$300	\$200	

Integration tools

Laserfiche SDK	MTKN	\$2,500	\$1,000	\$750	18
Laserfiche Integration Express for HTE	MTKH	\$2,495	\$750	\$500	

Third Party Products

These products are complementary to the Laserfiche Avante product line.

Product Description	Code	Software Retail	LSAP Retail		Notes
			Premium	Basic	

CRM integration

Junxure Integration	MTKJLB			\$300	
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Laserfiche eCopy Connector

LF Connector	MTKCON	\$1,495		\$299	19
LF Connector 5 Pack	MTKCON5	\$5,975		\$1,195	

Discontinued Products

Existing customers who prefer to remain using the discontinued products can purchase annual LSAP for support and updates. No new orders can be placed for these discontinued products.

Product Description	Code	Software Retail	LSAP Retail		Notes
			Premium	Basic	

Laserfiche Zone OCR	MCQ03		\$749	\$500	
Laserfiche Barcode	MCQ04		\$449	\$300	
Laserfiche Real-Time Look Up	MCQ05		\$149	\$100	
Laserfiche Pattern Matching	MCQ12		\$149	\$100	
Laserfiche Integration Express	MTKX		\$749	\$499	

Pricing Notes

1. There is no maximum user or page limitation for the Laserfiche Avante Servers. Laserfiche Avante Servers require Laserfiche version 8.1 or later. All Laserfiche Avante Servers include Workflow and one repository.
2. Records Management Edition requires purchasing Advanced Audit Trail for all named users. Laserfiche Records Management Edition is DoD 5015.2 Certified. For our certified system configuration, please visit <http://jltc.fhu.disa.mil/cgi/rma/reg.aspx>
3. Named users include Snapshot and Email.
4. Percentage add-on products are calculated based on the total price of named users using these equations:
$$N = \# \text{ of named user}; P = \% \text{ of the add-on}; \text{Add-on software price} = \$500 \times N \times P; \text{Basic LSAP} = \text{software} \times 20\% = (\$500 \times N \times P) \times 20\%$$

Example of 10 users with Starter Audit Trail (MATS): N = 10, P = 10%

MATS software price = $\$500 \times 10 \times 10\% =$ **\$500**

MATSB Basic LSAP price = $\$500 \text{ MATS} \times 20\% =$ **\$100**

MATSP Premium LSAP price = $\$500 \text{ MATS} \times 30\% =$ \$150
5. Example of 10 users with Web Access (MWAX): N = 10, P = 20%

MWAX software price = $\$500 \times 10 \times 20\% =$ **\$1000**

MWAXB Basic LSAP price = $\$1000 \text{ MWAX} \times 20\% =$ **\$200**

MWAXP Premium LSAP price = $\$1000 \text{ MWAX} \times 30\% =$ \$300
6. Laserfiche Digital Signatures requires Laserfiche 8.3 or later.
7. Laserfiche Forms is sold per Laserfiche Full named user and must be licensed across the entire system.
8. Laserfiche Forms Portal Add-on requires the purchase of Laserfiche Forms.
9. Laserfiche Auto Stamp/Redaction/Bates Num. was previously named Laserfiche Annotation/Bates Numbering
10. Laserfiche Forms Alignment was previously named Laserfiche Forms Registration
11. No credit will be given for components of MCQC1 when MCQC1 is purchased. Includes Zone OCR and Validation, Document Classification, Forms Alignment, OMR, Forms Identification, Form Extractor.
12. Laserfiche Desktop is limited to 1 full user, 1 volume and 1 repository with 16,000 pages.
13. Starter Public Portal includes Laserfiche WebLink and 10 WebLink-only retrieval connections.
14. Standard Public Portal includes Laserfiche WebLink and 25 WebLink-only retrieval connections.
15. Midsized Public Portal includes Laserfiche WebLink and 50 WebLink-only retrieval connections.
16. Unlimited Public Portal includes Laserfiche WebLink and unlimited retrieval connections per processor. Public Portal licenses provide read-only access only through Laserfiche WebLink. Any physical server or virtual machine using Public Portal licenses must have a number of licenses equal to the number of processors on the Laserfiche Server.
17. Web Distribution Portal includes Laserfiche WebLink and 5 WebLink-only retrieval connections. It is restricted to one security profile, meaning all users will log in with the same anonymous access.
18. Laserfiche SDK orders must have company authorization before shipment of product. Previously named "Laserfiche Toolkit".
19. eCopy Connector does not require a dedicated named user license; however, it is preferred to minimize potential issues.

Laserfiche Rio

Product Description		Code	List Price	QTY DISC.	List LSAP	
			(Each)		Premium	Basic
Laserfiche Rio Pilot Named Full Users	25 users	ENFPL25	\$900	0%	\$243	\$180
	50 users	ENFPL50	\$833	7%	\$225	\$167
Laserfiche Rio Named Full Users (1) (2)	100 users	ENF01	\$700	0%	\$189	\$140
	200 users	ENF02	\$600	14%	\$162	\$120
	500 users	ENF05	\$500	29%	\$135	\$100
	1,000 users	ENF10	\$400	43%	\$108	\$80
	1,500 users	ENF15	\$350	50%	\$95	\$70
	2,000 users	ENF20	\$300	57%	\$81	\$60
	3,000 users	ENF30	\$260	63%	\$70	\$52
	4,000 users	ENF40	\$230	67%	\$62	\$46
	5,000 users	ENF50	\$200	71%	\$54	\$40
	6,000 users	ENF60	\$190	73%	\$51	\$38
	7,000 users	ENF70	\$180	74%	\$49	\$36
	8,000 users	ENF80	\$170	76%	\$46	\$34
	9,000 users	ENF90	\$160	77%	\$43	\$32
	10,000 users	ENF100	\$150	79%	\$41	\$30
	20,000 users	ENF200	\$135	81%	\$36	\$27
	30,000 users	ENF300	\$120	83%	\$32	\$24
	40,000 users	ENF400	\$110	84%	\$30	\$22
	50,000 users	ENF500	\$100	86%	\$27	\$20

Laserfiche Rio Named Retrieval Users (3)	200 users	ENR2	\$200	0%	\$54	\$40
	1,000 users	ENR10	\$100	0%	\$27	\$20
	10,000 users	ENR100	\$38	62%	\$10	\$8
	20,000 users	ENR200	\$34	66%	\$9	\$7
	50,000 users	ENR500	\$25	75%	\$7	\$5

Laserfiche Pilot Public Portal license <i>Includes Laserfiche WebLink and 25 WebLink-only retrieval connections</i>	PPM25	\$25,000			\$6,750	\$5,000
Laserfiche Public Portal license <i>Includes Laserfiche WebLink and unlimited WebLink-only retrieval connections per processor (4)</i>	PPX	\$45,000			\$12,150	\$9,000
Laserfiche Public Portal license for dual processor machine	PPX2	\$50,000			\$13,500	\$10,000
Laserfiche Public Portal license for multiprocessor machine	PPMX	\$75,000			\$20,250	\$15,000

Percentage Add-Ons

Laserfiche Records Management Edition (5)	ERM	10% add-on to all named full and retrieval users				
Laserfiche Oracle Server Support	EOS	10% add-on to all named full and retrieval users				
Laserfiche Forms <i>Allows form creation and submission as well as the ability to participate in routing for all licensed users.</i>	EFRM	10% add-on to all named full users				
Laserfiche Forms Portal Add-on <i>Allows form submission from unlicensed (public) users. (6)</i>	EPFRM	\$7,995			\$2,159	\$1,599
Laserfiche Forms Enterprise Portal Add-on (7) <i>Allows anonymous form submission from unlicensed (public) users. Unlimited installations</i>	EPXFRM	\$24,000			\$6,480	\$4,800

Desktop-Based Add-Ons

These applications are licensed per desktop; you will need one copy of the software for each computer on which it will be installed.

Product Description	Code	List Price (Each)	List LSAP Premium	Basic
Capture Tools				
Laserfiche Quick Fields	QC5	\$595	\$160	\$120
Laserfiche Quick Fields Basic	QC4	\$2,500	\$675	\$500
<i>Quick Fields and Validation packages for Bar Code and Real-Time Lookup</i>				
Laserfiche Quick Fields Core	QC1	\$5,000	\$1,350	\$1,000
<i>Quick Fields, Quick Fields Scripting Kit and Validation packages for Bar Code, Real-Time Lookup and Zone OCR</i>				
Laserfiche Quick Fields Classify	QC2	\$7,500	\$2,025	\$1,500
<i>Quick Fields Core package plus Document Classification</i>				
Laserfiche Quick Fields Context	QC3	\$10,000	\$2,700	\$2,000
<i>Quick Fields Core package plus Forms Alignment, Forms Identification, Forms Extractor, Optical Mark Recognition and Auto Stamp/Redaction/Bates Num.</i>				
Laserfiche Quick Fields Complete (All of the above)	QCX	\$15,000	\$4,050	\$3,000
Laserfiche Quick Fields Agent	QFA	\$10,000	\$2,700	\$2,000
Laserfiche Auto Stamp/Redaction/Bates Num. (upgrades only)	QC6	\$500	\$135	\$100
Laserfiche Document Classification (upgrades only)	QC9	\$5,000	\$1,350	\$1,000
Laserfiche Import Agent	IA	\$1,500	\$405	\$300
Laserfiche ScanConnect	SC01	\$165	\$45	\$33
Laserfiche ScanConnect 5-pack	SC05	\$660	\$178	\$132
Laserfiche ScanConnect 10-pack	SC10	\$915	\$247	\$183
Digital Archiving and Publishing				
Laserfiche Plus for Digital Archiving (up to 5 seats, internal business use only)	PLUS1	\$10,000	\$2,700	\$2,000
Laserfiche Plus for Publishing (royalty-free distribution of published media (8	PLUS2	\$3,800	\$1,900	\$1,600

Server-Based Add-Ons

These applications are installed on a server and available to some or all users client-side. You must buy one copy of the software for each server on which you wish to install it.

Product Description	Code	List Price (Each)	List LSAP Premium	Basic
Agenda Manager				
Laserfiche Enterprise Agenda Manager (10 Meeting Types)	EAM	\$25,000	\$6,750	\$5,000
Laserfiche Enterprise Agenda Manager (50 Meeting Types)	EAM50	\$35,000	\$9,450	\$7,000
Integration Tools				
Laserfiche SDK	TK	\$2,500	\$1,000	\$750

Third Party Products

These

Product Description	Code	List Price	List LSAP	
		(Each)	Premium	Basic
Laserfiche eCopy Connector				
LF Connector	ETKCON	\$1,495		\$299
LF Connector 5 Pack	ETKCON5	\$5,975		\$1,195

Pricing Notes

- NOTE:** A minimum of one year LSAP must be purchased with each new system. When new users or software are added to the system, LSAP should be adjusted so that all components of the system have the same renewal date.
- NOTE:** Volume discounts for additional users are based on the total size of the system. Thus someone adding 200 users to a 300-user system would receive the 500-user discount on the new purchase. Users must have current LSAP to take advantage of volume discounts.
- NOTE:** "Premium" LSAP provides a higher level of service as defined in Laserfiche service agreements.
- NOTE:** Quantity discounts for Laserfiche Rio Pilot named full users licenses and Laserfiche Rio full named user licenses are calculated
- (1) Named User pricing includes the following features:
- Unlimited Laserfiche Servers
 - Workflow
 - Web Access (including Lf Mobile, Web Access Light and the SharePoint integration)
 - Advanced Audit Trail with Watermark feature
 - Web Administration Console *requires Server 8.3 or later
 - Digital Signatures *requires Server 8.3 or later
 - Snapshot
 - E-mail
- (2) Rio Licensing is enforced by the Rio License Manager, a tool included with each Rio system.
- (3) Named Retrieval Users have read-only access to Rio servers. Initial purchase has a minimum of 200 users.
- (4) Unlimited Public Portal includes WebLink and WebLink-only unlimited retrieval connections per processor. Public Portal licenses provide read-only access only through Laserfiche WebLink. Any physical server or virtual machine using a Unlimited Public Portal license must have a number of licenses equal to the number of processors on the Laserfiche Server.
- (5) Laserfiche Records Management Edition is DoD 5015.2 certified. For our certified system configuration, please visit <http://jirc.fhu.disa.mil/cgi/rma/reg.aspx>
- (6) Laserfiche Forms Portal Add-on requires the purchase of Laserfiche Forms and is licensed per server.
- (7) Laserfiche Forms Enterprise Portal Add-on requires the purchase of Laserfiche Forms and is licensed per Laserfiche Rio system.
- (8) Laserfiche Plus for Publishing allows royalty-free distribution of published CDs, provided they are distributed free of charge. Please see the license agreement for further details.

Laserfiche United

	Laserfiche PRODUCTS/SOFTWARE		LSAP (Laserfiche SOFTWARE ASSURANCE PLAN)		NOTES
	Model No.	Retail Price	**Model No.	Retail Price	
SERVERS					
Laserfiche Records Management Edition (For MS SQL or Oracle) - DoD 5015.2 Certified					
RME Server for MS SQL	S35	\$21,000	S35D	\$8,400	1, 2
			S35P	\$6,300	
			S35B	\$4,200	
RME Enterprise Server for MS SQL	S45	\$32,000	S45D	\$12,800	
			S45P	\$9,600	
			S45B	\$6,400	
Additional Repository - RME Server for MS SQL	SA35	\$3,000	SA35D	\$1,200	
			SA35P	\$900	
			SA35B	\$600	
Additional Repository - RME Enterprise Server for MS SQL	SA45	\$3,000	SA45D	\$1,200	
			SA45P	\$900	
			SA45B	\$600	
RME Server for Oracle	S55	\$27,000	S55D	\$10,800	1
			S55P	\$8,100	
			S55B	\$5,400	
RME Enterprise Server for Oracle	S65	\$46,000	S65D	\$18,400	
			S65P	\$13,800	
			S65B	\$9,200	
Additional Repository - RME Server for Oracle	SA55	\$4,000	SA55D	\$1,600	
			SA55P	\$1,200	
			SA55B	\$800	
Additional Repository - RME Enterprise Server for Oracle	SA65	\$4,000	SA65D	\$1,600	
			SA65P	\$1,200	
			SA65B	\$800	
Laserfiche United (For MS SQL or Oracle)					
United Server for MS SQL	S30	\$7,250	S3D	\$2,900	3
			S3P	\$2,175	
			S3B	\$1,450	
United Enterprise Server for MS SQL (15 repositories)	S40	\$21,000	S4D	\$8,400	
			S4P	\$6,300	
			S4B	\$4,200	
United Additional Repository for MS SQL	SA3	\$3,000	SA3D	\$1,200	
			SA3P	\$900	
			SA3B	\$600	
United Enterprise Additional Repository for MS SQL	SA4	\$3,000	SA4D	\$1,200	
			SA4P	\$900	
			SA4B	\$600	
United Server for Oracle	S50	\$15,000	S5D	\$6,000	
			S5P	\$4,500	
			S5B	\$3,000	

United Enterprise Server for Oracle repositories)	S60	\$35,000	S6D	\$14,000	
			S6P	\$10,500	
			S6B	\$7,000	
United Additional Repository for Oracle	SA5	\$4,000	SA5D	\$1,600	
			SA5P	\$1,200	
			SA5B	\$800	
United Enterprise Additional Repository for Oracle	SA6	\$4,000	SA6D	\$1,600	
			SA6P	\$1,200	
			SA6B	\$800	
Laserfiche Team (MSDE included)					
Team Server (Single repository)	S10	\$2,250	S1D	\$900	4
			S1P	\$675	
			S1B	\$450	
Team Server Additional Repository	SA1	\$2,000	SA1D	\$800	
			SA1P	\$600	
			SA1B	\$400	
M Group Server (15 repositories)	This product is no longer available. However, support is still provided.		S2P	\$1,800	
			S2B	\$1,200	
RECORDS MANAGEMENT MODULE					
Records Management Module	RM2	\$6,000	RM2D	\$2,400	5
			RM2P	\$1,800	
			RM2B	\$1,200	
STANDALONE					
Desktop	This product is no longer available. However, support is still provided.		A10P	\$290	6
			A10B	\$190	
Notebook (No scanning and OCR)	This product is no longer available. However, support is still provided.		A20P	\$390	
			A20B	\$290	
Executive	This product is no longer available. However, support is still provided.		A40P	\$990	
			A40B	\$690	
Plus (includes Executive & Plus plug-in)	This product is no longer available. However, support is still provided.		A50P	\$2,890	
			A50B	\$2,290	
USER LICENSES					
Full User	F	\$650	FD	\$260	7
			FP	\$195	
			FB	\$130	
Full User (Email & Snapshot included)	FX	\$750	FXD	\$300	8
			FXP	\$225	
			FXB	\$150	
Retrieval User	R	\$250	RD	\$100	9
			RP	\$75	
			RB	\$50	
Retrieval User (Email included)	RX	\$300	RXD	\$120	10
			RXP	\$90	
			RXB	\$60	
Email Plug-in	PM	\$80	PMD	\$32	11
			PMP	\$24	
			PMB	\$16	

Plus Plug-in	97840	\$3,795	97840UD	\$2,277	12
			97840UP	\$1,898	
			97840UB	\$1,590	
Snapshot	PS	\$100	PSD	\$40	12
			PSP	\$30	
			PSB	\$20	
WEB TOOLS					
Web Access	WA1	\$7,995	WA1D	\$3,198	
			WA1P	\$2,390	
			WA1B	\$1,590	
Web Access - Additional Repository	WA1A	\$1,250	WA1AD	\$500	
			WA1AP	\$375	
			WA1AB	\$250	
Web Access Enterprise	WA2	\$15,995	WA2D	\$6,398	
			WA2P	\$4,790	
			WA2B	\$3,190	
Web Access Enterprise - Add'l Repository	WA2A	\$1,250	WA2AD	\$500	
			WA2AP	\$375	
			WA2AB	\$250	
WebLink	97830	\$7,995	97830UD	\$3,198	13
			97830UP	\$2,390	
			97830UB	\$1,590	
WebLink - Additional Repository	97830A	\$1,250	97830AUD	\$500	
			97830AUP	\$375	
			97830AUB	\$250	
WebLink Enterprise	97831	\$15,995	97831UD	\$6,398	
			97831UP	\$4,790	
			97831UB	\$3,190	
WebLink Enterprise - Additional Repository	97831A	\$1,250	97831AUD	\$500	
			97831AUP	\$375	
			97831AUB	\$250	
AUDITING					
Audit Trail - Advanced	97871	\$7,995	97871UD	\$3,198	
			97871UP	\$2,399	
			97871UB	\$1,599	
Audit Trail - Standard	97870	\$4,995	97870UD	\$1,998	
			97870UP	\$1,499	
			97870UB	\$999	
Audit Trail - Starter	97872	\$2,495	97872UD	\$998	
			97872UP	\$749	
			97872UB	\$499	
WORKFLOW AND PROCESS AUTOMATION					
Laserfiche Workflow Suite					
Workflow	WFS	\$15,000	WFSD	\$6,000	14
			WFSP	\$4,500	
			WFSB	\$3,000	
Workflow Additional User	WFA	\$300	WFAD	\$120	15
			WFAP	\$90	
			WFAB	\$60	

Teamwork	WF10	\$5,000	WF10D	\$2,000	16
			WF10P	\$1,500	
			WF10B	\$1,000	
Teamwork Additional User	WF10A	\$300	WF10AD	\$120	
			WF10AP	\$90	
			WF10AB	\$60	
Workflow (Unlimited user)	This product is no longer available. However, support is still provided.		97850UP	\$6,250	
			97850UB	\$5,000	
Laserfiche Agenda Manager					
Agenda Manager (Includes 5 AMA)	AM	\$15,000	AMD	\$6,000	17
			AMP	\$4,500	
			AMB	\$3,000	
Agenda Processor (Includes 1 AMA)	AMJ	\$5,000	AMJD	\$2,000	
			AMJP	\$1,500	
			AMJB	\$1,000	
Agenda Manager Additional Meeting Type	AMA	\$1,000	AMAD	\$400	
			AMAP	\$300	
			AMAB	\$200	
CAPTURE TOOLS					
Laserfiche Quick Fields	QF	\$595	QFD	\$238	
			QFP	\$179	
			QFB	\$120	
Auto Stamp/Redaction/Bates Num.	QF-6	\$495	QF-6D	\$198	18
			QF-6P	\$149	
			QF-6B	\$100	
Barcode	This product is no longer available. However, support is still provided.		QF-4D	\$598	
			QF-4P	\$449	
			QF-4B	\$300	
Document Classification	QF-9	\$4,995	QF-9D	\$1,998	
			QF-9P	\$1,499	
			QF-9B	\$1,000	
Forms Combo (includes QF-3, QF-9, QF-10, QF-11, QF-15, QF-16)	QF-C1	\$9,995	QF-C1D	\$3,998	19
			QF-C1P	\$2,999	
			QF-C1B	\$2,000	
Forms Processing	This product is no longer available. However, support is still provided.		QF-8D	\$3,198	
			QF-8P	\$2,399	
			QF-8B	\$1,600	
Forms Alignment	QF-10	\$2,495	QF-10D	\$998	20
			QF-10P	\$749	
			QF-10B	\$500	
Optical Mark Recognition	QF-11	\$2,495	QF-11D	\$998	
			QF-11P	\$749	
			QF-11B	\$500	
Pattern Matching	This product is no longer available. However, support is still provided.		QF-12D	\$198	
			QF-12P	\$149	
			QF-12B	\$100	

Quick Fields Agent	QF-14	\$9,995	QF-14D	\$4,000	
			QF-14P	\$3,000	
			QF-14B	\$2,000	
Laserfiche Quick Fields Scripting Kit	QF-18	\$595	QF-18D	\$238	
			QF-18P	\$179	
			QF-18B	\$120	
Forms Identification	QF-15	\$2,495	QF-15D	\$998	
			QF-15P	\$749	
			QF-15B	\$500	
Forms Extractor	QF-16	\$2,495	QF-16D	\$998	
			QF-16P	\$749	
			QF-16B	\$500	
Real-Time LookUp	This product is no longer available. However, support is still provided.		QF-5D	\$198	
			QF-5P	\$149	
			QF-5B	\$100	
ScanConnect	QF-1	\$165	QF-1P	\$50	
			QF-1B	\$33	
ScanConnect 5 Pack	QF-1-5	\$660	QF-1-5P	\$199	
			QF-1-5B	\$132	
ScanConnect 10 Pack	QF-1-10	\$915	QF-1-10P	\$275	
			QF-1-10B	\$183	
Zone OCR	This product is no longer available. However, support is still provided.		QF-3D	\$998	
			QF-3P	\$749	
			QF-3B	\$500	
Zone OCR and Validation Package	QF-C3	\$2,795	QF-C3D	\$1,118	
			QF-C3P	\$839	
			QF-C3B	\$560	
Barcode and Validation Package	QF-C4	\$1,695	QF-C4D	\$678	
			QF-C4P	\$509	
			QF-C4B	\$340	
Real-Time LookUp and Validation Package	QF-C5	\$595	QF-C5D	\$238	
			QF-C5P	\$179	
			QF-C5B	\$120	
Import Agent	PI	\$1,495	PID	\$598	
			PIP	\$449	
			PIB	\$390	
Remote Scanning 5 user	This product is no longer available. Its functionality is now provided by Quick Fields. However, support is still provided.		97801UD	\$998	
			97801UP	\$749	
			97801UB	\$490	
Remote Scanning 10 user			97802UD	\$1,398	
			97802UP	\$1,049	
			97802UB	\$690	
Remote Scanning 25 user			97803UD	\$2,198	
			97803UP	\$1,649	
			97803UB	\$1,090	

Remote Scanning 50 user	This product is no longer available. Its functionality is now provided by Quick Fields. However, support is still provided.		97805UD	\$3,198	
			97805UP	\$2,399	
			97805UB	\$1,590	
Remote Scanning 100 user and up			97806UD	\$3,998	
			97806UP	\$2,999	
			97806UB	\$1,990	
Universal Capture Plug-in			97810UD	\$598	
			97810UP	\$449	
			97810UB	\$300	
INTEGRATION PRODUCTS AND UTILITIES					
Laserfiche SDK	97858	\$2,500	97858UD	\$1,125	21
			97858UP	\$1,000	
			97858UB	\$750	
Integration Express	This product is no longer available. However, support is still provided.		IXD	\$998	
			IXP	\$749	
			IXB	\$499	
Integration Express-GIS (First Data Layer)	This product is no longer available. However, support is still provided. Please see the Integration Marketplace for other options.		IXGISD	\$1,000	
			IXGISP	\$750	
			IXGISB	\$500	
Integration Express-GIS (Additional Data Layer)			IXGISAD	\$600	
			IXGISAP	\$450	
			IXGISAB	\$300	
Integration Express-HTE	IX-HTE	\$2,500	IX-HTED	\$1,000	
			IX-HTEP	\$750	
			IX-HTEB	\$500	
COMPUTER OUTPUT ARCHIVAL & RETRIEVAL TOOLS					
Laserfiche COLD					
COLD Server and Viewer	9301	\$9,995	9301UD	\$3,998	
			9301UP	\$3,490	
			9301UB	\$2,790	
COLD Plus Pack	9311	\$11,995	9311UD	\$4,798	
			9311UP	\$4,190	
			9311UB	\$3,590	
COLD Plus Plug-in	93810	\$3,295	93810UD	\$1,318	
			93810UP	\$1,190	
			93810UB	\$990	
THIRD PARTY APPLICATION					
Laserfiche eCopy Connector					
LF Connector	LFCON	\$1,495	LFCONB	\$299	
LF Connector 5 Pack	LFCON5	\$5,975	LFCON5B	\$1,195	

NOTES: Minimum of one year LSAP must be purchased for new system.

* VAR price at net cost is valid only for VARs with current LSAP.

** Model numbers under Laserfiche Software Assurance Plan (LSAP) ending with P indicates 'Priority LSAP'. Those ending with D indicates 'Diamond LSAP', which is only available through Laserfiche certified diamond support partners for expedited queuing.

1. Records Management Edition includes Advanced Audit Trail.

2. Laserfiche Records Management edition for Microsoft SQL is DoD 5015.2 Certified.

For our certified system configuration, please visit <http://jtc.fhu.disa.mil/recmgt/laserfiche/rme/>

3. Laserfiche 6.x supports both MS SQL 7 and 2000. Laserfiche 7 supports MS SQL 2000.

4. Limited to 5 full users and 10 Retrieval Users and 1 million pages.

5. Records management module only applies to Laserfiche 7.0. or later

6. Limited to 1 Full User, 1 Volume, 1 Repository and 16,000 pages.

7. For existing customers only who do not have Snapshot and Email plug ins

8. Required for new customers and existing customers who have Snapshot and Email plug ins

9. For existing customers only who do not have Email plug in

10. Required for new customers and existing customers who have Email plug in

11. Email plug-in licenses must match the total number of Full user and Retrieval user licenses.

12. Licenses must match the total number of Full user licenses.

13. WebLink is a read-only retrieval viewer and makes use of retrieval user licenses.

14. Workflow (Model # WFS) includes up to 10 workflow users, who are currently Full LF Users. Additional workflow users require the purchase of Full user licenses, being sold separately (See WF10A)

15. Workflow user licenses must match Full user licenses.

16. Only works with S10 server

17. Agenda Manager comes with unlimited AM users and 5 meeting types (AMA).

18. Laserfiche Auto Stamp/Redaction/Bates Num. was previously named Laserfiche Annotation/Bates Numbering

19. No credit will be given for components of QF-C1 when QF-C1 is purchased.

20. Laserfiche Forms Alignment was previously named Laserfiche Forms Registration

21. Laserfiche SDK orders must have company authorization before shipment of product. Previously named "Integrator's Toolkit".

UPGRADE POLICY:

Software : 100% credit to the current product with current LSAP. A minimum charge of 10% of the new product is required for the upgrade.

LSAP: 100% credit to the current product, prorated for the remaining time. A minimum charge of 10% of the new product s required for the upgrade.

One year of LSAP must be purchased when upgrading.

Note: If you have previously updated with a one-time update discount, then the credit is based on the one-time update price.

Government Not-to-Exceed Scanning Pricing

Regular Size Images up to 11"x17"	Image Quantity	300 DPI Scanning per Image	Doc Prep per Page	OCR per Image	
Per Image	< 300	\$0.80	\$0.25	\$0.01	
Per Image	< 2,000	\$0.30	\$0.20	\$0.01	
Per Image	< 5,000	\$0.20	\$0.15	\$0.01	
Per Image	< 10,000	\$0.18	\$0.10	\$0.01	
Per Image	< 25,000	\$0.16	\$0.10	\$0.01	
Per Image	< 100,000	\$0.12	\$0.05	\$0.01	
Per Image	< 250,000	\$0.11	\$0.02	\$0.01	
Per Image	< 500,000	\$0.09	\$0.02	\$0.01	
Per Image	> 500,001	\$0.07	\$0.02	\$0.01	
Large Format up to 42" wide	Image Quantity	300 DPI Scanning per Image	Doc Prep per Page		
Per Image	< 500	\$2.00	\$0.02		
Per Image	< 1,000	\$1.75	\$0.02		
Per Image	< 10,000	\$1.45	\$0.02		
Per Image	< 25,000	\$1.35	\$0.02		
Per Image	< 50,000	\$1.20	\$0.02		
Per Image	> 50,000	\$1.10	\$0.02		
Color Scanning	Scanning Rate per Image				
Regular Size	\$0.50 per image in addition to scanning rate for regular images				
Large Format	\$1.00 per image in addition to scanning rate for large format images				
Microform Images **\$100 Minimum Charge**	Image Quantity	16mm Microfilm	35mm Microfilm	16mm Microfiche	35mm Microfiche
Per Image	< 5,000	\$0.060	\$0.085	\$0.130	\$0.750
Per Image	< 10,000	\$0.050	\$0.075	\$0.125	\$0.750
Per Image	< 25,000	\$0.050	\$0.075	\$0.120	\$0.700
Per Image	< 50,000	\$0.045	\$0.070	\$0.120	\$0.675
Per Image	> 50,000	\$0.040	\$0.065	\$0.115	\$0.650
Bound Book Scanning	Image Quantity	Scanning Rate per Image			
Per Image	< 1000	\$2.00			
Per Image	< 10,000	\$1.25			
Per Image	< 25,000	\$1.15			
Per Image	> 25,000	\$1.10			
Indexing Fields--per Index	Total Indexes	Price per index			
Per Index Field	< 500	\$0.35			
Per Index Field	< 1,000	\$0.33			
Per Index Field	< 10,000	\$0.19			
Per Index Field	< 25,000	\$0.16			
Per Index Field	< 50,000	\$0.13			
Per Index Field	< 100,000	\$0.12			
Per Index Field	> 100,001	\$0.10			
Electronic media	Burning Rate				
DVD/CD, Per Set	\$50.00				
Pick Up and Delivery	Rate	Minimum			
Pick Up, Per Box	\$15.00	\$75.00			
Delivery, Per Box	\$15.00	\$75.00			

Product Description	MSRP
MCCI SERVICE OFFERINGS	
Training Rate, per day	\$2,200
Weekend/After Hours Premium Charge	\$1,000
LF GAP Analysis - Up to 1 day	\$2,500
Project Management Rate Per Hour	\$165
Senior Project Management Rate Per Hour	\$185
Training Center for Laserfiche 50+ Users	\$3,920
Training Center for Laserfiche 100+ Users	\$6,995
Developer Rate, per hour	\$185
Trainer Rate, per hour	\$140
Managed Service Rate, per hour (This rate already includes a discount)	\$126
Systems Engineer Rate, per hour	\$140
MCCI PRODUCTS	
OCR Scheduler for Laserfiche	\$1,500
OCR Scheduler for Laserfiche Support	\$330
ImageSign for Laserfiche - Starter Utilizes Topaz Signature Devices to capture and place movable/sizable signatures on an image.	\$3,000
ImageSign for Laserfiche - Starter Support Utilizes Topaz Signature Devices to capture and place movable/sizable signatures on an image.	\$630
ImageSign for Laserfiche - Basic Utilizes Topaz Signature Devices to capture and place movable/sizable signatures on an image. Additionally, Basic includes: - <i>Image profiles</i> : allows user to pick from a pre-defined pick list to avoid having to choose the signature location each time.	\$3,750
ImageSign for Laserfiche - Basic Support Utilizes Topaz Signature Devices to capture and place movable/sizable signatures on an image. Additionally, Basic includes: - <i>Image profiles</i> : allows user to pick from a pre-defined pick list to avoid having to choose the signature location each time.	\$788
ImageSign for Laserfiche - Advanced Utilizes Topaz Signature Devices to capture and place movable/sizable signatures on an image. Additionally, Basic includes: - <i>Image profiles</i> : allows user to pick from a pre-defined pick list to avoid having to choose the signature location each time. - <i>Signature profile</i> : allows signatures to be saved for repetitive use.	\$4,500
ImageSign for Laserfiche - Advanced Support Utilizes Topaz Signature Devices to capture and place movable/sizable signatures on an image. Additionally, Basic includes: - <i>Image profiles</i> : allows user to pick from a pre-defined pick list to avoid having to choose the signature location each time. - <i>Signature profile</i> : allows signatures to be saved for repetitive use.	\$945
MCCi Laserfiche Integration with Legistar (subscription)	\$1,000
MCCi Municode Integration with Legistar (subscription)	\$500

Third Party Software		
LF eCopy Connector	\$1,495	
LF eCopy Connector 5 Pack	\$5,975	
DataNow Affinity Integration Tool (1 to 10)	\$1,500	
DataNow Affinity Integration Tool (11 to 25)	\$2,500	
DataNow Affinity Integration Tool (26 to 50)	\$4,000	
DataNow Affinity Integration Tool (51+)	\$6,000	
Ratchet-X FSL Commander License (1-50 Users)	\$295	each
Ratchet-X FSL Commander License (51-100 Users)	\$295	each
Ratchet-X FSL Commander License (101-250 Users)	\$295	each
Ratchet-X FSL Commander License (251-500 Users)	\$295	each
Ratchet-X FSL Commander License (501+ Users)	\$295	each
Ratchet-X FSL Aggregation Workstation (includes 1 node)	\$6,500	each
Ratchet-X FSL Additional Aggregation Workstation Nodes	\$1,500	each
Ratchet-X FSL Developer License	\$1,495	each
Ratchet-X SPL Commander License (1-50 Users)	\$236	each
Ratchet-X SPL Commander License (51-100 Users)	\$236	each
Ratchet-X SPL Commander License (101-250 Users)	\$236	each
Ratchet-X SPL Commander License (251-500 Users)	\$177	each
Ratchet-X SPL Commander License (501+ Users)	\$177	each
Ratchet-X SPL Aggregation Workstation (includes 1 node)	\$6,500	each
Ratchet-X SPL Additional Aggregation Workstation Nodes	\$1,500	each
Ratchet-X SPL Developer License	\$1,196	each
Third Party Software Support		
LF eCopy Connector	\$299	
LF eCopy Connector 5 Pack	\$1,195	
DataNow Affinity Integration Tool (1 to 10)	\$300	
DataNow Affinity Integration Tool (11 to 25)	\$500	
DataNow Affinity Integration Tool (26 to 50)	\$800	
DataNow Affinity Integration Tool (51+)	\$1,200	
Ratchet-X FSL Commander License (1-50 Users) Support	\$77	each
Ratchet-X FSL Commander License (51-100 Users) Support	\$77	each
Ratchet-X FSL Commander License (101-250 Users) Support	\$77	each
Ratchet-X FSL Commander License (251-500 Users) Support	\$77	each
Ratchet-X FSL Commander License (501+ Users) Support	\$77	each
Ratchet-X FSL Aggregation Workstation (includes 1 node) Support	\$1,300	each
Ratchet-X FSL Additional Aggregation Workstation Nodes Support	\$300	each
Ratchet-X FSL Developer License Support	\$389	each
Ratchet-X SPL Commander License (1-50 Users) Support	\$48	each
Ratchet-X SPL Commander License (51-100 Users) Support	\$48	each
Ratchet-X SPL Commander License (101-250 Users) Support	\$48	each
Ratchet-X SPL Commander License (251-500 Users) Support	\$36	each
Ratchet-X SPL Commander License (501+ Users) Support	\$36	each
Ratchet-X SPL Aggregation Workstation (includes 1 node) Support	\$1,800	each
Ratchet-X SPL Additional Aggregation Workstation Nodes Support	\$400	each
Ratchet-X SPL Developer License Support	\$240	each
Third Party Subscriptions		
Granicus Suite Subscriptions	Pricing varies, MCCi is offering a 3% discount off retail	

MCCi's response to Line Item #1 is in the form of documents and written statements, which are attached in the following order:

- ☒ Copy of Bidder's current Laserfiche Value Added Seller (VAR) certification

MCCi Answer

Please see attached letter from Laserfiche corporate, which acknowledges MCCi's certification.

- ☒ Written documentation demonstrating that Bidder has currently five (5) years of Laserfiche experience

MCCi Answer

Please see attached letter from Laserfiche corporate, which confirms MCCi's Laserfiche experience.

- ☒ Written documentation demonstrating that Bidder has successfully completed at least two (2) municipality-wide installations in the State of Florida, along with support of either Laserfiche United, Laserfiche RME, Laserfiche RIO, or Laserfiche Avante, involving process development for the full array of the municipality's departments

MCCi Answer

MCCi has provided references of three Florida cities that are supported by MCCi, and that have implemented Laserfiche throughout many departments. All three of these references have integrations and active workflows configured as well. In addition, as the largest Laserfiche provider, MCCi has implemented and supports over 100 FL local government clients, which frequently network by attending MCCi user groups and events.

Laserfiche®

Run Smarter™

3545 Long Beach Blvd., Long Beach, CA 90807

tel: 562-988-1688 fax: 562-988-1886

www.laserfiche.com

December 31, 2013

Alexis Blue
MCCi
P.O. Box 2235
Tallahassee, FL 33316

Re: Laserfiche Value-Added Reseller

To Whom It May Concern,

MCCi has been a premier Laserfiche Value-Added Reseller (VAR) in good standing since 2001. They are authorized as a “Gold Certified” VAR to sell Laserfiche software, provide installation and configurations services, and support Laserfiche clients.

Regards,

Carly Meyer
Regional Manager
Laserfiche

Enclosed:

- Copy of Tallahassee Business License



MUNICIPAL CODE CORPORATION
LAWTON LANGFORD
P O BOX 2235
TALLAHASSEE FL 323162235

Account Number: 22896

The Business Tax Certificate for tax year 2014 is attached below.

This certificate expires September 30th, 2014.

Please detach and display in a prominent place at the business location.

To cancel a business account with the City of Tallahassee, please return this certificate with a letter identifying the final day of business.

To transfer ownership or location, please follow the instructions on the reverse side of the tax certificate.

Each April the "Declaration of Information Form" is mailed to all non-professional, commercial locations. This Declaration must be completed and returned prior to June 15th. Failure to accurately complete the Declaration of Information can result in a 25% tax increase.

For information concerning the Business Tax, please visit Talgov.com or call the Revenue Division at (850) 891-6488.

Thank you for your Payment

2013-14

CITY OF TALLAHASSEE BUSINESS TAX CERTIFICATE
LOCAL BUSINESS TAX RECEIPT

2013-14

TAX CERTIFICATE EXPIRES SEPTEMBER 30, 2014

DBA: MUNICIPAL CODE CORPORATION

Account Number: 22896

Location: 1700 SW CAPITAL CIR

Address: TALLAHASSEE FL 32310

Type Code	Sub Code:	Type Description:
850	g	Service - Printers

MUNICIPAL CODE CORPORATION
LAWTON LANGFORD

The firm, corporation, organization, business or individual whose name appears herein has paid a business tax for the business activities indicated above, subject to city, state and federal laws. This certificate must be conspicuously displayed at the location of the business activity. A change of location from the stated business location on this certificate as well as a change in ownership requires a transfer. (See reverse side.)

Prepared For:
Dania Beach, FL

Presented By:
Logan Di Liello

ECM SOLUTION

Issued: March 21, 2018
Quote: MCCI32118





CORPORATE OFFICE

Sales Department
P.O. Box 2235 • Tallahassee, Florida 32316
Phone (800) 342-2633 • Fax (850) 564-7496

LOGAN DI LIELLO

Territory Leader
(850) 408-5433
logan@mccinnovations.com

March 21, 2018

Mr. Joe Husosky
City of Dania Beach
100 West Dania Beach Blvd.
Dania Beach, FL 33004

Dear Mr. Husosky:

I enjoyed speaking with you recently regarding MCCI's Laserfiche software and services. While reviewing the enclosed Professional Services Proposal, please keep in mind the following advantages of being a MCCI client:

Leading Provider – MCCI is the leading provider of Laserfiche in the world and a Laserfiche Gold VAR.

Professionals – All MCCI's professional services team members acquire and maintain Laserfiche Gold Certification. In addition, they have undergone a thorough background check and security awareness training.

Public Sector Focus – MCCI was created by Municipal Code Corporation to focus on innovative technologies for the public sector. MCCI provides Laserfiche software and services to public sector entities including Cities, Counties, State Agencies, Special Districts, School Districts, Law Enforcement, and more.

Specialization in Enterprise Solutions – Our Project Managers provide implementation and training services to help deploy your Laserfiche solution across the Enterprise. We work with you on your initial project plan, knowing that one-day Laserfiche will be used across the entire organization. This methodology helps you meet this goal within your desired time frame, whether it be an immediate objective or part of a multi-year plan.

Superior Support – MCCI utilizes a multi-layered support team geared towards offering each client multiple contacts to enhance the usage of every product implemented. We offer support through our help desk, email, and toll-free number, and we also have an online support center that gives end users access to training manuals, "how to" checklists, training videos, a knowledge base, and software updates.

Robust Resources – Whether it is integration, scanning and indexing services, an electronic forms solution, etc., MCCI has additional solutions that are complementary to Laserfiche, while allowing you to work through one vendor for best of breed solutions.

If you have any questions concerning our proposal or desire additional information, please do not hesitate to contact me. We appreciate your interest and hope that we will have the pleasure of working with you.

Sincerely,

Logan Di Liello
Territory Leader

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EXECUTIVE SUMMARY

OUR HISTORY



Our story goes back to the 1950s, as a one-man operation, for the sole purpose of codifying municipal laws and ordinances, and printing this material. George Langford, the founder of Municode, was a true pioneer. He bought the first copy machine in Florida and carried it from city to city in the trunk of his Buick.

Fast forward 65 years and look at us now! MCCi is part of the Municode family of companies, committed to leading the industry, staying abreast of technology and focusing on the needs of our clients so that everyone – our clients and our employees – may grow.

A relationship with Laserfiche established in 1998 and a few years later became the top reseller in the world – and still maintains the ranking today. MCCi serves more than **900 clients nationwide in 44 states**.

Our growth and our client's success is widely recognized. Most recently, Inc. Magazine recognized MCCi as an **Inc. 5000** fastest-growing private companies in the United States. Additional noteworthy recognition includes **Best Companies to Work**, Florida Companies to Watch, Microsoft Gold Certified Partner, and **Laserfiche Gold Certified VAR**, just to name a few.

OUR CULTURE

We are fanatical about client success. Success starts with our eagerness to understand our client's goals. We understand that excellent service, client education and follow up are all part of the success life cycle.

We don't just want to date our clients. We demand every member of our team understands and practices the foundation of a long-term relationship; communication, caring, and commitment.

We innovate and evolve. Our growth initiatives are based on what our clients need and where they are headed. We understand that we must continuously evolve and improve to support our clients.

We are unreasonably picky about our teammates. We believe the execution of team goals requires excellence at every level. Each team member must enjoy hard work and excel at doing their part. We expect and empower our team to grow, professionally and personally.



OUR TEAM

MCCi is a leading Laserfiche provider, focusing on customer service in every aspect of your project. As a client, you will receive access to our highly trained staff and support services, including:

DEDICATED PROJECT MANAGEMENT

Our Project Managers are highly trained in the areas of implementation, Workflow processes, integrations, and more to help your organization implement a well-thought-out Enterprise system based on your organization's needs and business processes. They are Laserfiche Gold Certified and maintain other professional certifications.

TRAINING SERVICES

Before, during, and after your project, we focus on ensuring the users are trained on the software and stay up to date on the features available. An annual subscription to our online Training Center for Laserfiche allows all types of users, regardless of their role, to access videos on popular topics.

DEDICATED SUPPORT

Once your project is complete, you will have access to our support staff for troubleshooting and supporting your Laserfiche system. Our staff can be easily reached by email, phone, or our online support center.

The **Laserfiche Software Assurance Plan (LSAP)** helps preserve your investment and extend the benefits of your original purchase by providing you access to the assistance needed to ensure that you maximize system uptime. You have access to a toll-free line to call for technical support or submit tickets online through our support center. When you subscribe to the LSAP you receive the following benefits:

- First Tier Support from MCCi to resolve Laserfiche software errors
- 100% upgrade credit for your existing software (in the event of a platform upgrade)
- 24-hour FTP and Laserfiche support website for downloading free Laserfiche software updates
- Technical bulletins and newsletters

SALES & ACCOUNT MANAGEMENT

You will have a dedicated team of an Account Executive and Account Manager that you can directly contact. Your Account Manager will assist in managing ongoing support through the life of the product. MCCi believes in a proactive support methodology and it is the Account Manager's role to:

- Identify any needs that could easily be addressed with the current system.
- Provide resource for question and answer, best practices, how other clients are using the system with use of documented case studies, support center, etc.
- Provide continued education for existing and new users within the organization with webinars, seminars, workshops, users group, and more.
- Annual review of current system configuration
- Dedicated sales support staff for pricing inquiries and budgetary information
- Annual support renewal notification to ensure your renewal process is timely and accurate

PROPOSED SOLUTION

MARKET LEADER

Since 1987, Laserfiche ECM has been trusted by more than 35,000 organizations worldwide. Over 5 million users use Laserfiche on a day to day basis. Laserfiche is unique in the market in that every product created is done so from the ground up with internal development staff. This makes all solutions seamless and integrated unlike other companies that tend to purchase other products and merge them to their platform resulting in cumbersome solutions that are not user friendly.

MCCi is proposing the enclosed Laserfiche software and MCCi's Professional Services for your organization. With capabilities ranging from electronic records management to document routing, electronic forms, and integrations, Laserfiche ECM is a powerful solution that enables the entire enterprise. Please keep in mind some of the features of Laserfiche:

USER FRIENDLY

Laserfiche is very easy to learn, navigate, and use. With a folder structure similar to Windows Explorer, Laserfiche will seem familiar to your staff, giving them the confidence to begin scanning and retrieving documents almost immediately after installation.

COMPREHENSIVE SECURITY

Laserfiche Comprehensive Security allows you to control and administer the security of your documents. You determine what functions, such as scanning and printing, each staff member may use.

INTELLIGENT SEARCH

The Laserfiche Search Engine is a powerful tool to help users find the documents they need during their day-to-day processes, including full-text search, index search, and document and folder name. The Laserfiche full-text search unlocks the contents of your documents; if you need to find a word or phrase within a document, Laserfiche retrieves it immediately. An easy Google-style toolbar is available for searching as well.

INTEGRATION

Laserfiche is the central repository for records in your organization and allows you to integrate other main line-of-business solutions easily. Whether you are looking for a way to integrate with a departmental solution, ERP solution, Microsoft Office application or SharePoint, etc., Laserfiche has options available to reduce duplicate data entry and provides seamless access to your records.

E-FORMS & BUSINESS PROCESS AUTOMATION

Laserfiche allows users to capture information while automating and transforming business processes. Users are finding efficiencies by reducing the time processes take and giving users access to information instantaneously through the implementation of Laserfiche Forms and Laserfiche Workflow, resulting in cost savings for the organization.

MOBILITY & WEB TOOLS

Mobile devices are now used in organizations for day-to-day operations. Laserfiche has options available to ensure you can access Laserfiche from these devices and perform related actions quickly on the go. There are also options to give your outside citizens/customers access to records through the web to promote transparency and decrease records requests.

LASERFICHE AVANTE

MCCi is recommending the Avante platform for your organization. Laserfiche Avante seamlessly combines traditional enterprise content management (ECM) functionality with powerful business process management, auditing tools, and security. This platform is designed for clients like you, who **innovate and evolve** with changing technologies, **digitally transforming** their organization and automating business processes.

With capabilities ranging from records management (DoD 5015.2 certified) to document routing, electronic forms, and digital signatures, Laserfiche Avante provides an easy-to-use, cost effective platform that enables efficiency and optimizes the decision-making process by getting the right content into the right hands at the right time.

As your organization continues to grow, Laserfiche offers an upgrade path to the enterprise Rio platform that provides additional robust capabilities. For more information, please refer to the Laserfiche Licensing Guide.



PRICING



Laserfiche Avante

Product Description:		Qty.	Cost	City of Miami IFB 391322(19)	Total
<u>ECM SOFTWARE LICENSING FOR AVANTE</u>					
☒	Avante Server for MS SQL	1	\$5,000.00	\$4,662.50	\$4,662.50
☒	LF Full Named User <i>Includes Web Access, Snapshot, Email, and Workflow</i>	60	\$600.00	\$559.50	\$33,570.00
☒	Laserfiche Standard Audit Trail	60	\$75.00	\$69.94	\$4,196.40
☒	Import Agent	1	\$1,495.00	\$1,394.09	\$1,394.09
☒	OCR Scheduler for Laserfiche - <i>Requires one dedicated Laserfiche User License</i>	1	\$1,500.00	\$1,398.75	\$1,398.75
☒	LF Scanconnect 5-pack	1	\$660.00	\$615.45	\$615.45
☒	LF Workflow	1	Included	Included	Included
☒	Laserfiche Starter Public Portal <i>Includes Weblink and 10 Retrieval Connections</i>	1	\$15,000.00	\$13,987.50	\$13,987.50
☒	Laserfiche Connector, Per User	60	\$25.00	\$23.31	\$1,398.60
<i>ECM Software Licensing Total</i>					<i>\$61,223.29</i>
<u>ANNUAL SOFTWARE SUPPORT/SUBSCRIPTION - BASIC</u>					
<u>LSAP</u>					
☒	Avante Server for MS SQL	1	\$1,000.00	\$900.00	\$900.00
☒	LF Full Named User <i>Includes Web Access, Snapshot, Email, and Workflow</i>	60	\$120.00	\$108.00	\$6,480.00
☒	Laserfiche Standard Audit Trail	60	\$15.00	\$13.50	\$810.00
☒	Import Agent	1	\$390.00	\$351.00	\$351.00
☒	OCR Scheduler for Laserfiche - <i>Requires one dedicated Laserfiche User License</i>	1	\$330.00	\$297.00	\$297.00
☒	LF Scanconnect 5-pack	1	\$132.00	\$118.80	\$118.80
☒	LF Workflow	1	Included	Included	Included
☒	Laserfiche Starter Public Portal <i>Includes Weblink and 10 Retrieval Connections</i>	1	\$3,000.00	\$2,700.00	\$2,700.00
☒	Laserfiche Connector, Per User	60	\$5.00	\$4.50	\$270.00
☒	Laserfiche Administration Services, Level 1 <i>Laserfiche Administration Services needs are estimated based on the current software components provided herein: up to 30 hours.</i>	1	\$4,455.00	\$4,455.00	\$4,455.00

☑	Training Center 50-99 Users	1	\$3,920.00	\$3,920.00	\$3,920.00
☑	MCCi SLA 50-100 Laserfiche Users <i>Receive 4 hour or less response time and up to 10% off future professional service engagements – full SLA document available upon request</i>	1	\$3,800.00	\$3,420.00	\$3,800.00
	Annual Support Total				\$24,101.80
	<i>For budgetary purposes, the Client should include \$24,101.80 in annual budget for renewal of the items quoted above. Please note that if you subscribe to MCCi's SLA or Training Center, additional user licenses may increase the cost of these items at the time of your next annual renewal.</i>				

MCCi PROFESSIONAL SERVICES

☑	Laserfiche Filing Workflow Configuration *Up to 15 Documents	1	\$3,700.00	\$3,330.00	\$3,330.00
☑	Basic Onsite Training of software, per day •1 Day Admin •3.5 Days Train-the-Trainer (Full Users) •.5 Day Read Only Training <i>Workflow training and installation excluded. Travel expenses included.</i>	5	\$2,200.00	\$1,980.00	\$9,900.00
☑	MCCi Project Management Services <i>Discovery and Implementation, Project Coordination Remote Install/Configuration</i> •Laserfiche Avante •Web Access, Audit Trail, OCR Scheduler •Structure, Templates and User Accounts •Laserfiche Connector	1	\$9,990.00	\$8,991.00	\$8,991.00
☑	Laserfiche Connector Integration Configuration & Training Remote <i>Configuration of application screens and standard action for:</i> Application Name: New World; <i>Modules/Screens: Finance, New World HR, Com Dev and Utility Billing</i> <i>3 Standard Actions per module screen (Scan, Import, Search)</i> <i>"Train the Trainer" training of up to 4 hours on configuration.</i>	1	\$6,105.00	\$5,494.50	\$5,494.50
	Professional Services Total				\$27,715.50

Total Project Cost					\$113,040.59
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PAYMENT & BILLING TERMS

MCCi will invoice one hundred percent (100%) of the software and support upon delivery of software. If services are included, the balance of the total project will be invoiced upon completion of the proposed professional services, which may be broken up based on the completion date of specific services. Sales tax will be included where applicable. Payment will be due upon receipt of an invoice.

Laserfiche software and help files are provided electronically. Hard copy manuals or software are available upon request, for a \$50 additional charge.

To ensure you are budgeting correctly for future renewals, please add the amount listed in the budgetary note above to your current budgeted renewal amount.

MCCI PROJECT-BASED SERVICES

To determine which services are included with your project, please refer to the Pricing Section.

MCCI PROJECT MANAGEMENT SERVICES

MCCi's Laserfiche certified Team Member administer these services and concentrate on defining business requirements and the deliverables that follow. The MCCi Team Member will work with the Client's point of contact to put together a project plan that clearly defines the scope of the Project Management services, ensuring the Client is prepared for the final project implementation. The total number of service hours is limited to the total fee quoted, divided by MCCi's current Project Management rate.

CLIENT CONSULTATION

The assigned MCCi Project Manager will perform a consultation including a review of current document organization and retrieval practices to determine desired indexing methods, security rules, and other basic system set up needs. Once this information has been gathered and provided to the MCCi Project Manager, the basic folder structure, document naming conventions, and template set-up will be configured prior to onsite training.

REMOTE INSTALLATION AND CONFIGURATION

Software installation and configuration may occur remotely as part of the Project Management services to ensure the onsite time purchased is focused on the direct objectives. Please refer to the Pricing Section to determine if the onsite time will include installation and configuration.

REMOTE TRAINING

Project Management services may be utilized for training administrators or users remotely if onsite training is not included. Please refer to the Pricing Section to determine if training was quoted.

AVANTE TO RIO UPGRADE PACKAGE

MCCI DELIVERABLES

- MCCi will perform licensing update to upgrade the client to Rio and newest version of Laserfiche
- MCCi will install new Rio modules not currently owned by the client to not exceed: Directory Services, Web Access, Digital Signatures, Forms Essentials
- MCCi will train the Laserfiche Administrator on how to convert their Named User licensing from the Admin Console to Directory Services
- Directory Services will be installed on the same server as the Laserfiche Server
- Self-Signed SSL certificate will be utilized to run Directory Services, or the Client has a public SSL Certificate procured for the server on which LFDS will reside
- Converting users from Administration Console to Directory Services

EXCLUSIONS

- Server move unless listed
- Metadata Configuration
- Training

UPGRADE TO AVANTE PACKAGE

MCCI DELIVERABLES

- MCCi will perform licensing update to upgrade the client to Avante and newest version of Laserfiche
- MCCi will install new Avante modules not currently owned by the client to not exceed Web Access, Forms Essentials
- MCCi will train the Laserfiche Administrator on how to convert their Concurrent User Licensing to Named User Licensing
- Upgrade to newest version of Laserfiche unless listed

EXCLUSIONS

- Server move unless listed
- Metadata Configuration
- Training

LASERFICHE FILING WORKFLOW CONFIGURATION

MCCi's Laserfiche Filing Workflow Configuration Services are designed to be highly collaborative. The goal is to provide a customized process that allows your organization to archive specified records in a proper format and location that is consistent with your organization's standards. To execute, MCCi's team of expert Project Managers and System Engineers will work with the Client's Project Manager to build a Business Process in the Client's Laserfiche environment.

MCCI DELIVERABLES

- Configure a Laserfiche Workflow including (Up To 15 Documents) for archival
 - Includes renaming of documents
 - Routing to appropriate folder structure
- Consultation with a MCCi Project Manager

CLIENT DELIVERABLES

- Provide MCCi with a mapped out narrative and flowchart of the specified business process
- Thoroughly define each resource and activity in the business process, including any exceptions
- Respond in a timely fashion to questions posed by MCCi's Business Process Configuration team
- Appointment of Client Project Manager
- Availability of IT resources as needed and end users for interviews and Business Process testing
- Required Laserfiche software licensing

BUSINESS PROCESS CONFIGURATION SERVICES

Business Process Configuration Services are designed as an option for organizations that require advanced system configuration, but may lack the time or expertise necessary to configure Workflow, Quick Fields, or any of Laserfiche's other advanced modules. MCCi's team of expert Project Managers and System Engineers will work in concert with the Client's Project Manager to build a Business Process in the Client's Laserfiche environment.

CLIENT DELIVERABLES

- Provide MCCi with a mapped out narrative and flowchart of the specified business process
- Thoroughly define each resource and activity in the business process, including any exceptions
- Respond in a timely fashion to questions posed by the Business Process Configuration team
- Appointment of Client Project Manager
- Availability of IT resources as needed
- Availability of end users for interviews and Business Process testing
- Required Laserfiche software licensing

MCCI DELIVERABLES

- Install and configure Laserfiche modules that are relevant to the implementation
- Consultation with a Laserfiche Project Manager
- Business Process Configuration Managed Services post implementation
 - The scope of Managed Services will be limited to supporting the process(es) implemented through this contract.
- Roll-out Assistance is an optional service if included in the scope of services.
- The scope of Managed Services will be limited to supporting the process(es) implemented through this contract. Note: This service will be billed separately and is billed upon completion.

LASERFICHE FORMS SERVICES

MCCi's Laserfiche Forms Services are designed to be highly collaborative. The goal is to provide a customized package for your organization. Whether you need direct assistance implementing Laserfiche Forms, or hands-on training to empower your organization to create and maintain electronic forms, or

both, MCCi has options available. Please see your Pricing Section for the specific Laserfiche Forms Services quoted.

Forms Configuration Services Per Form	Level 1	Level 2	Level 3
Forms Design Services Create/modify form from the Business Process Library 10.1+	Up to 15 Fields	Up to 30 Fields	Up to 50 Fields
Form Field and Data Look-up Rules*	Up to 10 Rules	Up to 20 Rules	Up to 40 Rules
Process Modeler Configuration	Up to 5 Steps	Up to 10 Steps	Up to 20 Steps
Workflow Configuration for Forms Process Modeler Integration, Filing Only	No	Yes	Yes
Custom Scripting (JScript or CSS) *	Call for Quote	Call for Quote	Call for Quote

***NOTE**

- Users submitting through the Forms Portal are limited to forms submission. Users cannot participate in the workflow/routing process within Laserfiche Forms Process Modeler or Laserfiche Workflow, unless they have a Laserfiche Named User License.
- All Forms Configuration Services are conducted remotely due to multiple decision points throughout the configuration, which may cause delays.
- Field Look-ups: Database Views and Queries must exist or be created by the Client prior to MCCi database lookup configuration.
- Java Script and CSS Scripting (if needed) are not included, unless otherwise notated in the Pricing Section.

LASERFICHE CONNECTOR INTEGRATION CONFIGURATION & TRAINING

INCLUDES

- Configuration of integration for up to one application screen with 3 standard actions on one machine
- Standard Actions Included: Scan, Import, Search Client, Search Weblink, and/or Search Web Access, launching from the desired application to Laserfiche
- Remote "Train the Trainer" training for up to half a business day to empower the Client to configure other integrations
- All data used for configuration must be available from the Application Screens
- All services are conducted remotely, unless a MCCi representative is onsite for other implementation needs and onsite time permits

CLIENT DELIVERABLES

- Application to be integrated with and user's machine must meet Laserfiche Connector requirements set forth in the hardware requirements
- Testing – A test utility to ensure that the application screen is viable is available prior to purchase. Client is responsible for ensuring compatibility of applications prior to purchase
- IT resources – Appointment of Laserfiche Connector Administrator
- Laserfiche metadata requirements

MCCI DELIVERABLES

- Install and integrate Laserfiche connector within current Laserfiche system environment pursuant to the Laserfiche Connector requirements
- Assistance in configuring integration for one application screen with 3 standard action Connector Profiles on one machine
- Define Laserfiche metadata structure to support the specified integration
- Define Laserfiche security to support the integration
- Project Management services
- Remote Laserfiche Connector Administrator Training

RATCHET-X CONFIGURATION SERVICES

INCLUDES

- Configuration of integration for one application with up to three screen configurations identified during initial implementation
- Configuration pricing is based upon one application and up to three screens being configured at one time. Additional charges may apply if configurations of screens need to be broken up at different time frames.
- Base installation and configuration for actions that jump from the Application to Laserfiche
- Standard Actions Included: Scan, Import, Search Client, Search Weblink, and/or Search Web Access, launching from the desired application to Laserfiche
- All data used for configuration must be available from the Application Screens
- All services are conducted remotely, unless a MCCi representative is onsite for other implementation needs and onsite time permits
- For web based solutions, screen configuration will be done based on Microsoft's Internet Explorer Browser only. If other and/or multiple browser configurations are required, it must be stated in the Pricing Section.

*Client is responsible for testing to make sure needs are met prior to purchase.

RATCHETX PER CUSTOM ACTIVITY DEVELOPMENT/CONFIGURATION:

Includes any "Action" that is not listed as a Standard Action above, or any configuration that is required to have the integration points launch from Laserfiche back to the desired application, rather than from the application back to Laserfiche – Contact MCCi for Pricing Proposal.

LASERFICHE – SHAREPOINT INTEGRATION ASSISTANCE

MCCi's Laserfiche SharePoint 2013 Integration Assistance service is designed to be highly collaborative. The goal is to provide the Client with a fully functional Laserfiche SharePoint Integration for the Client's existing SharePoint 2013 implementation, along with the necessary knowledge to support the integration once the installation and configuration engagement is complete.

CLIENT DELIVERABLES

- Existing and stable on-premise on SharePoint 2013 or SharePoint 2010 solution. SharePoint Foundation is acceptable, but does not include Search functionality.
- Provide a dedicated point of contact with sufficient server and directory services administrative rights to facilitate the required configuration tasks.
- Existing and stable Laserfiche Server and Web Access (9.1 or later) installation on Windows Server 2008 R2 or Windows Server 2012.
- Identify existing, or configure new SharePoint site where the Laserfiche SharePoint Integration for SharePoint Repository and/or Search Web Parts will be installed and configured. Note: If the Laserfiche SharePoint Search integration is to be configured, SharePoint federated search feature must be configured and working properly.
- Troubleshoot and resolve server operating system, Internet Information Services, network or Kerberos related issues affecting the installation, configuration or functionality of any component of the Laserfiche SharePoint Integration for SharePoint. Note: If the client does not have the necessary skill set available to address these types of issues, the client should be prepared to engage a third-party support provider to assist.

MCCi DELIVERABLES (REMOTE DELIVERY)

- Installation of Laserfiche SharePoint Integration for SharePoint
- Configuration of Laserfiche SharePoint Repository and Search Web Parts
- Remote training on the use and configuration of Laserfiche SharePoint Repository and Search Web Parts
- In the event MCCi and the Client are unable to determine or agree on the root cause of an issue affecting the installation, configuration, or functionality of the Laserfiche SharePoint Integration for SharePoint and/or the Laserfiche SharePoint Repository and Search Web Parts, MCCi is responsible for opening the escalation case with Laserfiche Support.
 - In the event Laserfiche Support determines the root cause of an issue affecting the installation, configuration, or functionality of the Laserfiche SharePoint Integration for SharePoint and/or the Laserfiche SharePoint Repository and Search Web Parts to be related to the server operating system,

Internet Information Services, network or Kerberos, MCCi will remain available as necessary to assist the Client (if Client has expertise in these areas) or the Client's third-party support provider to resolve the Laserfiche related components of the problem.

LASERFICHE ENERGОВ INTEGRATION CONFIGURATION & TRAINING

INCLUDES

- Configuration services for up to 3 EnerGov Entity Types (EnerGov Plan, EnerGov Permit, etc.)
- Remote "Train the Trainer" training for up to half a business day to empower the Client to configure other available EnerGov Entity Types.
- All services are conducted remotely, unless a MCCi representative is onsite for other implementation needs and onsite time permits

CLIENT DELIVERABLES

- Desired EnerGov Fields for mapping metadata to Laserfiche
- IT resources – Appointment of a resource to work with MCCi for configuration and training
- Laserfiche metadata requirements
- Access to EnerGov technical staff and resources as needed
- If EnerGov "Intelligent Object" configuration is desired, it is the Client's responsibility to configure the appropriate settings in EnerGov, or to work with EnerGov to do so. Intelligent Objects is the EnerGov feature that allows for creating letters and other documents, and having them attached to EnerGov records. EnerGov configuration is needed to set this up and to have these documents treated as attachments to be stored in Laserfiche.

MCCI DELIVERABLES

- List of EnerGov fields available for mapping to Laserfiche
- Install integration (may require EnerGov technical resources for installation)
- Assistance in configuring up to 3 EnerGov Entity Types (EnerGov Plan, EnerGov Permit, etc.)
- Define Laserfiche metadata structure to support the specified integration
- Remote Configuration Training

DOCS ON THE CLOUD SERVER INSTANCES

MCCi offers Docs On The Cloud server instances to clients that would rather not acquire the physical or virtual infrastructure themselves. MCCi offers this service through a partner (Gordon Flesch Company, Inc.). They are the leading provider of hosted Laserfiche server instances. Unless noted otherwise, Docs On The Cloud server instances are hosted in AWS and include the creation, maintenance, and upgrades of purchased virtual machines, maintenance of operating system software, and daily backup snapshots of the hosted infrastructure. In addition, MCCi and the client have the following responsibilities:

MCCI RESPONSIBILITIES

Initial installation of Laserfiche software components and ongoing application of Laserfiche upgrades if client subscribes to MCCi's Managed Services or Laserfiche Administration Services package. MCCi also serves as first tier for support issues and handles all billing related to the service.

CLIENT RESPONSIBILITIES

Serves as server and database administrator; maintains all non-Laserfiche and non-operating system applications, to include required database software acquisition, installation, maintenance, upgrades, and database maintenance routines.

MCCI CONSULTING SERVICES

To determine which services are included with your project, please refer to the Pricing Section.

BUSINESS PROCESS REQUIREMENTS GATHERING

The MCCi Business Process Requirement Gathering includes analysis by a senior project manager. MCCi staff will interview stakeholders regarding a defined department and/or business process that the organization desires to be automated through Laserfiche ECM. The deliverable of this on-site engagement will be a Statement of Work documenting cost, hours, and desired configuration of the defined business process.

BUSINESS PROCESS ANALYSIS

MCCi will work with the Client to document a current business process. By interviewing stakeholders and documenting facts and feedback, MCCi will deliver a comprehensive report. This engagement is typically done as a needs analysis exercise prior to automating an existing business process.

MCCI DELIVERABLES

Assignment of a project manager who will be responsible for:

- Acting as the main point of contact for MCCi
- Identifying and providing contact information for process stake holders
- Coordinating and scheduling site visits so stakeholders are aware and set aside the appropriate amount of time to focus on working with MCCi
- Coordinating and scheduling conference calls/web meetings between process stakeholders and MCCi as part of the document review process
- Facilitating access to any/all resources needed for a thorough analysis
- Full participation by all process stakeholders in the interview, review, and finalizations stages

CLIENT DELIVERABLES

Coordinating Introductory Call: Share contact information and review scope of project

Stakeholder Interviews: Up to two days onsite with a business analyst

- Conducting workshops and interviews with clients
- Document business processes on whiteboard during workshops and interviews
- Business Process Report Drafting & Review: Up to 30 hours
- Draft a business process/requirements document
- Review document with Client and make revisions where necessary.
- Business Process Report Delivery: Up to one day on-site with Business Analyst
- Onsite review and presentation of finalized report

Editable copy of Business Process Report for future use

GAP ANALYSIS

The MCCi Gap Analysis is the study of the differences between two information systems or applications, often for determining how to bridge the space between where we are and where we want to be.

New Clients may be new to ECM, or could be transitioning from another system. Existing Clients may consider Gap Analysis when looking to expand their system into other departments or enterprise-wide. It is also an opportunity to investigate and report on how Laserfiche is being used versus how it was intended to be used. Either way, Gap Analysis not only serves the consulting needs, but can also mitigate inherent risks in a new project. Risks such as scope creep, unforeseen needs (people, conversions, integrations, equipment), and unknown stakeholders can be identified and cleared up at the very beginning of the project.

MCCI DELIVERABLES

The Gap Analysis process involves determining, documenting, and approving the variance between business requirements and current capabilities. MCCi takes it a step further by providing recommendations and an action plan. The final deliverable is a report that is delivered to the Client in a format that can be edited. Any future changes to the report are the responsibility of the Client. The report will detail the following:

- A summary of the current document flow path with recommended changes/requirements
- Equipment, software, and staffing recommendations
- Storage needs for each department
- Recommendations on the timing of phasing in departments (based on needs/complexity)
- Implementation recommendations

The amount of time/cost of the Gap Analysis is dependent upon the system size and number of departments to be involved.

LASERFICHE CONSULTING SERVICES

MCCi's Laserfiche Consulting Services are designed to leverage MCCi Laserfiche Certified Professionals on an annual basis. We consider ourselves an extension of your project team and assist in accomplishing your organization's Laserfiche goals. Your organization is assigned a project manager to assist with designated projects, for up to an annual dollar amount each year. Rates charged are based on the type of resources required. Consulting services can be used for, but are not limited to:

- Business Process Requirements Gathering and SOW Drafting
- Status and Strategy Meetings (Required)
- Configuration of Client-Owned Laserfiche Components
- Training on Laserfiche Components and/or Configured Laserfiche Business Processes
- Laserfiche Integration/Developer Assistance

RECORDS MANAGEMENT CONSULTING

When implementing an enterprise-wide Electronic Records Management system, it is important for a Records Program and Records Policies to be in place beforehand. MCCi's Records Management Consulting service focuses on revision and/or creation of such programs and policies. If needed, the service should be completed prior to implementing MCCi's Laserfiche Records Management module. Pricing is dependent on the level of service needed and can be determined by setting up a meeting with MCCi and the appropriate Records Consultant. Services cover a broad spectrum including designing records management plans, designing systems, identifying records eligible for destruction, assisting with legal compliance, providing training and any other records and information related service requirement.

ENTERPRISE SYSTEM REVIEW OF LASERFICHE

AREAS OF REVIEW INCLUDE:

- Review of data structure (folder structure, metadata, etc.)
- Security review and configuration
- Current paper/electronic Forms review
- Current Workflow/Capture review
- Assess current training needs
- Interviews with departments not using Laserfiche
- Utilization of Laserfiche Records Management Module
- Integration/Mobile Access Needs

MCCI DELIVERABLES:

- Verbal report of findings while onsite
- Up to 5 hours of consulting for up to 30 days after onsite consultation

CLIENT REQUIREMENTS:

Attendance by CIO/IT Director, Application administrators, departmental managers, and any other leadership members

MCCI TRAINING SERVICES

The scope of all onsite or remote training services to be performed is notated in the Pricing Section.

LASERFICHE TRAINING SERVICES

The Client is provided with instructor-led Laserfiche training, hands-on or train-the-trainer.

SYSTEM ADMINISTRATION TRAINING

- Client and Server Installation Procedure
- Security
- Tags
- Records Management
- System Settings
- Troubleshooting Procedures
- Users and Groups – Active Directory
- Templates
- Document Relationships
- Volumes
- Back Up Procedures
- Technical Support Overview

FULL USER TRAINING

- Introduction to Laserfiche
- OCR and Full Text Indexing
- Searching & Annotations
- Briefcases and Migrating
- Scanning and Importing
- Extracting a Document
- Folders and the Folder Browser
- Document Display
- Security
- Customize Laserfiche
- Index Card/Templates
- Volumes

RECORDS MANAGEMENT MODULE TRAINING

The Client should have full knowledge of internal records management policies and have prior experience in records management. This training will be quoted for clients with the Records Management functionality of Laserfiche.

BASIC OVERVIEW TRAINING FOR RECORDS MANAGEMENT

- Records Series
- Versioning
- Cutoff Criteria
- Hold Period
- Event Dispositions
- Destruction
- Records Folders
- Security Tags
- Cutoff Eligibility
- Disposition Actions
- Interim Transfers
- Permanent Records
- Document Links
- Vital Records
- Retention Period
- Time Dispositions
- Final Disposition
- Accession / Freezing

ADMIN CONSOLE SETUP FOR RECORDS MANAGEMENT

- Cycle Definitions Setup
- Retention Schedules Setup
- Locations Setup
- Cutoff Instructions Setup

BUSINESS PROCESS AUTOMATION TRAINING

Our Business Process Automation Training is designed to be highly collaborative. The goal is for the client to have a trained Business Process Automation Configuration Administrator specifically in Laserfiche Forms and Workflow. As a prerequisite, the clients Business Process Automation Configuration Administrator should be a business process savvy individual with good technical skills. This is the person tasked with handling future workflow and forms configurations, including any modifications needed to the configuration focused on during training.

CLIENT DELIVERABLES

- Provide MCCi with a mapped out/narrative of specified business process including metadata requirements and sample reports from functional activities involved. This will be used as an example for the training process, in an effort to leave the client with a start of a workflow configuration.

- Appointment of Business Process Automation Configuration Administrator who has been through Laserfiche Administrator training
- IT resources

MCCI DELIVERABLES

- Install and configure Laserfiche Workflow and Laserfiche Forms with current Laserfiche system
- Onsite Workflow Configuration Administrator Training
- Onsite Forms Designer and Process Modeler Training
- Workflow and Forms Managed Services post onsite training
- Configuration assistance for a period of time immediately following onsite training
- Developer Training (Applicable to Level 2 training package)

Services Provided	Level 1	Level 2
Remote Installation	Included	Included
Onsite Training Days	4	5
Workflow and Forms Configuration Assistance Post Onsite Training	Remote 30 Days	Remote 45 Days
Developer Training	None	Remote 1/2 Day
Developer Assistance Post Developer Training	None	Remote 15 Days

LASERFICHE WORKFLOW CONFIGURATION TRAINING

MCCI's Laserfiche Workflow Configuration Training service is designed to be highly collaborative. The goal is for the Client to have a trained Workflow Configuration Administrator. As a prerequisite, the Client's Workflow Configuration Administrator should be a business process savvy individual with good technical skills. This is the person tasked with handling future workflow configurations.

CLIENT DELIVERABLES

- Provide MCCI with a mapped out narrative of specified business process including metadata requirements and sample reports from functional activities involved. This will be used as an example for the training process, so the Client will be left with a start of a workflow configuration.
- Appointment of Workflow Configuration Administrator who has been through Laserfiche Administrator training / IT resources

MCCI DELIVERABLES

- Install and configure Laserfiche Workflow with current Laserfiche system
- Onsite Workflow Configuration Administrator Training
- Workflow Managed Services post onsite training
 - Configuration assistance for a remote period immediately following onsite training
- Developer Training (Applicable to Level 2 training package)

Services Provided	Filing Workflow	Level 1	Level 2
Remote Installation	Included	Included	Included
Onsite Training Days	1	2	3
Workflow Configuration Assistance <i>Post Onsite Training</i>	Remote 30 Days	Remote 30 Days	Remote 45 Days
Developer Training	None	None	Remote 1/2 Day
Developer Assistance <i>Post Developer Training</i>	None	None	Remote 15 Days

LASERFICHE FORMS TRAINING

MCCi's Laserfiche Forms Services are designed to be highly collaborative. The goal is to provide a customized package for your organization. Whether you need direct assistance implementing Laserfiche Forms, or hands-on training to empower your organization to create and maintain electronic forms, or both, MCCi has options available. Please see your Pricing Section for the specific Laserfiche Forms Services quoted.

Forms Training Services Provided	Essentials	Professional Overview	Professional Comprehensive
Training Duration	Up to 4 Hours Remote	Up to 1 Day Onsite	Up to 2 Days Onsite
Forms Designer	Yes	Yes	Yes
Process Modeler	Yes	Yes	Yes
Workflow Configuration (For Forms Process Modeler Integration, and Filing Only)	No	No	Yes
Forms Configuration (Up to 1 - Level 1 Form)	0	0	1

PROFESSIONAL SERVICES & ANNUAL SUBSCRIPTION PACKAGES

Each Client's Laserfiche Renewal covers break/fix support (i.e. resolution of error codes, etc.). MCCi offers additional annual support packages to cover remote training, best practices consultation, basic configuration services, and maintenance of existing complex business processes.

MCCi Managed Services (MS) or MCCi Laserfiche Administration Services (LAS) are strongly encouraged to be included with every support renewal.

Description	MS*	LAS** Level 1	LAS** Level 2
Additional Training	X	X	X
Additional System Set Up Consultation	X	X	X
Remote Implementation of Software Updates	X	X	X
Annual Review of Administration Settings	X	X	X
Remote Access Support	X	X	X
Priority Offering of Laserfiche CPPs & Laserfiche Empower Registration Scholarships	X	X	X
Dedicated Laserfiche Certified Professional		X	X
Laserfiche Administration Configuration Services		X	X
Configuration and maintenance of BASIC business processes utilizing Laserfiche Forms and Laserfiche Workflow		X	X
Configuration of Quick Fields sessions using purchased features		X	X
Basic Records Management Module Overview Training		X	X
Scheduled recurring consultation call upon Client's request		X	X
Maintenance of existing middleware/configurable integrations		X	X
Maintenance of MCCi/Client configured COMPLEX business processes			X
Annual Review of business process configurations			X

***Workflow Managed Services** also includes ability to consult on best practices specific to workflow; additional remote training ideal for refresher training or new personnel; workflow security consultation and more.

A **Business Process is a Workflow, Forms process or Quick Fields session that automates or streamlines an organization-specific process.

- **Basic:** A business process requiring minimal configuration and virtually no institutional knowledge, allowing a MCCi Application Support Analyst to assist with configuration, support, and maintenance of the process.
Examples: Filing workflows, simple Forms or approval/notification workflows that have few routing steps, no integration, and little to no database lookups.
- **Complex:** A large business process with extensive configuration that is absolutely mission critical to the organization. **Examples:** Large accounts payable process with a high volume of transactions, approval steps, database lookups, etc. Complex business processes require MCCi's Application Support Analyst to have institutional/process knowledge to configure the process.
- **Hours:** MCCi allows clients to use their hours for a multitude of services, as long as a request will not start a service that cannot be completed. None of the packages listed above are intended to be utilized for configuration of a new COMPLEX business process. In those instances, a separate SOW is required.

MANAGED SERVICES (MS)

MCCi's Managed Services package provides additional training and assistance to a Client's Laserfiche administrator and users. Pricing for the advanced block of hours is based on MCCi's Support Technician hourly rate discounted by 10%. The number of hours included is based on active products and will expire on the same date as your annual renewal. Managed Services can be used for the following:

ADDITIONAL TRAINING

Additional web-based training is conducted to train new users or as refresher training for existing users.

ADDITIONAL SYSTEM SET UP CONSULTATION

MCCi offers additional best practices consultation that includes recommendations for adding additional departments, additional types of indexing, etc.

REMOTE IMPLEMENTATION OF SOFTWARE UPDATES

While your renewal covers free version updates for software, implementation of those updates is sometimes overlooked. With the addition of Managed Services, MCCi is at your service to directly assist with implementing software updates such as minor updates, quick fixes or point releases. Dependent on complexity and client specific configurations, major software upgrades may or may not be covered and should be discussed with your Account Management Team.

ANNUAL SYSTEM REVIEW & ANALYSIS

MCCi will access your system to review how your organization uses Laserfiche, to identify potential issues, and to make recommendations for better use of the system. This analysis may be performed annually and is an optional service that will be completed only if requested by the Client.

REMOTE ACCESS SUPPORT

If requested, our Support Technicians can access your Laserfiche system remotely to resolve issues, saving both time and money.

LASERFICHE CERTIFICATIONS

Priority offering of complimentary Laserfiche certifications, based on availability.

LASERFICHE CONFERENCE REGISTRATION

Priority offering of complimentary Laserfiche Empower registration, based on availability.

**Please see chart above for information on Workflow Managed Services.*

CLIENT RESPONSIBILITIES FOR MS

- Configuration/maintenance of backups and any general network, security, or operating system settings outside of Laserfiche
- Management and creation of retention policies related to Records Management Module
- Providing an IT contact (internal or third-party) for MCCi to work with as necessary
- Providing remote access capabilities as needed. If the Client requests MCCi to have unattended access, the Client assumes all responsibility for the related session(s). The Client will work with MCCi to set up user profiles, user tags, etc. to allow desired security rights/access.

LASERFICHE ADMINISTRATION SERVICES (LAS)

MCCi's Laserfiche Administration Services package is for Clients who need a Laserfiche administrator, or additional Laserfiche administration services. Pricing for the advanced block of hours is based on MCCi's Application Support Analyst hourly rate discounted by 10%. The number of hours included is based on active products and will expire on the same date as your annual renewal. Laserfiche Administration Services offers the following:

LASERFICHE ADMINISTRATION SERVICES: LEVEL 1

- Dedicated Laserfiche Certified Professional
- Laserfiche Administration configuration services – setting up users, metadata, security, etc.
- Configuration and maintenance of basic business processes utilizing Laserfiche Forms and Workflow
- Configuration of Quick Fields sessions using purchased features – excludes custom scripting, custom calculations, etc.
- Basic Records Management Module Overview Training
- Scheduled recurring consultation calls upon Client's request
- Maintenance of existing middleware/configurable integrations – does not include maintenance of custom built integrations.

LASERFICHE ADMINISTRATION SERVICES: LEVEL 2

Level 2 includes the benefits of Level 1, but additionally provides the ability for MCCi to maintain complex business processes, which requires knowledge transfer and maintenance of that knowledge.

- Maintenance of MCCi/Client configured complex business processes – The Application Support Analyst can maintain MCCi or Client configured complex business processes. For example: minor tweaks, updates due to upgrades, process improvements, etc.
- Annual Review of business process configurations

CLIENT RESPONSIBILITIES FOR LEVEL 1 & LEVEL 2

- Configuration/maintenance of backups and any general network, security, or operating system settings outside of Laserfiche
- Management and creation of retention policies related to Records Management Module
- Providing an IT contact (internal or third-party) for MCCi to work with as necessary
- Create/provide process diagrams (and any other necessary paperwork/examples)
- Providing remote access capabilities as needed. If the Client requests MCCi to have unattended access, the Client assumes all responsibility for the related session(s). The Client will work with MCCi to set up user profiles, user tags, etc. to allow desired security rights/access.

**For more complex Forms, Workflow, and Transparent Records Management configurations, please discuss a Business Process Configuration Service with your Account Executive.*

THE TRAINING CENTER FOR LASERFICHE

MCCi's Training Center for Laserfiche annual subscription provides an easy, cost-effective way for all users in your organization to access over 500 Laserfiche training videos.

BENEFITS

- 24/7 access to on-demand Laserfiche training videos and other resources
- Reduction in training expenses
- Caters to all skill levels from Basic Users to Advanced System Administrators
- Unlimited access for your entire organization
- User determined schedule and pacing
- Reduction in internal support and increased user productivity
- Increased efficiency through improved internal usage/adoption
- Instant/budgeted training available in the case of employee turnover
- Enhance your organization's internal Laserfiche training program

**The Training Center subscription gate is based on Laserfiche full, retrieval, and WebLink/public portal users.*

LASERFICHE LICENSING GUIDE

To determine which platform/license are applicable, please refer to the pricing section.

LASERFICHE PLATFORM ARCHITECTURE			
	Avante	Rio	Subscription
Application Servers	1	Unlimited	Unlimited
Repositories	1-15 (1 included)	Unlimited	Unlimited
Database Options	SQL Express, SQL, Oracle	SQL, Oracle	SQL
Web Admin Console	Included	Included (Directory Server)	Included (Directory Server)
FULL USE ACCESS LICENSES			
	Avante	Rio	Subscription
Full Named Users	Minimum of 1	Minimum of 25	Minimum of 10
Workflow	Included	Included	Included
Snapshot	Included	Included	Included
Email	Included	Included	Included
Web Access	Included	Included	Included
Mobile Access	Included	Included	Included
Digital Signatures	Add-on Option	Included	Included
Audit Trail	Add-on Option (Starter, Standard, Advanced)	Included (Advanced)	Included (Advanced)
Scan Connect	Add-on Option	Add-on Option	Add-on Option
Connector	Add-on Option	Add-on Option	Included
Forms Essentials *	Included with v10.2.1+	Included with v10.2.1+	Included with v10.2.1+
Forms Professional **	Add-on Option	Add-on Option	Included
LIMITED USE ACCESS LICENSES			
	Avante	Rio	Subscription
Retrieval Named Users	Not Available	Minimum of 200	Not Available
Forms Authenticated Participants ‡	Add-on Option	Add-on Option	Not Available
Employee Participant Subscription Licenses	Not Available	Add-on Option	Add-on Option
Education Community Subscription Licenses	Not Available	Add-on Option	Add-on Option
Community Subscription Licenses	Not Available	Add-on Option	Add-on Option
MODULE BASED LICENSES			
	Avante	Rio	Subscription
Import Agent	Add-on Option	Add-on Option	Included
Public Portal (WebLink) †	Options: Web Distribution (5), Starter (10), Standard (25), Midsize (50), Unlimited	Options: Pilot (25), Unlimited (1, 2 or Unlimited Laserfiche Application Server(s))	Options: 25, 50, 100, Unlimited (Per Laserfiche Application Server)
Records Management	Add-on Option	Add-on Option	Included
Quick Fields ††	Add-on Option	Add-on Option	Included
Forms Portal	Add-on Option	Add-on Option	Add-on Option
Enterprise Forms Portal #	Add-on Option	Add-on Option	Not Available

† Public Portal is licensed per Laserfiche Application Server; Web Distribution version only comes with 1 security profile

†† Quick Fields is licensed per machine rather than per user. Multiple Quick Fields modules/options are available dependent upon platform.

Enterprise Forms Portal allows for Forms Portal to be activated on more than one Laserfiche Forms Application Server

LASERFICHE DEFINITIONS

LASERFICHE WORKFLOW

Automates business processes, such as approvals, routing based on conditions, or database integrations, improving consistency with how records are filed in Laserfiche.

LASERFICHE SNAPSHOT

Print directly into Laserfiche, capturing a “snapshot” of the electronic file at the time. These files are saved in TIFF format, an unalterable image.

LASERFICHE EMAIL PLUG-IN

Allows instant electronic document distribution via standard MAPI-compliant e-mail applications. This feature is included in every Full User and Retrieval User license.

LASERFICHE WEB ACCESS

A web-based thin client, offering virtually all document management capabilities of the standard Laserfiche interface. Web Access allows your IT staff to roll out high-volume Laserfiche access and version updates without increasing your organization’s application support burden. Web Access also includes access to Laserfiche Mobile and the Laserfiche SharePoint Integration resources.

LASERFICHE SHAREPOINT INTEGRATION

The SharePoint Integration (SPI) is built on the power of Laserfiche Web Access, a Section 508-compliant thin client that reduces installation, support, and maintenance requirements. The integration requires an on-premise installation of SharePoint.

LASERFICHE MOBILE/WEB ACCESS LIGHT

Let’s organizations access the features of the Laserfiche Client through a smartphone or tablet. They can remotely capture, edit, and search for documents, interact with Laserfiche Forms and start/participate in a business process. Mobile is available for iOS, Windows, and Android devices. Laserfiche Web Access or Laserfiche Forms is required for any/all mobile access options.

LASERFICHE DIGITAL SIGNATURES

A way of indicating that a document signature is authentic and has not been modified since the signature was applied. Allows users to automatically sign and validate documents directly in the Laserfiche Client or Laserfiche Web Access.

LASERFICHE AUDIT TRAIL MODULES

- **Starter Edition:** Tracks basic events that occur in the repository and that involve accessing, modifying, or exporting data. Basic events include creating, editing, printing, or deleting documents, creating annotations, and assigning metadata.
- **Standard Edition:** Builds on the Starter Edition by tracking additional security/access-related events, and unsuccessful attempts to perform actions, such as failed attempts to access or print documents.
- **Advanced Edition:** All the functionality of the other two editions, and tracks more events including password changes, creation or modification of users and groups, and changes to repository-wide settings. It can also track all searches users perform, require users to enter reasons for performing certain actions, and automatically add watermarks to printed documents.

LASERFICHE SCANCONNECT™

A collection of ISIS scanner drivers is included with Laserfiche ScanConnect. ScanConnect can be purchased as an add-on to both Laserfiche scanning and Quick Fields.

LASERFICHE FORMS

Laserfiche Forms allows organizations to create electronic fillable forms for collection and processing information. See the Laserfiche Licensing Guide for licensing options and descriptions.

Laserfiche Forms has flexible design options to meet your organization's needs. You can:

- Create custom forms from a library of field or selection elements.
- Utilize the Business process library includes (10.1+) a digital library of prebuilt form templates designed for easier process automation deployment
- Automate business processes for form data to follow, such as decision-making, emailing, or approvals (dynamic behaviors available with CSS and JavaScript).
- Role-based security is included to allow and restrict access to necessary functions for form submitters, reviewers, approvers, form creators, and system administrators.

Reporting tools allow different views of details on submitted forms such as:

- User view of details about all submitted forms.
- Approver "dashboard" of submissions awaiting approval.
- Administrator views of all submissions by form and approval status.
- Forms can be used internally or externally (with the appropriate licensing). Publication options include a login to forms system, public URL, secure URL, or embedded into a webpage.

Feature	Forms Essentials	Forms Professional
Business process and form creation functionality*	X	X
Operational Dashboard	X	X
View basic reports on process instances, tasks, and process data	X	X
Teams	X	X
Direct Approval through Email	X	X
Database Lookups		X
Performance Dashboard		X
Enhanced reporting with built-in data aggregation options such as count, sum, min, max, average, and median		X
Create advanced reports with data visualizations including charts and graphs		X
Payment Gateway (Compatible Payment Processor Account Required)		X

** Includes JavaScript/CSS, field rules, and form themes*

LASERFICHE FORMS PORTAL MODULE

The Forms Portal license allows Form submission from unlicensed (public) users. Forms Portal is designed primarily for non-internal/public user submissions, therefore there is no Windows Authentication security validation provided. The users that access Forms through the Forms Portal can only submit forms (these users cannot participate in the business process after a form has been submitted). The Forms Portal is licensed to a specific Forms instance/server, rather than to the Laserfiche Application Server. Please note that if an organization desires to have a Forms Portal for internal users, as well as a Forms Portal for external users, and security protocol requires that these two Forms Portals reside on separate servers (one internal one external), Enterprise Forms Portal or multiple Forms Portal licenses are required.

LIMITED USE ACCESS LICENSES

Laserfiche offers limited use and more affordable licensing options for clients in need of only a subset of modules/features for a particular use case and/or group of users.

RETRIEVAL NAMED USERS

For users in need of read-only repository access. The Laserfiche email plug-in is included and access is available through the Laserfiche Client or Laserfiche Web Access.

LASERFICHE FORMS AUTHENTICATED PARTICIPANTS

For users who do not have the need/budget for a Full Named User License/Forms Professional license, but do have the need for authenticated access to submit forms and participate in forms approval processes. Note: In the Avante platform, a Forms Authenticated Participant license is required for each Forms Server that the user needs to submit to, whereas with the RIO platform

Laserfiche Directory Services authentication can be configured/utilized to avoid the need for additional licensing per user.

SUBSCRIPTION LASERFICHE EMPLOYEE PARTICIPANTS

For employees in need of read-only repository access and the ability to participate in forms processes.

SUBSCRIPTION LASERFICHE COMMUNITY USERS

For non-employees and non-contractors. Provides read-only repository access and ability to participate in forms processes (i.e. Vendor Management).

SUBSCRIPTION LASERFICHE EDUCATION COMMUNITY USERS

For accredited educational institutions that meet the requirements listed. Licenses are reserved for the education community including faculty, students, alumni, and parents and guardians of students. Faculty includes professors (assistant, adjunct, associated, tenured), lecturers, and researchers. Provides read-only repository access and ability to participate in forms processes.

- Educational Institutions: Defined as an accredited school organized and operated exclusively for educational purposes. An accredited school must be:
 - A public or private K-12, vocational school, correspondence school, junior college, college, university, or scientific or technical institution accredited by associations recognized by the US Department of EDU and/or the State Board of EDU.
 - A preschool meeting all of the following:
 - is an early childhood program that serves a minimum of ten children ages two through five
 - has been in operation for at least one year provides educational services.
- Administrative Offices or Boards of Education:
 - A district, regional, or state administrative offices of public Educational Institutions.
 - Administrative entities organized and operated exclusively for the administration of private Educational Institutions
 - Other state or local government entities nearly all of whose activities consist of administrative support, of a nature that advances academic learning for public Educational Institutions
- Administrative offices or boards of EDU of educational institutions: defined as district, regional, and state administrative offices of the foregoing educational institutions defined above
- Full and part-time faculty and staff of educational institutions:
- Defined as all full and part time faculty and staff of educational institutions defined above
- Full and part-time matriculated students of higher education institutions:
- Defined as full and part-time matriculated students of a higher education institution defined as a public or private vocational school, correspondence school, junior college, college, university, or scientific or technical institution accredited by associations recognized by the State Board of EDU and/or the U.S. Department of Education.
- Hospitals that are wholly owned and operated by an Educational Institution
- "Wholly owned and operated" means that the Educational institution is the sole owner of the said hospital and the only entity exercising control over the hospital's day-to-day operations.

LASERFICHE IMPORT AGENT

Automatically retrieves files stored in a Windows folder and imports them into a Laserfiche repository, performing OCR as part of the process.

LASERFICHE PUBLIC PORTAL - WEBLINK™

The WebLink module publishes select documents in a Laserfiche repository to an intranet or the Internet in read-only form. Built on ASP .NET, WebLink can be customized to match the look and feel of an organization's Internet or intranet site.

LASERFICHE RECORDS MANAGEMENT

The Records Management module allows for managing the complete life cycle of records in Laserfiche to include retention schedule management, legal holds/record freezes, disposition and vital record management, etc.

LASERFICHE "QUICK FIELDS" (QF) BATCH PROCESSING TOOLS

High volume capture software that automates document import, classification, and indexing. Quick Fields transforms data capture from a costly and labor-intensive operation into an efficient process, improving the speed and accuracy of data capture. QF is a prerequisite for the following:

- **QF Bar Code Validation Package:** The Bar Code add-on reads bar codes on a specified page, identifying pages, populating fields, determine document names, or determining file location. Bar Code is very powerful when combined with Real Time Lookup. Supported barcode formats: Codabar, CODE 39, CODE 128, EAN 8, EAN 13, Interleaved 2 of 5, UPCA, and UPCE.
- **QF Real-time Look up Validation Package:** Lookup populates template fields and validates metadata by retrieving data stored in third-party databases and other applications.
- **QF Zone OCR Validation Package:** The Zone OCR (Optical Character Recognition) add-on will scan a specific zone on an image for text. The data returned by this process can be used for identifying pages, populating fields, determine document names, or determining file location.
- **QF Forms Alignment:** Automatically repositions scanned documents to match a master form, correcting for scanning errors and improving data extraction.
- **QF Document Classification:** Designed for clients who handle multiple forms and document types.
- **QF Auto Stamp/Redaction/Bates Numbering:** A document auto-numbering annotation option.
- **QF Optical Mark Recognition:** Detects handwritten information, including marks on surveys.
- **QF Agent:** Enables administrators to schedule QF processing without operator intervention.
- **QF Forms Identification:** Automatically recognizes the document based on its overall structure, even in the absence of bar codes, form data or other distinguishing information.
- **QF Forms Extractor:** Removes form outlines to isolate data for more accurate capture.
- **QF Scripting Kit:** Offers a QF script editor, allowing developers to write C# and VB.Net Scripts.

LASERFICHE PLUS™

Allows information stored in Laserfiche to be portable. When published by Laserfiche Plus files can be viewed by anybody, regardless of whether they have Laserfiche installed. This software prepares a copy of the Laserfiche files (images, text, electronic files, annotations, templates, and field data) for burning directly to your removable media or to a temporary directory. Choosing to publish to a temporary directory allows you to write it to your removable media at your convenience.

MCCI'S OCR SCHEDULER FOR LASERFICHE

A simple, effective, and efficient way to mass OCR documents in Laserfiche. It allows administrators to configure multiple OCR sessions and ensure OCR is being completed, without end user interaction.

INTEGRATION DESCRIPTIONS

LASERFICHE CONNECTOR

Provides a streamlined experience for integrating Laserfiche with line of business applications such as CRM and ERP systems. Laserfiche Connector integrates easily through user-defined hotkeys and embedded icons. Laserfiche Connector allows you to:

- Search results will automatically open in the Laserfiche Client, Web Access, or WebLink.
- Scan and automatically populate metadata with information from a third-party application.
- Import and automatically populate metadata with information from a third-party application.
- Connect two applications by allowing one of them to start the other (including the ability to pass parameters between them).
- Choose whether any of the above actions are activated from a keyboard shortcut, a button embedded in the application's title bar, or both.

LASERFICHE INTEGRATOR'S TOOLKIT (SDK)

Provides the tools and documentation necessary for customizing Laserfiche, and integrating Laserfiche with other applications.

RATCHETX INTEGRATION

A configurable and robust middleware integration tool for Laserfiche. With a single click of a button, new documents can be added to Laserfiche from another application, and users can search Laserfiche directly from the applications they use most. The robust toolset it provides for accessing data from other applications (even the toughest proprietary systems), for use configuring the most common ECM integrations: Indexing, importing/scanning, and executing search queries. In addition, RatchetX provides the capability to create custom integration activities, such as populating a record in another system from the data extracted during the intake process in Laserfiche, or looking up a record in another system from the Laserfiche interface itself (Bi-directional Integration).

LASERFICHE INTEGRATOR GP

Empowers Great Plains users to scan, search and link supporting documents in Laserfiche directly from the Great Plains menu bar.

LASERFICHE INTEGRATOR AUTOCAD

Allows you to store AutoCAD drawing files or associated documents in Laserfiche, including embedded cross reference files, directly from the AutoCAD menu. Launch Laserfiche scan or search modules using the drawing file for template or search criteria, or create a Laserfiche document template using the fields from any AutoCAD drawing title block with a single click.

LASERFICHE ENERGОВ INTEGRATION BY MCCI

The Laserfiche EnerGov integration offloads the storage of documents from EnerGov to Laserfiche. This allows users to seamlessly store documents that would normally be saved in EnerGov, directly to their Laserfiche system. The integration makes use of the native EnerGov interface for attaching documents. The integration also allows meta-data associated with the EnerGov record to be tied to the entry in Laserfiche. Users wishing to view uploaded documents can do so through the existing EnerGov Interface. Please see "Client Deliverables" for other features available/dependent on EnerGov configuration settings. Each of the following areas are available in the integration configuration settings:

- | | |
|----------------------------|-------------------------------|
| ▪ EnerGov Application | ▪ EnerGov Invoice |
| ▪ EnerGov Business | ▪ EnerGov Inspection Case |
| ▪ EnerGov Business License | ▪ EnerGov Payment |
| ▪ EnerGov Citizen Request | ▪ EnerGov Plan |
| ▪ EnerGov Code Case | ▪ EnerGov Permit |
| ▪ EnerGov Inspections | ▪ EnerGov Permit Renewal case |

Platform and Licensing Requirements

The EnerGov integration can operate by using two different Laserfiche user licensing options.

- Utilization of a single named user within Laserfiche to connect to Laserfiche. This user is limited to four concurrent connections at a time. This method is not recommended for EnerGov clients who have a high level of concurrent usage.
- Utilization of Laserfiche's "Keyed Integrator's License for EnerGov", which allows for up to 25 (higher volume packages can be purchased) concurrent connections to Laserfiche. In most circumstances, this is the Laserfiche licensing approach recommended.

EnerGov Compatible Platforms: The Laserfiche EnerGov Integration is compatible with EnerGov On-Premise currently. A future release is planned for the EnerGov Cloud platform.

EnerGov Licensing Requirements: EnerGov clients must confirm with EnerGov, their ownership of the needed SDK, API, and/or general EnerGov licensing requirements related to this integration.

ESRI ARCGIS INEGRATION OPTIONS

GEODOCS

This is a robust GIS integration that is developed and maintained by a MCCi partner. It is a web-based software that seamlessly integrates ESRI ArcGIS Server and Laserfiche. Utilizing robust search capabilities, users of GeoDocs can access digital documents stored in a Laserfiche repository from within the web-based GIS program and vice versa, access spatial information stored in a GIS from within the Laserfiche web client.

ARCGIS® INTEGRATION FOR LASERFICHE

This is a basic ArcGIS (10.1 or higher) integration that is developed and maintained by a MCCi partner. It allows for easy interaction between the ArcGIS interface and a Laserfiche repository, by allowing users to upload documents to Laserfiche straight from the ArcGIS interface and view any related documents/folders via Laserfiche Weblink or Laserfiche Web Access (requires Laserfiche licensing for Laserfiche Weblink or Web Access). The dynamic ArcGIS map will auto-populate, indicating which features on the map have documents associated with them in Laserfiche.

LT SYSTEMS LASERFICHE INTEGRATION

LT Systems Laserfiche Integration allows users of the LT Systems Court solutions to archive court related documents into Laserfiche. Users can launch Laserfiche scan or searching windows from LT Systems and bring data and documents directly into Laserfiche while capturing metadata in LT Systems. Additionally, there is an automated service that archives Warrants as single documents with the associated metadata, directly from LT systems to Laserfiche.

LASERFICHE INTEGRATION WITH DOCUSIGN

The Laserfiche Integration with DocuSign enables users to initiate a signing process from within Laserfiche Web Access. Users may select the type of signing process they are initiating and attach documents that need to be a part of that process. Also, once the signing process completes, documents are imported back into the Laserfiche Repository from DocuSign as new versions of the un-signed document. Information captured during the signing process may be mapped to Laserfiche metadata fields.

LASERFICHE INTEGRATION WITH SIGNIX

Laserfiche's integration with SIGNiX will enable Clients to sign documents online with SIGNiX directly from within the Laserfiche Client or Web Access. Users may select one or more PDFs to send in a single transaction, then documents are sent over to SIGNiX where Clients follow the user friendly SIGNiX UI to complete the signature process. When the signing process is completed or cancelled, documents are imported back into the Laserfiche Repository from SIGNiX as new versions of the unsigned document. Administrators can set up certain fields to be automatically filled when a document is signed.

HARDWARE REQUIREMENTS

MCCi will provide necessary consultation upon request, as to the compatibility of current hardware with the Laserfiche System. Changes and recommendations will be made at the time of consultation. Please keep in mind that these are the minimum system requirements (see below) as recommended by MCCi, and should be considered independently rather than collectively. Additionally, overhead for virtualization has not been factored in to these requirements. MCCi does not recommend any version of Windows that is approaching or is beyond the "End of Extended Support Date" specified by Microsoft.

Client/Scanning Station PC	OS	Windows 10, Windows 8 or 8.1 (32 or 64), Windows 7 (32 or 64), Windows Vista
	CPU	2.8 GHz processor or faster
	Memory	4 GB RAM or more
	Communications	TCP/IP
Batch Processing Quick Fields Machine	OS	Windows 10, Windows 8 or 8.1 (32 or 64), Windows 7 (32 or 64), Windows Vista
	CPU	2.8 GHz Processor or faster
	Memory	4 GB RAM or more
	Communications	TCP/IP
	High Volume Recommendation	Windows 7 x64 with 8 GB RAM, Intel Core 2 Duo Processors 3.33GHz
Laserfiche Application Server	OS	Windows Server 2016, Windows Server 2012 R2, Windows Server 2012, Windows 2008 R2, Server 2008 (Service Pack 2 or Higher) *64-Bit Edition Only
	CPU	Quad-Core Processor, 2.5 GHz Processor or better
	Memory	8 - 12 GB RAM
	Communications	TCP/IP
	Database Server	Microsoft SQL Server 2008 (Service Pack 1), Microsoft SQL Server 2008 R2, Microsoft SQL Server 2012, Microsoft SQL Server 2014, Microsoft SQL Server 2016. Oracle 11g (11.1.0.7+), Oracle 12c Express Editions of the above Microsoft SQL Server versions are supported
Image/File Server Storage	Typical usage factoring is 18,000 black/white standard size images per GB. Clients typically use a Network Attached Storage (NAS), Storage Area Network (SAN), or a Local Storage Device.	
Laserfiche Workflow Server	OS	Windows Server 2016, Windows Server 2012 R2, Windows Server 2012, Windows 2008 R2, Server 2008, (Service Pack 2 or Higher)
	CPU	4 Core Processor, 2.5 GHz Processor or better
	Memory	4 GB RAM or higher
	Communications	TCP/IP
	Database Server	Microsoft SQL Server 2008 (Service Pack 1), Microsoft SQL Server 2008 R2, Microsoft SQL Server 2012, Microsoft SQL Server 2014, Microsoft SQL Server 2016, Oracle (11.1.0.7+), Oracle 11g R2 (11.2.0.1+), and Oracle 12c "Express" Editions of the above Microsoft SQL Server versions are supported
Laserfiche Audit Trail Server	OS & IIS	Internet Information Services (IIS): IS 7 (Windows Server 2008), IIS 7.5 (Windows Server 2008 R2), IIS 8 (Windows Server 2012), IIS 8.5 (Windows Server 2012 R2), IIS 10 (Windows Server 2016)
	CPU	Dual Core Processor, 2.5 GHz Processor or better
	Memory	4 GB RAM
	Communications	TCP/IP
	Local Storage	C:\ Drive with 40GB or greater available
	Database Server	Microsoft SQL Server 2008 (Service Pack 1), Microsoft SQL Server 2008 R2, Microsoft SQL Server 2012, Microsoft SQL Server 2014, Microsoft SQL Server 2016, Oracle 11g (11.1.0.7+), Oracle 11g R2 (11.2.0.1+), and Oracle 12c Express Editions of the above Microsoft SQL Server versions are supported
Laserfiche Connector	OS	Windows Server 2008 (Service Pack 2 or Higher), or Windows Vista (SP2+) and Later
	CPU	2.93 GHz or Faster

	Memory	4 GB RAM
	Software Requirements	Laserfiche Server version 9.0 or later if using Laserfiche Connector with the Laserfiche Client Laserfiche Server version 8.3 or later if using Laserfiche Connector with Web Access Laserfiche Web Client version 10.2 or later to use the assign template and fields action, the import action, or the show search count option with Web Access.
Web Module Server(s)	Required if	Installing "Web Access/Client" or Public Portal - "Weblink"
	OS & IIS	Internet Information Services (IIS): IS 7 (Windows Server 2008), IIS 7.5 (Windows Server 2008 R2), IIS 8 (Windows Server 2012), IIS 8.5 (Windows Server 2012 R2), IIS 10 (Windows Server 2016)
	CPU	Dual Core 2.8 GHz or faster processor
	Memory	2 GB RAM or more
	Viewer	Web Browser (minimum versions): Laserfiche Web products operate most efficiently when using Internet Explorer 9. Other supported browsers are Firefox, Safari and Chrome
	Clients are responsible for any additional security protocol setup/associated fees that are required to provide internal/external web access. An example would be setting up "Kerberos" for thin client active directory authentication, or setting up VPN access to allow Laserfiche's iPad/iPhone applications to connect through the Web Access server.	Laserfiche Public Portal – Weblink Per Processor (Unlimited) licensing specifics: The Public Portal License allows unlimited connections per processor; however, a large number of connections may affect the Laserfiche application server performance (one processor can handle roughly 100 to 150 concurrent retrieval connections). The client must have one Public Portal License for each Laserfiche application server they desire to connect to, and the Public Portal license must be licensed by the appropriate number of processors, which is required to match or exceed the CPUs/processors on the Laserfiche application server that the Public Portal will connect to. For example, the client must have a dual-processor or multiprocessor Public Portal license in order to connect to a Laserfiche Application Server that has two or more processors. Public Portal View Only Licenses may only be used with Weblink; they are not available for other applications.
OCR Scheduler for Laserfiche	OS	Windows Operation Systems: 32 & 64 bit
	Requirements	Laserfiche Version 9 Server (runs as a service), Laserfiche Version 9 Client.
	Recommendation	1 dedicated Laserfiche Named User license
Scanners	Must use ISIS drivers to be compatible with Laserfiche ScanConnect software. Scanner compatibility should be confirmed by referencing the most up to date Laserfiche published supported scanner list at: http://laserfiche.com/static/Resources/scanlist.html	
Laserfiche Forms	Laserfiche Server	Version 9 or higher, Avante or Rio licensing model
	Web Server	Internet Information Services (IIS): IS 7 (Windows Server 2008), IIS 7.5 (Windows Server 2008 R2), IIS 8 (Windows Server 2012), IIS 8.5 (Windows Server 2012 R2), IIS 10 (Windows Server 2016)
	CPU	4 Core or more
	Memory	8 GB RAM or more
	Note	Hardware requirements may fluctuate based on the number of users logged in to the server. If you expect to have many simultaneous connections to your Laserfiche Forms server, we encourage you to configure it with a faster CPU and/or add more RAM.
	Database Server	Microsoft SQL Server 2008, 2008 R2, 2012, 2012 R2, 2014 and 2016 *Express Editions of the above Microsoft SQL Server versions are supported
	Client	Users can fill out forms that start a process in Chrome (latest version), Safari (Mac only), Firefox (latest version), Internet Explorer 11 and later, Edge, Opera. The Laserfiche Forms inbox, Form Designer, Process Modeler, Administrative pages, etc. must be viewed in Internet Explorer 11, Edge, Firefox (latest version), or Chrome (latest version). Laserfiche Forms also supports mobile browsing (Chrome, Firefox, and Safari recommended).

Terms and Conditions

MCCI, a Limited Liability Company and subsidiary of MUNICIPAL CODE CORPORATION, which is duly organized and existing under the laws of the State of Florida, hereinafter referred to as MCCI, hereby offers the Laserfiche Software & Services according to the following terms and conditions.

LASERFICHE SOFTWARE UPGRADE

One year of LSAP must be purchased for new products when upgrading. LSAP of the original product will not be credited. However, remaining months of LSAP can be applied towards the new purchase of one year of LSAP for the new products. To receive any available software credit for prior versions of software, the client must have an active LSAP (support/maintenance that has not expired). In regards to Subscription or Laserfiche Cloud licensing options, credits are not available for moving to or from an alternative Laserfiche licensing model.

INTEGRATIONS

3rd party Laserfiche integrations or utilities may consume one or more Laserfiche user licenses depending on how the vendor designed and coded the integration. These additional licensing needs should be verified by the client and considered in the user licensing purchased.

SOFTWARE ASSURANCE PLAN (SAP)

MCCI acts as 1st tier support and works with the manufacturer at a 2nd tier level when needed. MCCI's Software Assurance Packages include: Access to software point release updates, Telephone or E-Mail support for software related issues, 24-hour FTP and web site access, technical bulletins and newsletters. Adjustments in annual support rates may be made to coincide with current U.S. inflation rates – any increase will not exceed the cumulative increase in the Consumer Price Index (CPI) occurring since the last price increase. Annual support payment is due in advance of the date of renewal. Reinstatement fees may apply if payment is received more than 30 days after the date of renewal. Any updates requiring shipment of software require Client to pay shipping costs. Annual support date is based on the following:

- For net new systems, the support date is set 30 days after MCCI submits software order to Laserfiche.
- For platform upgrades the support date is set immediately upon MCCI submitting software order to Laserfiche.
- For additional software, the support date is prorated to match the client's existing support date.
- For Subscription Licensing (only applicable if subscription licensing has been purchased), 45 day written notice to not renew is required, and in the event of non-renewal/payment prior to the expiration date, the subscription software will stop functioning.

Clients may contact MCCI support via MCCI's Online Support Center, email (support@mccinnovations.com), or telephone 866-942-0464. Support is available Monday-Friday (excluding major holidays) from 8:00 a.m. – 8:00 p.m. Eastern time.

SOFTWARE PURCHASES AND SUPPORT RENEWALS

Laserfiche policy dictates that MCCI as your current VAR of record, is the VAR that can download software licenses and activations for you. You can also only purchase additional Laserfiche software to expand or upgrade your Laserfiche system, and renew your Laserfiche Software Assurance Plan (LSAP) under your current VAR of record. Unless you decide to cancel your contract with MCCI or work with Laserfiche to formally change your Laserfiche Var of Record, future software purchases and support renewals will be processed and provided by MCCI.

LASERFICHE RIO SHARED SERVICES PROVISIONS

The host entity is the owner of the Laserfiche licensing and registered as such with MCCI and Laserfiche corporate. For Laserfiche corporate licensing rules, there can only be one licensed entity per Laserfiche Rio platform. Licensing is non-transferrable. Additionally, the Host Entity is responsible for cost allocation among the other entities that are utilizing its Laserfiche Rio Platform, and for being the main point of contact for support provided through MCCI.

SERVICE LEVEL AGREEMENT (SLA)

MCCI's SLA is offered in addition to the Software Assurance Package. It is required in some circumstances, and offers the client escalated response times depending on the severity of the support issue, as well as extended support hours and many other additional benefits. The SLA documentation is readily available upon request.

MCCI SOFTWARE CUSTOMIZATIONS

The client may elect to contract with MCCI to customize the standard software. As standard software is upgraded, any customizations performed will require support in the form of updating through our Integration Support Assurance Program (ISAP). ISAP must be current to receive updates to the integration at no additional charge. Otherwise current hourly rates will apply. Upgrades to existing programs, or the acquisition of new programs from vendors other than MCCI, may have an effect on customizations made to the software by MCCI. MCCI will not be held responsible if upgrades or changes made by the client or another vendor or application preclude the operation of MCCI's customizations.

MCCI SOFTWARE CONFIGURATION SERVICES

The client may elect to contract with MCCI to configure the software. The client is responsible for testing all software configurations completed by MCCI. By acknowledging this testing requirement, the client waives any and all liability to MCCI for any fees, damages, etc., that could be related to software configurations.

TEST/EVALUATION SOFTWARE

Purchases of test and/or evaluation software are based on access time periods needed rather than perpetual software licensing.

CLIENT SOFTWARE CUSTOMIZATIONS

The client may also choose to customize their software internally, without MCCI's help. MCCI is not responsible for any damages caused by the user's customization of the software. MCCI will not be held responsible for correcting any problems that may occur from these customizations. Routine updates to the software may affect any customizations made by the user. If MCCI's help is required to correct/update any customizations made by the client, appropriate charges will apply.

HARDWARE

MCCI does not support any hardware as part of this contract. If hardware is purchased through MCCI, the client is required to obtain the appropriate warranty and work directly with the manufacturer in regards to hardware support.

USE OF BASECAMP

Through the course of this project, MCCI may choose to utilize the third-party service Basecamp (<http://www.basecamp.com>) for project management and team collaboration. Documentation and correspondence exchanged between MCCI and The Client may be stored in Basecamp.

The Client acknowledges that Basecamp is responsible for secure storage of this documentation, and agrees that Basecamp's security guidelines located at <https://basecamp.com/security> are acceptable for the storage of The Client's data and correspondence exchanged with MCCI.

CLIENT INFORMATION TECHNOLOGY ASSISTANCE

In order for MCCI to excel in customer service, the client must provide timely access to technical resources. The client must provide adequate technical support for all MCCI installation and support services. If the client does not have "in-house" technical support, it is the client's responsibility to make available the appropriate Information Technology resources/consultant when needed.

SOFTWARE INSTALLATION

MCCI will install all software outlined herein. If additional software is needed to bring the site up to specifications, client will be billed accordingly.

PROFESSIONAL SERVICES RESCHEDULING/CANCELLATIONS

Travel Expenses: If the client cancels or reschedules an installation after MCCI has made travel arrangements, travel expenses may be incurred due to circumstances such as non-refundable airline tickets, hotel reservations, rental cars, etc.

Site Preparation: The Client site should be ready for installation according to specifications outlined within the Hardware section. If site is not prepared and results in cancellation, delays, or rescheduling of an installation after MCCI has made travel arrangements, the client may incur expenses due to circumstances such as non-refundable airline tickets, training/install charges, hotel reservations, rental cars, etc.

Project Delays: Requests made by the client to cancel/reschedule delivery of services, will cause a delay in delivery of the services and the overall project. The client understands that MCCI will have to respect the timelines of other scheduled projects when rescheduling services due to a request made by the client.

Docs On The Cloud Server Instances

MCCI offers "Docs On The Cloud" server instances to clients that would rather not acquire the physical or virtual infrastructure themselves. MCCI offers this service through a partner (Gordon Flesch Company, Inc.). They are the leading provider of hosted Laserfiche server instances. Unless noted otherwise, Docs On The Cloud server instances are hosted in AWS and include the creation, maintenance, and upgrades of purchased virtual machines, maintenance of operating system software, and daily backup snapshots of the hosted infrastructure. In addition, MCCI and the client have the following responsibilities:

- MCCI: Initial installation of LF software components and ongoing application of LF upgrades if client subscribes to MCCI's Managed Services or Laserfiche Administration Services package. MCCI also serves as first tier for support issues and handles all billing related to the service.
- Client: Serves as server and database administrator; maintains all non-Laserfiche and non-operating system applications, to include required database software acquisition, installation, maintenance, upgrades, and database maintenance routines.

ADDITIONAL SERVICES

As an additional service/product under this contract, MCC and MCCI can provide the following:

- Electronic Agenda and Legislative Management (Legistar). MCCI offers the Granicus Legislative Management Suite (Legistar) and related services which provides electronic automation and creation of Agendas and Minutes. Legistar is also integrated with Laserfiche.
- Scanning and Digital Conversion Bureau. MCCI offers scanning, indexing and integration of hard copy documents, microfilm/microfiche, with Laserfiche Software to provide the Client with the most powerful index retrieval search engine available.
- Open Records Request Solution (JustFOIA). MCCI offers its JustFOIA solution to help agencies track Open Records Requests. JustFOIA is a hosted solution that is user-friendly, affordable, and integrated with Laserfiche ECM.

AGREEMENT EXTENDED TO OTHER GOVERNMENTAL UNITS

MCCI agrees to allow any other Government agency to purchase items, at the same terms, conditions and pricing as this contract during the period of time that this contract is in effect. Minor changes in terms and conditions may be negotiated by MCCI and participating Government agencies. Any orders issued against this agreement shall be the sole responsibility of the Government agency placing the order. It is understood that the Client shall incur no financial responsibility in connection with any purchase by another Government agency.

LIMITED LIABILITY

In no event shall MCCI's total liability to the client exceed the project fees paid to MCCI by the client.

FORCE MAJEURE

Neither party shall be liable for any delay or failure in performance due to causes beyond its reasonable control.

CLIENT FINANCIAL SOLVENCY/BANKRUPTCY

MCCI may require payment in advance for products and services in response to learning of financial solvency or bankruptcy issues.

NO HIRE CLAUSE

Client and MCCI agree that during the period that this agreement is in force, including extensions or modifications thereto, and for an additional 12 months following this period, neither Client nor MCCI will actively recruit, or solicit employees or independent contractors of either company, or the employees of any of the other Subcontractors; who are on active payroll status and are currently participating in this Program, without the prior written approval of the party whose employee or independent contractor is being considered for employment. This does not prohibit any employee from responding to or pursuing employment opportunities through normal media channels, i.e. newspapers, professional journals, etc. so long as it is not related to this particular program and that it is not an attempt to avoid the intent of the above restriction. If, during the term of, or within (12) months after the termination of the performance period of this agreement, client hires directly, or indirectly contracts with any of MCCI's personnel for the performance of systems engineering and/or related services hereunder, client agrees to pay MCCI 125% of the fees paid to, or in favor of such personnel for one (1) year after such personnel separates from service with MCCI.

TERMINATION

The services provided in this agreement will be in full force and effect for a period of three (3) years from the date of shipment of the completed product to the organization. Thereafter, this agreement will be automatically renewed from year to year, provided that either party may alter or cancel the terms of this agreement upon sixty (60) days' written notice.

MARKETING & REFERENCES

Client agrees to allow MCCI to publish and publicize testimonials and case study information pertaining to MCCI's work with the Client. This information, including the Client's organization name, logo, and contact information will be used in all media types.

Submitted by: **MCCi, a Limited Liability Company**

Date: March 21, 2018

By: _____
(Signature)

(Printed Name & Title)

Noted Items Accepted by: **DANIA BEACH, FL**

City of Dania Beach, FL
Robert Baldwin, City Manager

Date

Approved as to Legal Form:
Thomas J Ansdbro, City Attorney

Date

Attest:
City Clerk

Date

MARCH 21, 2018

Quote: MCCI32118
ATTACHMENT 1



DATA MIGRATION STATEMENT OF WORK

OPTIVIEW DATA MIGRATION

DANIA BEACH, FL

PRESENTED BY: MICHAEL WIDNER

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BACKGROUND

The Client currently has approximately 600 GB of electronic records in an Optiview system which operates on SQL database engine as the backend. This data contains approximately 20 document classifications, which the Client would like to have migrated, indexed and integrated into their new Laserfiche system. Unless otherwise stated in the scope of services, the migration process is limited to migrating data from one system to Laserfiche 10.

PROJECT OBJECTIVES

- Create a sample run of data migration
- Implement a full data migration for the outlined documents/metadata
- Quality assurance and testing to ensure migration aligns with agreed sample run

MILESTONES & DELIVERABLES

Milestone	Detail
#1: Template and Folder Mapping	MCCi will work with the client to map data from the legacy system to Laserfiche folders and templates
#2: Sample Run	MCCi will perform a sample run with a subset of data to verify the accuracy and esthetics of the template mapping.
#3: Data Migration	MCCi staff will perform the data migration and deliver to the client their indexed and migrated documents in a format that can be imported into Laserfiche. MCCi staff will assist/perform the importing of these documents into the clients Laserfiche system. Items covered: • Build/configure custom utility used to facility migration • Migration code fixes for anomalies within the documents and data outlined • Volume consistency check/quality control
#4: Data Sampling & Testing	MCCi will conduct testing on completed migration to verify accuracy before requesting sign-off from client.

EXCLUDED

- MCCi is not responsible for the accuracy of existing indexing data and/or image quality, such as errors on the media, image file corruption, data file corruption, orphaned records, encrypted data, non-supported proprietary formats or other errors that are not controllable by MCCi.
- Due to the vast differences in how document management systems handle sticky notes, redactions and annotations, data migration services do not include migration of sticky notes or any other redactions and annotations from the legacy system to Laserfiche, unless otherwise stated in this scope of services document.
- MCCi is not responsible for maintaining a copy of the original data, or a copy of the converted data.

ASSUMPTIONS

- Data is the client's version of Optiview operates and is stored in a manner that is similar to past Optiview migrations performed.

CLIENT COMMITMENTS

Commitment	Responsible
The Client will provide MCCi with remote access to the data for the purpose of review, and for assistance in configuring the migration utility. If necessary, the client will make a copy of all data to be migrated on an external hard drive and will send the data to MCCi. Additional fees may apply if the data is of a size that requires MCCi to acquire additional hardware to run the migration process.	Client
The client is required to give MCCi access to the original application as part of the migration process. If no access can be given, this must be stated in the scope of work.	Client
The client is responsible for final sign-off once migration services have been completed. Specifically, the client has 30 days to review imported records to verify accuracy of migrated electronic data. If the Client remains silent regarding their findings and/or 30 days elapses without notification to MCCi; the Client then deems the migration accurate and acceptable.	Client
The client will be responsible for signing-off on "Sample Run" outlined under milestone #2 before MCCi completes full migration outlined under "Milestone #3." Client will have two weeks to "accept" or "deny" the "Sample Run" in milestone #2.	Client

CHANGE ORDER PROCESS

As this project progresses, it may be necessary to amend the Statement of Work (SOW). The Client understands that any change to the original SOW will affect the total hours billed and may extend the date of project completion. If necessary, the client will send a written request to MCCi outlining a requested change. MCCi will assess the change and provide the customer with a formal Scope Change Statement of Work be completing a Change Order request that must be signed by the client. This revised SOW will include the full scope of the change request, as well as any additional cost that may be necessary to implement the change. The Change Order template can be found in Appendix A of this Statement of Work.

It may be necessary to halt work on this project while the client reviews the Scope Change. After receiving the Scope Change Statement of Work, the client must return a signed approval of the Scope Change to MCCi before work may proceed on the project.

ISSUE ESCALATION

Mechanisms for problem resolution and issue escalation. The following contact information is used for resolution and escalation by The Client of any unresolved issues and tasks. MCCi will acknowledge escalations in writing to include steps toward escalation resolution.

Name	Responsibility/Role	Contact Number	Email
TBD	Project Manager, MCCi	TBD	TBD
Justin Atwell	Director of Project Management, MCCi	850-701-0725 Ext. 1674	jatwell@mccinnovations

PROJECT PRICING – DATA MIGRATION SERVICES

Based on the estimates provided by the Client and is dependent upon final sample testing.

- | | |
|--|--------------------|
| ☒ Migration Services & Support (Up to 77 Hours) | \$15,785.00 |
| <ul style="list-style-type: none">- MCCi and client thoroughly review legacy data- Migration of up to 20 Doc types:- Creation/verification Laserfiche metadata templates and folder structure: Client should have existing Laserfiche Templates- Sample run and presentation- Migration code fixes and anomaly adjustments- Data migration: Client may be required to assist in the actual migration (with instruction and tools from MCCi) If original time estimates are exceeded- Volume Consistency check | |
| ☒ Project Management Services (Up to 20 Hours) | \$3,700.00 |

Total Pricing \$19,485.00

TERMS & CONDITIONS

Professional Services Pricing and Billing: MCCi has included a total amount of data migration and professional services for this project. MCCi will invoice 50% of total contract amount upon receipt and signed contract. Balance will be invoiced and billed upon delivery of the Data Migration Services for Laserfiche. Sales Tax will be included where applicable. Payment will be due upon receipt of an invoice. Upon import into Client production Laserfiche repository, Client has 30 days to review imported records to verify accuracy of migrated electronic data. If the Client remains silent regarding their findings and/or 30 days elapses without notification to MCCi; the Client then deems the migration accurate and acceptable.

Software Licensing Needs: Any additional software licensing needs related to this service/process configuration, have not been considered or included as part of the scope of services. The Client is responsible for ensuring that the required software licensing is available.

Client Staffing Changes: In the event that the primary Client contacts change during the project, a change order may be required for training time and other related process changes caused by the staffing change.

MCCi Software Configuration Services: The customer may elect to contract with MCCi to configure the software. The customer is responsible for testing all software configurations completed by MCCi. By acknowledging this testing requirement, the customer waives any and all liability to MCCi for any fees, damages, etc., that could be related to software configurations.

Infrastructure/Hardware: It is The Client's responsibility to ensure that adequate hardware/infrastructure is in place and capable of handling the extra resources that may be required to support the Business Process Configuration, related software, etc.

Due Diligence: Data migrations may require investigation by MCCi prior to providing time estimates and confirmation on programmatic feasibility. Due diligence time spent prior to contracting for services is incorporated into the final project cost

Supported Data Types: Documents from the legacy system will be migrated into Laserfiche. No conversion of data types or removal of document wrappers will be completed during the migration process unless specifically stated in this scope of services document. Files that are encrypted will not be migrated.

Indexing: If indexing is desired and not currently contained within the electronic data migrated, the Client is required to provide MCCi with a database (in a format accepted by MCCi and approved in this scope) of indexing information which would be used to auto populate template fields. Additionally, the index data must be associated with the documents via unique identifiers or pointers.

OCR: The client will be able to OCR the records internally, once the migration process is complete.

Security and Access Rights to Migrated Documents: Due to the vast differences in how document management systems handle security and file access, the migrated data will not retain any of the previous system security from the former document management system. It will be the responsibility of the Client to apply the necessary security and access control to the migrated data in Laserfiche. Prior to providing end user access, the Client should verify that all migrated data has had the proper security applied, including view/write access and redactions (if utilized), which is consistent with their existing Laserfiche security policy.

Retention of Migrated Records: After completion of the project, MCCi will purge all data and records received and hosted associated with migration services outlined in this statement of work.

APPENDIX A – CHANGE ORDER TEMPLATE

MCCi

Project Change Request

****TEMPLATE****

(Insert Date of Change Order)

Change Request Overview

The ***** has requested a change to the services described in the ***** Project Statement of Work. The change requested will include development and project management services provided by MCCi resources to develop and unit test software enhancements, etc.

Change Request Impact

MCCi will utilize time from development resources to develop and unit test the specified enhancements while continuing to work on completion of the deliverables within the ***** =Project Statement of Work. The programming and testing services will be included as an item on the MCCi task list and prioritized as appropriate by LCSD.

Change Cost

It is estimated that this change will add *** hours/days of ***** time. Therefore, up to \$X will be billed by MCCi for delivery of these enhancements.

Change Approval

The changes, impact, and costs as described above are agreed to by MCCi and Lee County School District, FL.

MCCi	*****
By: _____	By: _____
Printed	Printed
Name:	Name:
Title:	Title:

Submitted by:

MCCi, a Limited Liability Company

Date:

March 21, 2018

By:

(Signature)

(Printed Name & Title)

Noted Items Accepted by:

DANIA BEACH, FL

City of Dania Beach, FL
Robert Baldwin, City Manager

Date

Approved as to Legal Form:
Thomas J Ansdbro, City Attorney

Date

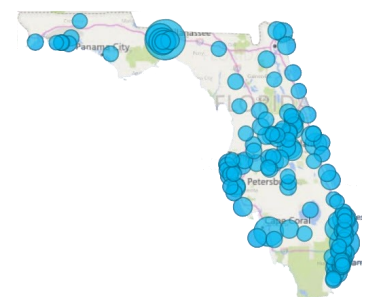
Attest:
City Clerk

Date

Laserfiche Client List: Florida



Agency For Health Care Administration (AHCA)	Greenacres	Palm Springs
Apopka	Groveland	Palmetto
Atlantic Beach	Gulf Stream	Palmetto Bay
Auburndale	Gulfport	Parkland
Aventura	Haines City	Pinellas County School District
Aventura Police Department	Hallandale Beach	Pinellas Park
Avon Park	Hendry County	Plant City
Bartow	Highland Beach	Port of Palm Beach
Belle Isle	Hillsboro Beach	Port St. Lucie Police Department
Belleair	Hollywood	Sanford
Bellevue	Holmes Beach	Sanibel
Boca Raton	Hypoluxo	Sebastian
Bradenton	Indian Harbour Beach	Sebring
Bradenton Police Department	Indian River County	Sebring Police Department
Brevard County Sheriff's Office	Indian River County Health Department	Seminole
Brooksville	Indian River School District	Seminole County Health Department
Callaway	James D. A. Holley and Co.	Solid Waste Authority of Palm Beach County
Cape Canaveral	Justice Administrative Commission	Redwire
Clay County Utility Authority	Kissimmee	South Miami
Clearwater	Lake Alfred	Southwest Ranches
Clermont	Lake Park	St. Augustine Beach
Clewiston	Lantana	St. Cloud
Cocoa	Lauderhill	St. Pete Beach
Crystal Beach Development	Lee County School District	State Attorneys Office - 13th Circuit
Cutler Bay	Leon County Sheriffs Office	Stuart
Dade City	Live Oak	Stuart Police Department
DeLand	Longboat Key	Sumter Electric Cooperative
Deltona	Maitland	Sunny Isles Beach
Destin	Mary Esther	Surfside
Doral	Melbourne Village	Temple Terrace
Dunnellon	Miami	Tequesta
Edgewater	Miami Gardens	The Gabor Agency, Inc.
Escambia County Health Department	Miami Lakes	Titusville
FBMC Benefits Management	Miami Shores Village	Toho Water Authority
Fernandina Beach	Minneola	Treasure Island
Fernandina Beach Police Department	Nassau County	Venice
FL Department of Health - Radiation Control Leon County	National Oceanographic and Atmospheric	Village of Estero
Flagler Beach	Newberry	Walton County Sheriff Office
FL Board of Professional Engineers	Niceville	Wellington
FL Department of Citrus	North Bay Village	Winter Garden
FL Department of Health - Bureau of Water	North Miami	Winter Haven
FL Department of Management Services	North Miami Beach	Winter Haven Police Department
Florida Inland Navigation District	North Palm Beach	Winter Park
Florida League of Cities	Oakland	Winter Springs
Florida Sheriff Risk Management Fund	Oakland Park	Zephyrhills
Fort Lauderdale	Ocoee	
Fort Walton Beach	Okaloosa County Health Department	
Frostproof	Okeechobee	
Fruitland Park	Oldsmar	
Golden Beach	Orange City	
	Osceola County Sheriff	
	Palatka	
	Palm Beach	
	Palm Beach Gardens	



CITY OF DANIA BEACH

Agenda Request Item

Type of Request: Consent Agenda

Continued from:

Requested Action (Identify appropriate Action or Motion)

TO APPROVE AND ADOPT A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF DANIA BEACH, FLORIDA, AUTHORIZING THE PROPER CITY OFFICIALS TO USE AVAILABLE PRICING PROVIDED UNDER THE CITY OF DANIA BEACH INVITATION TO BID ("ITB") NO. 17-004 FOR THE INSTALLATION OF MAILBOXES FOR THE OASIS XII NEIGHBORHOOD IMPROVEMENT PROJECT WITH SAGARIS CORP IN AN AMOUNT NOT TO EXCEED TWENTY FIVE THOUSAND DOLLARS (\$25,000.00); PROVIDING FOR CONFLICTS; FURTHER, PROVIDING FOR AN EFFECTIVE DATE.

Purchasing Requests ONLY

Dept:

Acct #:

Amt:

Fund:

Fiscal Impact/Cost Summary

Exhibits Attached

Memo 2018 -Sagaris Piggyback ITB 17-004 Mailboxes (Fin Rev 03-21-18), R-2018- Sagaris Piggyback ITB 17-004 Mailboxes, Sagaris Corp. Agreement for Oasis XII Neighborhood Improvement Project - Bid 17-004 executed



City of Dania Beach

Department of Public Services

st Dania Beach Blvd · Dania Beach, FL 33004 · (954) 924-3741 · (954) - 923-1109 (fax)

MEMORANDUM

TO: Honorable Mayor and Commissioners

FROM: Robert Baldwin, City Manager

BY: Brad Kaine, Director of Public Services

Date: March 12, 2018

RE: Request Approval to Piggyback ITB-17-004 with Sargaris Corp in an amount not to exceed \$25,000 for Mailbox Installations on NW 8th Ave

Introduction and Background

The Oasis XII project on NW 8th Avenue has been completed. One of the alternate line items bid was the installation of mailboxes. However, CDBG grant funding was insufficient to cover this alternate item and therefore it was removed from the project.

City Commission approved funding for dumpster enclosures at various City park locations. In anticipation of the Recreation Master Plan, Public Service recommends holding off on new dumpster enclosures until the plan has been completed.

The current balance remaining in the dumpster project is \$166,000.00. The estimated project costs for the mailboxes are \$550 per mailbox with a total estimate of (40) mailboxes. The cost for this project will not exceed \$25,000.00.

Public Service recommends transferring \$25,000.00 from the Capital Project Dumpster Enclosure Account #301-39-04-539-63-10 to the General Fund Public Services Street Division 001-39-06-541-63-10 to provide funding for the mailboxes installation. The remaining \$141,000.00 will be brought to the Commission and requested to be used for an additional Solar Light Citywide Project to address critical light issues throughout the City.

Recommendation

It is recommended that the City Commission approve piggyback of Contract #ITB 17-004 Sargaris Corp in an amount not to exceed \$25,000.00, provide for funding, and authorizes and directs the City Manager to execute all necessary documents.

RESOLUTION NO. 2018-046

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF DANIA BEACH, FLORIDA, AUTHORIZING THE PROPER CITY OFFICIALS TO USE AVAILABLE PRICING PROVIDED UNDER THE CITY OF DANIA BEACH INVITATION TO BID (“ITB”) NO. 17-004 FOR THE INSTALLATION OF MAILBOXES FOR THE OASIS XII NEIGHBORHOOD IMPROVEMENT PROJECT WITH SAGARIS CORP IN AN AMOUNT NOT TO EXCEED TWENTY FIVE THOUSAND DOLLARS (\$25,000.00); PROVIDING FOR CONFLICTS; FURTHER, PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, advertisements for bids were placed in local newspapers in June, 2017 for the City of Dania Beach, Florida Invitation to Bid No. 17-004 OASIS XII Neighborhood Improvement Project; and

WHEREAS, a mandatory pre-bid meeting was held Monday, July 17, 2017 at 10:00 a.m. with six contractors in attendance; and

WHEREAS, the City opened the bids for the Project on Friday, August 4, 2017; and

WHEREAS, there were two bidders as follows:

DP Development of the Treasure Coast, LLC; and

Sagaris Corp.; and

WHEREAS, the apparent lowest bidder, DP Development of the Treasure Coast, LLC had two minor defects in its bid and a major defect in its unit prices which caused its bid to be non-responsive; and

WHEREAS, the bid review committee met on August 16, 2017 and recommended award to Sagaris Corp.; and

WHEREAS, the City Commission awarded the bid to Sagaris Corporation on August 22, 2017; and

WHEREAS, the bid response amount exceeded the Community Development Block Grant (“CDBG”) funding awarded to the City of One Hundred Fifty Thousand Five Hundred Thirty Six Dollars (\$150,536.00); and

WHEREAS, to remain within the allocated grant funding the project manager was directed to delete mailboxes and other minor project modifications from the CDBG portion of the contract; and

WHEREAS, the City Commission approved funding for dumpster enclosures for various park locations and that project currently has a remaining balance of One Hundred Sixty Six Thousand Dollars (\$166,000.00); in anticipation of the City obtaining Parks and Recreation Master Plan, the Public Services Department recommends postponing the dumpster enclosure project; and

WHEREAS, the Public Services Department recommends transferring funds from the Capital Project Dumpster Enclosure Account No.301-39-04-539-63-10 to the General Fund Public Services Street Division Account No. 001-39-06-541-63-10 to provide funding for mailbox installations for the Oasis XII Project;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF DANIA BEACH, FLORIDA:

Section 1. That the above “Whereas” clauses are ratified and confirmed, and they are made a part of and incorporated into this Resolution by this reference.

Section 2. That the City Commission authorizes permission to utilize the pricing provided by Sagaris Corp. under the City’s ITB No. 17-004 for the installations of approximately (40) mailboxes at \$550.00 per mailbox in an amount not exceed Twenty Five Thousand Dollars (\$25,000.00).

Section 3. That the proper City officials are authorized to execute an agreement with Sagaris Corp. provided that the City Manager and City Attorney are authorized to make minor revisions to such documents that are deemed necessary and proper for the best interest of the City.

Section 4. That funding in the amount of Twenty Five Thousand Dollars (\$25,000.00) for installation of approximately forty (40) mailboxes will be transferred from the Capital Project Dumpster Enclosure Account No. 301-39-04-539-63-10 to the General Fund Public Service Street Division Account No. 001-39-06-541-63-10 not to exceed Twenty Five Thousand Dollars (\$25,000.00), leaving a remaining balance of One Hundred Forty One Thousand Dollars (\$141,000.00) in the dumpster project account.

Section 5. That all resolutions or parts of resolutions in conflict with any portion of the provisions in this Resolution are repealed to the extent of such conflict.

Section 6. That this Resolution shall become effective immediately upon its passage and adoption.

PASSED and ADOPTED on March 27, 2018.

ATTEST:

LOUISE STILSON, CMC
CITY CLERK

TAMARA JAMES
MAYOR

APPROVED AS TO FORM AND CORRECTNESS:

THOMAS J. ANSBRO
CITY ATTORNEY

AGREEMENT BETWEEN OWNER AND CONTRACTOR

THIS IS AN AGREEMENT, entered into on NOVEMBER 27, 2017

BETWEEN the Owner: **City of Dania Beach, Florida**
 100 West Dania Beach Blvd.
 Dania Beach, Florida 33004

and the Contractor: **Sagaris Corp.**
(Name and address) **1847 N. University Drive**
 Coral Springs, Florida 33071

The Project is: **Oasis Neighborhood Improvement Project – OASIS XII**

City Bid No.: **17-004**

The Project's location: **NW 8th Avenue**

The Project consists **Installation of Paver Driveways, Signs**
of the following: **and Solar Lights**

The Owner and Contractor agree as follows:

ARTICLE 1.0 **THE CONTRACT DOCUMENTS**

1.1 The Contract Documents consist of this Agreement, any Exhibits to it; Amendments, any Exhibits to any Amendments and other documents referenced or listed in this Agreement; Conditions of the Contract (General, Supplementary, and other Conditions); Drawings; Specifications; Addendum or Addenda issued prior to the execution of this Agreement; modifications issued after execution of this Agreement, all bid documents and Contractor's response to them. All of the documents form the Agreement, and are as fully a part of the Agreement as if attached to it, or repeated in it. The Contract represents the entire and integrated Agreement between the parties to it and supersedes prior negotiations, representations or agreements, either written or oral. The Contract Documents shall not be changed and are not subject to negotiation.

ARTICLE 2.0 **SCOPE OF SERVICES**

2.1 The Contractor shall execute the entire Scope of Services described in the Agreement, except to the extent specifically indicated in the Contract Documents to be the responsibility of others.

ARTICLE 3.0
DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION

3.1 The Date of Commencement is the date from which the Contract Time is measured, and shall be the date set forth in the NOTICE TO PROCEED as issued by the Owner. Should the Contractor incur costs prior to the issuance of the NOTICE TO PROCEED, any such costs shall be incurred at the Contractor's risk, and the Owner shall not reimburse the Contractor for any such costs under any circumstances. Notwithstanding the foregoing, Owner may reimburse Contractor for actual costs incurred relating to performance and payment bonds and insurance, with submittal of invoices, in the event that Owner terminates this Contract for convenience, as provided in the General Conditions. If Contractor fails to commence the Work within one (1) week of the date set forth in the NOTICE TO PROCEED, Owner may terminate the Contract immediately, without providing an opportunity to cure.

3.2 The Contractor shall achieve Substantial Completion not later than Ninety (90) calendar days and Final Completion of the entire Work not later than One Hundred Twenty (120) calendar days, each commencing with the date set forth in the NOTICE TO PROCEED as issued by the Owner, subject to adjustments of this Contract Time as provided in the Contract Documents.

3.3 The parties have agreed that since they are unable to ascertain the amount of damages which would be suffered by Owner as a result of Contractor's failure to timely complete all Work required by the date set forth above, the amount of one-tenth (0.01) of one percent (1%) of the contract value, inclusive of adjustments, per day, but not less than Five Hundred Dollars (\$500.00) per day, which amount has been agreed to by the parties, is considered to be Owner's liquidated damages, and it is not a penalty. It shall be assessed against the Contractor until substantial and final completion, respectively, are achieved.

ARTICLE 4.0
CONTRACT SUM

4.1 The Owner shall pay the Contractor, for the Contractor's performance of the Work the Contract Sum of One Hundred Fifty Thousand Five Hundred Thirty Six Dollars (\$150,536.00), subject to additions and deductions as provided in the Contract Documents.

4.2 The Contract Sum is based upon the cost agreed upon by the parties, for the satisfactory performance of the Work in accordance with the Contract Documents.

4.3 The value of any construction Work covered by a Change Order or of any claim for an increase or decrease in the Contract Sum shall be determined in one of the following ways at the Owner's option:

- a. Where the Work involved is covered by unit prices contained in the Contract Documents, by application of unit prices to the quantities of items involved without additional fees.
- b. By mutual acceptance of a lump sum price.

4.4 Contractor may expend funds only for allowable costs resulting from obligations incurred during the specified Agreement period.

4.5 Any balance of unobligated funds which have been advanced or paid must be refunded to the City.

4.6 Any funds paid in excess of the amount to which the Contractor or sub-contractor is entitled under the terms of the Agreement must be refunded to the City.

4.7 Any additional information as required in Section 215.97, Florida Statutes.

ARTICLE 5.0

PROGRESS PAYMENTS

5.1 Based upon Applications for Payment submitted to the Consultant by the Contractor and Certifications of Payment issued by the Consultant, the Owner shall make progress payments on account of the Contract Sum to the Contractor as provided below, elsewhere in the Contract Documents and in accordance with Part VII of Chapter 218, Florida Statutes, as it may be amended from time to time, entitled the "Local Government Prompt Payment Act."

5.2 The period covered by each Application for Payment shall be one calendar month ending on the last day of the month, or as follows:

5.3 Each Application for Payment shall be based upon the Schedule of Values submitted by the Contractor in accordance with the Contract Documents. The Schedule of Values shall allocate the entire Contract Sum among the various portions of the Work and be prepared in such form and supported by such data to substantiate its accuracy as the Consultant may require. This Schedule, unless objected to by the Consultant, shall be used as a basis for reviewing the Contractor's Applications for Payment.

5.4 Applications for Payment shall indicate the percentage of completion of each portion of the Work as of the end of the period covered by the Application for Payment.

5.5 Subject to the provisions of the Contract Documents, the amount of each progress payment shall be computed as follows:

(A) Payment for services performed may be made on a monthly basis upon approval of the Application for Payment by the designated official of the Owner. The Contract may include phases of performance to be negotiated. There will be separate phases for design responsibilities and for construction responsibilities. Retainage will be withheld on all payments as authorized by state law until Owner acceptance of the Project and Owner has received evidence of satisfactory completion of the Contract.

(B) Ten percent (10%) of monies earned by the contractor shall be retained by Owner until Final Completion and acceptance by Owner, except for the following items:

General Conditions and self-performed work performed on a cost reimbursement basis, if any. After fifty percent (50%) of the Work has been completed, Contractor may request that the Contract Administrator reduce the retainage to five (5%) percent of all monies previously earned and all monies earned thereafter, and Owner shall grant such request, provided that there are no pending claims by the Owner for delay or otherwise, and provided further that there are no pending third party claims against the Owner as a result of the Work, including claims for non-payment by Contractor's lower-tiered subcontractors and suppliers ("Claims"). At any time thereafter, Contract Administrator may increase retainage back to ten percent (10%) of all monies previously earned and all monies earned thereafter, if in the sole discretion of the Contract Administrator, such increase is necessary to protect the Owner from any Claims, and such retainage may be deducted from any monies then due or that is to become due the Contractor. After ninety (90%) percent of the Work has been completed, and provided that there are no pending Claims, the Contract Administrator may reduce the retainage to two and one-half (2-1/2%) percent of all monies previously earned and all monies earned thereafter. Subsequent to Final Completion and prior to Final Payment, Contract Administrator may reduce retainage to a nominal amount at the sole discretion of the Contract Administrator. Any reduction in retainage shall be in the sole discretion of the Contract Administrator, and Contractor shall have no entitlement to a reduction. Owner shall hold retainage in the amount of two and one-half percent (2-1/2%) or such reduced amount as applicable, until the expiration of any applicable warranty period(s) to ensure completion of Contractor's warranty obligations and maintenance of all required insurance Coverage during the warranty period(s). Any interest earned on retainage shall accrue solely to the benefit of Owner.

(C) Owner may withhold, in whole or in part, payment to such extent as may be necessary to protect itself from loss on account of:

1. Defective Contractor or Subcontractor Work not remedied.
2. Claims filed or reasonable evidence indicating probable filing of claims by other parties against Contractor
3. Failure of Contractor to make payments properly to subcontractors or for material or labor.
4. Damage to another subcontractor not remedied.
5. Failure of Contractor to provide any and all documents required by the Contract Documents.

5.6 Each Application for Payment after the first Application shall be accompanied by a Certification of Payment form, provided by the Owner, from the Contractor and each Supplier and Subcontractor, in amounts equal to those stated in the PRIOR Application for the Contractor and each Subcontractor and each Subcontractor, Material/Labor Supplier so due payment. The Application for Payment for Retainage shall be accompanied by a final

Certification of Payment and Release of Claim form from the Contractor, each Supplier and Subcontractor in amounts equal to those stated in the Schedule of Values.

ARTICLE 6.0

FINAL PAYMENT

6.1 Final payment, constituting the entire unpaid balance of the Contract Sum, shall be made by the Owner to the Contractor when:

- 1) the Contract has been fully performed by the Contractor except for the Contractor's responsibility to correct nonconforming Work, if any, which obligation survives final payment and continues thereafter;
- 2) a final Certification of Payment has been issued by the Consultant; such final payment shall be made by the Owner not more than thirty (30) days after the issuance of the Consultant's final Certification of Payment;
- 3) final Certification of Payment has been furnished from the Contractor, Suppliers and Subcontractors; and
- 4) a Consent of Surety, if any, for final payment.

ARTICLE 7.0

INDEMNIFICATION OF OWNER

7.1 The selected Contractor shall, in addition to any other obligation to indemnify the Owner and to the fullest extent permitted by law, protect, defend, indemnify and hold harmless the Owner, including its agents, elected officials and employees from and against all claims, actions, liabilities, losses (including economic losses), or costs arising out of any actual or alleged:

- (a) bodily injury, sickness, disease or death, or injury to or destruction of tangible property including the loss of use resulting from, or any other damage or loss arising out of or resulting or claimed to have resulted in whole or in part from any actual or alleged act or omission of the Contractor, anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable in the performance of the work;
- (b) any violation of law, statute, ordinance, governmental administrative order, rule, regulation, or infringement of patent, copyright or trademark rights by Contractor in the performance of the work;
- (c) liens, claims, actions made by the Contractor or other party performing the work;
- (d) claims of whatsoever nature related to collection practices or any actions of a contradictory nature pursuant to Contract or in an attempt to collect monies due or claimed to be due to the Owner.

ARTICLE 8.0
TERMINATION OR SUSPENSION OF AGREEMENT

8.1 TERMINATION BY THE CONTRACTOR:

- A. The Contractor may terminate the Agreement if the Work is stopped for a period of twenty (20) days through no act or fault of the Contractor, Subcontractor, Sub-subcontractor, their agents or employees, or any other persons performing portions of the Work under the Agreement with the Contractor, for any of the following reasons:
 - 1. issuance of an order of a court or other public authority having jurisdiction, and
 - 2. an act of government, such as a declaration of national emergency, making material unavailable.
- B. If one of the above reasons exists, the Contractor may, upon five (5) additional days' written notice to the Owner, terminate the Agreement and recover from the Owner payment for Work performed.

8.2 TERMINATION BY THE OWNER FOR CAUSE:

- 1. The Owner may terminate the Agreement if the Contractor:
 - a. persistently or repeatedly refuses or fails to supply enough properly skilled workers, proper equipment, materials, or fails to adhere to the schedule established as adjusted from time to time pursuant to the terms of the Agreement;
 - b. fails to comply with laws, ordinances, or rules, regulations or orders of a public authority having jurisdiction, including Owner;
 - c. commits any act or omission that evidences a lack of integrity or honesty or which reflects negatively on the Owner, including but not limited to the company of its owners, officers and agents being charged with any act of moral turpitude or any environmental violation;
 - d. fails to obtain or maintain all insurance Coverage required by the Contract Documents; or
 - e. otherwise is guilty of substantial breach of a provision of the Agreement or Contract Documents.

2. When the Owner terminates the Agreement, the Contractor shall not be entitled to receive any further payment until the Work is completed and approved by the Engineer of Record.
3. All damages, costs and charges incurred by Owner, shall be deducted from any monies due or which may become due to Contractor. In case the damages and expenses so incurred by Owner shall exceed the unpaid balance, then Contractor shall be liable and shall pay to Owner the amount of such excess.
4. If, after Notice of Termination or Suspension of Contractor's right to proceed, it is determined for any reason that Contractor was not in default, the rights and obligations of Owner and Contractor shall be the same as if the Notice of Termination had not been issued, pursuant to the Termination for Convenience clause as set forth below.

8.3 TERMINATION BY THE OWNER FOR CONVENIENCE:

The Agreement may be terminated for convenience by Owner upon fifteen (15) days' advance written notice to Contractor, and the Contractor's surety, if any (delivered by certified mail, return receipt requested) of intent to terminate and the date on which such termination becomes effective. In such case, Contractor shall be paid for all acceptable work performed prior to termination and shall not be entitled to any other costs, fees or payments.

8.4 SUSPENSION BY THE OWNER FOR CAUSE

The Owner may order the Contractor in writing to suspend, delay or interrupt the Work, in whole or in part for such period of time as deemed necessary by the Owner, if the Contractor fails to maintain all insurance Coverage required by the Contract Documents. Any delay in the Work caused by a lapse in Coverage shall be deemed non-excusable, shall not be grounds for a time extension, and shall be subject to any other applicable provisions in the Agreement and Contract Documents concerning Contractor delay.

8.5 SUSPENSION BY THE OWNER FOR CONVENIENCE

1. The Owner may, without cause, order the Contractor in writing to suspend, delay or interrupt the Work in whole or in part, for such period of time as the Owner may determine, and the Contractor shall be entitled to an appropriate time extension, provided the suspension delays the critical path of the Work.

2. If such suspension exceeds thirty (30) consecutive days, Contractor may also be entitled to an adjustment in the Contract Sum for increases in the cost of performance of the Contract resulting directly from the suspension, delay, or

interruption, including reasonable profit on such increased cost; provided however, that no adjustment will be made to the extent:

- a. that performance is, was, or would have been so suspended, delayed, or interrupted by another cause for which Contractor is responsible;
- b. that Contractor fails to adequately document the cost increase;
- c. that the Contractor would have incurred the cost increase regardless of the suspension, delay, or interruption, or
- d. that an equitable adjustment is made or denied under another provision of the Agreement or Contract Documents.

8.6 RECEIPT OF NOTICE OF TERMINATION OR SUSPENSION

Upon receipt of Notice of Termination or suspension, Contractor shall deliver or otherwise make available to Owner all data, drawings, specifications, reports, estimates, summaries and such other information as may have been required by the Agreement or Contract Documents, whether completed or in process.

ARTICLE 9.0 INSURANCE COVERAGE

9.1 The Contractor shall not commence Work under the Agreement until Contractor has obtained all insurance required under this Article, and not until such time that the coverages are approved by the Risk Manager of the City. The Contractor shall not allow any employee of Contractor or any Subcontractor to commence Work on any subcontract until the Subcontractor and all Coverages required of any Subcontractor have been obtained and approved by the Risk Manager of the City. In addition, Contractor shall be responsible for any and all policy deductibles and self-insured retentions.

The following are requirements that must be met regarding the Contractor's delivery of Certificates of Insurance for all coverages required in the Agreement and Bid Documents:

9.1.1 "Preliminary" certificate means that certificates of insurance verifying all general insurance requirements (as noted below) must be included with your Bid submittal on the date and time of the Bid opening.

If the "preliminary" certificates are not included with your Bid submittal, then the City has the right to consider the submitted Bid as non-responsive on the date and time of the

Bid opening. "Preliminary" Certificates may be issued without documentation of all "Special Provisions". However, Contractor does understand that all provisions, including "Special Provisions" noted below are expected to be fully documented on or attached to the "Official" Certificates of Insurance as described below.

9.1.2 "Official" Certificates of Insurance must be delivered to the City Clerk's office and Risk Manager of the City. If the "Official" certificates are not delivered before or on the fourteenth (14th) Business Day after the issuance by the City of the "Notice of Apparent Low Contractor", then the City has the right to consider the awarded Agreement to the successful Contractor as void and to negotiate a contract with the next lowest Contractor. "Special Provisions", as referenced below under each type of insurance requirement shall be fully confirmed on or attached to the "Official" certificates.

9.1.3 All Certificates of Insurance must clearly identify the contract to which they pertain, including a brief description of the subject matter of the contract. The certificates shall contain a provision that coverage afforded under the policies will not be canceled until at least thirty (30) days' prior written notice has been given to City. If this coverage is not provided, then Contractor is responsible for such notice to City. Insurance policies for required coverages shall be issued by companies authorized to do business under the laws of the State of Florida and any such companies' financial ratings must be no less than A-VII in the latest edition of the "BEST'S KEY RATING GUIDE", published by A.M. Best Guide. In the event that the insurance carrier's rating shall drop, the insurance carrier shall immediately notify the City in writing.

9.1.4 Coverages shall be in force until all Work required to be performed under the terms of the Agreement, including any applicable warranty period, is satisfactorily completed as evidenced by the formal written acceptance by the City. In the event insurance certificates provided to City indicate that the insurance shall terminate and lapse during the period of the Agreement, including any applicable warranty period, then in that event, the Contractor shall furnish, at least thirty (30) days prior to the expiration of the date of such insurance, a renewed Certificate of Insurance as proof that equal and like coverages for the balance of the period of the Agreement, including any extension of it, and including any applicable warranty period, is in effect. THE CONTRACTOR AND ANY SUBCONTRACTOR SHALL NOT PERFORM OR CONTINUE WORK PURSUANT TO THE AGREEMENT, UNLESS ALL COVERAGES REMAIN IN FULL FORCE AND EFFECT. ANY DELAY IN THE WORK CAUSED BY A LAPSE IN COVERAGE SHALL BE NON-EXCUSABLE, SHALL NOT BE GROUNDS FOR A TIME EXTENSION, AND WILL BE SUBJECT TO ANY OTHER APPLICABLE PROVISIONS DESCRIBED IN THE AGREEMENT OR ELSEWHERE IN THE BID DOCUMENTS CONCERNING CONTRACTOR DELAY.

INSURANCE REQUIREMENTS

9.1.5 The below coverages are minimum limit requirements. Umbrella or Excess Liability policies are acceptable to provide the total required liability limits, as long as the Risk Manager of the City and reviews and approves in writing the insurance limits on each of the policies. The City must approve any changes to these specifications and has the right to review and amend coverage requirements. The CONTRACTOR shall be held responsible for any modifications, deviations, or omissions in these insurance requirements. CONTRACTOR shall be responsible for any deductible amounts.

9.1.6 GENERAL LIABILITY INSURANCE is to include bodily injury, broad form property damage, products/completed operations, blanket contractual liability, and personal/advertising injury with limits of no less than One Million Dollars (\$1,000,000.00) per occurrence, and Two Million Dollars (\$2,000,000.00) annual aggregate.

SPECIAL PROVISIONS AS TO GENERAL LIABILITY INSURANCE: (to be confirmed on or attached to the Official Certificate of Insurance)

- Annual Aggregate shall apply “Per Job”;
- “The City of Dania Beach, Florida” is added as “Additional Insured”;
- Additional Insured status is included for Products completed operations coverage for a period of no less than five (5) years following the completion of the Work or Project;
- Additional insured coverage shall be no more restrictive than Insurance Services Office (ISO) form CG 2037 (07 04);
- Contractor’s insurance shall be primary and non-contributory;
- Waiver of Subrogation in favor of the City;
- 30 Days’ Notice of Cancellation or modification to City (if not available on the insurance policies, then Contractor has responsibility for notification); and
- Copy of Additional Insured Endorsement or other endorsements may be attached to the Certificate.

9.1.7 WORKERS’ COMPENSATION INSURANCE shall be maintained by Contractor and any subcontractors during the life of the Agreement, including any applicable warranty period(s), and it is to apply to all “statutory employees” of Contractor (as that phrase is defined by Chapter 440, Florida Statutes), in compliance with the “Workers’ Compensation Law” of the State of Florida and all applicable federal laws, for the benefit of the Contractor, its employees, and Subcontractors.

In the case any work is sublet as otherwise addressed in the Agreement or Bid Documents, the Contractor shall require any Subcontractors similarly to provide Workers' Compensation Insurance for all of the latter's employees, in addition to any coverage afforded by the Contractor, by furnishing statutory limits Part A, and no less than and One Million Dollars (\$1,000,000.00) employers' liability limits Part B.

IN NO EVENT SHALL THE CONTRACTOR BE PERMITTED TO UTILIZE IN THE PROSECUTION OF THE WORK, THE FOLLOWING: I) ANY EMPLOYEE, SUBCONTRACTOR OR SUBCONTRACTOR EMPLOYEE THAT IS EXEMPTED OR PURPORTED TO BE EXEMPT FROM WORKERS' COMPENSATION INSURANCE COVERAGE; OR II) ANY EMPLOYEE, SUBCONTRACTOR OR SUBCONTRACTOR EMPLOYEES WHO WILL BE COVERED BY AN EMPLOYEE LEASING ARRANGEMENT.

**SPECIAL PROVISIONS AS TO WORKERS' COMPENSATION INSURANCE:
(to be confirmed on or attached to the Official Certificate of Insurance)**

- 30 Days' Notice of Cancellation or modification to City (if not available on the insurance policies, then Contractor has responsibility for notification); and
- Waiver of Subrogation.

9.1.8 AUTOMOBILE LIABILITY INSURANCE shall be maintained with combined single limits of no less than One Million Dollars (\$1,000,000.00), to include coverage for owned, hired, and non-owned vehicles.

**SPECIAL PROVISIONS AS TO AUTOMOBILE LIABILITY INSURANCE:
(to be confirmed on or attached to the Official Certificate of Insurance)**

- "The City of Dania Beach" is added as "Additional Insured";
- 30 Days' Notice of Cancellation or modification to City (if not available on the insurance policies, then Contractor has responsibility for notification); and Waiver of Subrogation.

**ARTICLE 10.0
LICENSES, PERMITS AND FEES**

10.1 In accordance with the Public Bid Disclosure Act, Section 218.80, Florida Statutes, each license, permit, or fee a Contractor will have to pay the Owner before or during the Work, items or services to be provided or the percentage method or unit method of all licenses, permits and fees required by the Owner and payable to the Owner by virtue of the Work, items or services as part of the Contract are as follows:

10.1.1 Contractor shall have and maintain during the term of the Contract any and all appropriate Owner licenses, fees (and business tax receipts, if applicable), which shall be paid in full in accordance with the Owner's fee structure for such items. **THERE**

WILL NOT BE ANY PERCENTAGE REDUCTION OR WAIVING OF OWNER LICENSES, FEES (OR BUSINESS TAX RECEIPTS, IF APPLICABLE).

10.1.2 During the performance of the Contract, there may be times when the Contractor will be required to obtain an Owner's permit for such Work, or in connection with the items or services. It is the responsibility of the Contractor to insure that it has the appropriate Owner permits as may become necessary during the performance of the Contract. Any fees related to the Owner required permits in connection with the Contract will be the responsibility of the Contractor.

10.1.3 Additional licenses, permits, and fees may be required by Broward County, state or federal entities.

ARTICLE 11.0
ENUMERATION OF CONTRACT DOCUMENTS

11.1 The Contract Documents, except for Modifications issued after execution of this Agreement, are enumerated as follows:

11.1.1 The Agreement is this executed Agreement between Owner and Contractor.

11.1.2 The General Conditions are the General Conditions of the Contract for Construction.

11.1.3 The Supplemental and other conditions of the Contract are those contained in the Contract Documents dated September 2015.

11.1.4 The Specifications are those contained in the Contract Documents listed in the Table of Contents.

11.1.5 The Drawings are dated 5/26/17.

11.1.6 The Addendums are summarized below:

Number	Date
<u>ADDENDUM #1</u>	<u>7/24/2017</u>

11.1.7 The Certification of Payment forms and Project Closeout Forms are those contained in the Contract Documents.

ARTICLE 12.0
MISCELLANEOUS PROVISIONS

12.1 Where reference is made in this Agreement to a provision of the General Conditions or other Contract Documents, the reference refers to that provision as amended or supplemented by other provisions of the Contract Documents.

12.2 Other governmental entities may elect to purchase the goods and services specified in this Agreement, which shall be made available upon the same terms and conditions as those specified in this Agreement.

ARTICLE 13.0
GOVERNING LAW; CONSENT TO JURISDICTION

13.1 The law of the State of Florida shall govern this Contract. This Contract is not subject to arbitration. The parties submit to the jurisdiction of any Florida state or federal court in any action or proceeding arising out of, or relating to this Agreement. Venue of any action to enforce this Agreement shall be in Broward County, Florida. The parties expressly waive all rights to trial by jury for any disputes arising from, or in any way connected with this Agreement. The parties understand and agree that this waiver is a material contract term.

ARTICLE 14.0
SUCCESSORS AND ASSIGNS

14.1 The Owner and Contractor respectively bind themselves, their partners, successors, assigns, and legal representatives to the other party to this Contract. Neither party to the Contract shall assign the Contract or any portion of it without advance written consent of the other.

ARTICLE 15.0
WRITTEN NOTICE

15.1 Whenever any party desires to give notice to the other party, it must be given by written notice, sent by certified United States mail, with return receipt requested, addressed to the party for whom it is intended. The places for giving of notice shall remain as set forth below until they shall have been changed by written notice in compliance with the provisions of this section. For the present, the Contractor and the Owner designate the following as the respective persons and places for the giving of notice:

Owner's Representative:	Robert Baldwin, City Manager City of Dania Beach, Florida 100 West Dania Beach Boulevard Dania Beach, Florida 33004
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Project Manager:	Marc LaFerrier, Director of Community Development 100 Dania Beach Boulevard Dania Beach, FL 33004
------------------	---

Phone: 954-924-3615
Fax: 954-923-1109

Project Consultant: Frederick Bloetscher, Ph.D., P.E.
Public Utility Management Planning Services, Inc.
P.O. Box 221890
Hollywood, Florida 33022-1890

Contractor: Sagaris Corp.
1847 N. University Drive
Coral Springs, Florida 33071

ARTICLE 16.0

RIGHTS AND REMEDIES

16.1 Duties and obligations imposed by the Contract Documents and rights and remedies available under them shall be in addition to and not a limitation of duties, obligations, rights and remedies otherwise imposed or available by law.

16.2 No action or failure to act by the Owner, Consultant or Contractor shall constitute a waiver of a right or duty afforded them under the Contract, nor shall such action or failure to act constitute approval of or acquiescence in a breach under it, except as may be specifically agreed in writing.

ARTICLE 17.0

DISPUTE RESOLUTION

17.1 CLAIMS AND DISPUTES

A. The responsibility to substantiate a Claim shall rest with the party making the Claim. All Claims must be made in writing and addressed to the Owner and the Consultant.

B. **Process for Resolving a Claim.** The Consultant shall review the Claim and make a recommendation to the Owner. The Owner shall render a final decision regarding the Claim. A decision by the Owner shall be required as a condition precedent to litigation of a Claim between the Contractor and Owner as to all such matters arising prior to the date final payment is due, regardless of: 1) whether such matters relate to execution and progress of the Work; or 2) the extent to which the Work has been completed.

C. **Time Limits on Claims.** Claims by the Contractor must be made within thirty (30) days after occurrence of the event giving rise to such Claim or within thirty (30) days after the claimant first recognizes the condition giving rise to the Claim, whichever is later. Claims by the Consultant, Contractor or their respective subcontractors must be made by written notice to the Owner. An additional Claim made

after the initial Claim has been implemented by Change Order will not be considered unless submitted in a timely manner.

D. Continuing Contract Performance. Pending final resolution of a Claim, unless otherwise agreed in writing, the Contractor shall proceed diligently with performance of the Contract and the Owner shall continue to make payments in accordance with the Contract Documents.

E. Claims for Concealed or Unknown Conditions. If conditions are encountered at the Project site which are: 1) subsurface or otherwise concealed physical conditions which differ materially from those indicated in the Contract Documents; or 2) unknown physical conditions of an unusual nature, which differ materially from those ordinarily found to exist in the locale of the Project site and generally not recognized as inherent in construction activities of the character provided for in the Contract Documents, then notice by the observing party shall be given to the other party promptly before conditions are disturbed and in no event later than twenty-one (21) days after first observance of the conditions. The Consultant shall promptly investigate such conditions and, if they differ materially and cause an increase or decrease in the Contractor's cost of, or time required for, performance of any part of the Work, Consultant shall recommend to the Contractor, with the Owner's approval, an equitable adjustment in the Contract Sum, Contract Time, or both. If the Consultant determines that the conditions at the Project site are not materially different from those indicated in the Contract Documents and that no change in the terms of the Contract is justified, the Consultant shall so notify the Owner and Contractor in writing, stating the reasons. Claims by either party in opposition to such determination must be made within twenty-one (21) days after the Consultant has given notice of the decision. If the Consultant and Contractor cannot agree on an adjustment in the Contract Sum or Contract Time, the adjustment shall be referred to the Owner for final determination.

F. Claims for Additional Cost. If the Contractor wishes to make Claim for an increase in the Contract Sum, written notice as provided in these Conditions shall be given before proceeding to execute the Work. Prior notice is not required for Claims relating to an emergency endangering life or property arising under Paragraph 10.3. If the Contractor believes additional cost is involved for reasons including but not limited to: 1) a written interpretation from the Consultant; 2) an order by the Owner to stop the Work where the Contractor was not at fault; 3) a written order for a minor change in the Work issued by the Consultant; 4) failure of payment by the Owner; 5) termination of the Contract by the Owner; or 6) Owner's suspension of Work, then the Claim shall be filed in accordance with the procedure established in this Contract.

G. Claims for Additional Time.

1. If the Contractor wishes to make Claim for an increase in the Contract Time, written notice as provided in these Conditions shall be given. The Contractor's Claim shall include an estimate of cost and a probable effect of delay on progress of the Work. In the case of a continuing delay, only one Claim is necessary.

2. If adverse weather conditions are the basis for a Claim for additional time, such Claim shall be documented by data substantiating that weather conditions were abnormal for the period of time and could not have been reasonably anticipated, and that weather conditions had an adverse effect on the scheduled construction.

H. **Injury or Damage to Person or Property.** If either party to the Contract suffers injury or damage to person or property because of an act or omission of the other party, or any of the other party's employees or agents, or of others for whose acts such party is legally liable, written notice of such injury or damage, whether or not insured, shall be given to the other party within a reasonable time not exceeding twenty-one (21) days after first observance of the injury or damage. The notice shall provide sufficient detail to enable the other party to investigate the matter. If a Claim for additional cost or time related to this Claim is to be asserted, it shall be filed as provided in Paragraphs 4.3 (F) or

17.2 RESOLUTION OF CLAIMS AND DISPUTES

A. The Consultant shall review Claims and take one or more of the following preliminary actions within ten days of receipt of a Claim: 1) request additional supporting data from the claimant; 2) submit a schedule to the parties indicating when the Consultant expects to take action; or 3) suggest a compromise. The Consultant may, at the Owner's direction, notify the surety, if any, of the nature and amount of the Claim. The Consultant shall notify the Owner or the Claimant. The Owner shall make the final determination of whether to pay or dispute the Contractor's Claim.

B. If a Claim has been resolved, the Consultant shall prepare or obtain appropriate documentation.

C. If a Claim has not been resolved, the party making the Claim shall, within ten days (10) after the Consultant's preliminary response, take one or more of the following actions: 1) submit additional supporting data requested by the Consultant; 2) modify the initial Claim; or 3) notify the Consultant that the initial Claim remains valid.

D. The Consultant shall notify the parties in writing of the Owner's decision within seven days of receipt of: 1) additional supporting data; 2) a request to modify the initial Claim; or 3) that the initial Claim stands and the Owner's decision shall be final and binding on the parties but subject to review by a court of competent jurisdiction. The Consultant shall prepare or obtain appropriate documentation regarding the Claim. If there is a surety and there appears to be a possibility of a Contractor's default, the Consultant may, at the Owner's direction, but is not obligated to, notify the surety and request the surety's assistance in resolving the controversy.

17.3 All claims, counterclaims, disputes and other matters in question between Owner and Contractor arising out of, relating to or pertaining to this Agreement, the breach of it, the

services of it, or the standard of performance required in it, shall be addressed by resort to non-binding mediation as authorized under the laws and rules of Florida; provided, however, that in the event of any dispute between the parties, the parties agree to first negotiate with each other for a resolution of the matter or matters in dispute and, upon failure of such negotiations to resolve the dispute, the parties shall resort to mediation. If mediation is unsuccessful, any such matter may be determined by litigation in a court of competent jurisdiction in Broward County, Florida, or the Federal District Court of the Southern District of Florida and appropriate appellate courts for such venue and jurisdiction.

ARTICLE 18.0 **BINDING AUTHORITY**

18.1 Each person signing this Agreement on behalf of either party individually warrants that he or she has full legal power to execute this Agreement on behalf of the party for whom he or she is signing, and is authorized to bind and obligate such party with respect to all provisions contained in this Agreement.

ARTICLE 19.0 **HEADINGS**

19.1 Headings in this Agreement are for the convenience of reference only and shall not be considered in any interpretation of this Agreement.

ARTICLE 20.0 **EXHIBITS**

20.1 Each Exhibit referred to in this Agreement forms an essential part of this Agreement. The exhibits, if not physically attached, are treated as parts of this Agreement and are incorporated in it by this reference.

ARTICLE 21.0 **SEVERABILITY**

21.1 If any provision of this Agreement or application of it to any person or situation shall to any extent be held invalid or unenforceable, the remainder of this Agreement, and the application of such provisions to persons or situations other than those as to which it shall have been held invalid or unenforceable, shall not be affected, and shall continue in full force and effect, and shall be enforced to the fullest extent permitted by law.

ARTICLE 22.0 **ATTORNEY FEES**

22.1 Each party shall bear its own attorney fees for any litigation related to the Agreement.

ARTICLE 23.0
EXTENT OF AGREEMENT

23.1 This Agreement represents the entire and integrated agreement between the Owner and the Contractor and supersedes all prior negotiations, representations or agreements, either written or oral.

ARTICLE 24.0
WAIVER

24.1 Failure of the Owner to insist upon strict performance of any provision or condition of this Agreement, or to enforce any right contained in it, shall not be construed as a waiver or relinquishment for the future of any such provision, condition or right, but the same shall remain in full force and effect.

ARTICLE 25.0
CONFLICT

25.1 In the event there is a conflict between any of the terms in any of the documents contained in any Exhibit to this Agreement and any terms of this Agreement, the terms of this Agreement shall prevail.

ARTICLE 26.0
PUBLIC RECORDS

All submissions become the property of the City and will not be returned to the Contractor. The City will hold all submissions in confidence unless otherwise required by law. The Contractor should be aware the City is a "public body" as defined in Florida Statutes, Section 119.011(2) and that is subject to Florida Statutes, Section 119.0701(2)(a), and the related provisions of the Florida Public Records Law.

Contractor agrees to keep and maintain public records in Contractor's possession or control in connection with Contractor's performance under the contract. Contractor additionally agrees to comply specifically with the provisions of Section 119.0701, Florida Statutes. Contractor shall ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed, except as authorized by law, for the duration of the contract, and following completion of the contract until the records are transferred to the City.

Upon request from the City custodian of public records, Contractor shall provide the City with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided by Chapter 119, Florida Statutes, or as otherwise provided by law.

Unless otherwise provided by law, any and all records, including but not limited to reports, surveys, and other data and documents provided or created in connection with the contract are and shall remain the property of the City.

Upon completion of the contract or in the event of termination by either party, any and all public records relating to the contract in the possession of the Contractor shall be delivered by the Contractor to the City Manager, at no cost to the City, within seven (7) days. All such records stored electronically by Contractor shall be delivered to the City in a format that is compatible with the City's information technology systems. Once the public records have been delivered upon completion or termination of the contract, the Contractor shall destroy any and all duplicate public records that are exempt or confidential and exempt from public records disclosure requirements.

Any compensation due to Contractor shall be withheld until all records are received as provided in this ITB.

Contractor's failure or refusal to comply with the provisions of this section shall result in the immediate termination of the contract by the City.

Pursuant to Section 119.0701(2)(a), Florida Statutes:

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THE CONTRACT, THE CONTRACTOR MUST CONTACT THE CITY CUSTODIAN OF PUBLIC RECORDS.

**Custodian of Records:
Mailing Address:**

**LOUISE STILSON, CITY CLERK
100 W. Dania Beach Boulevard
Dania Beach, Florida 33004**

Telephone number:

954-924-9800, Ext. 3623

Email:

lstilson@daniabeachfl.gov

IN WITNESS OF THE FOREGOING, the parties have set their hands and seals effective the day and year written above.

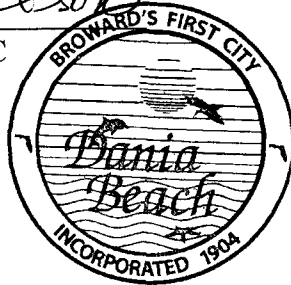
OWNER:

CITY OF DANIA BEACH, FLORIDA,
a Florida Municipal corporation.

ATTEST:

Louise Stilson

LOUISE STILSON, CMC
CITY CLERK



APPROVED AS TO LEGAL FORM:

Thomas J. Ansbro
THOMAS J. ANSBRO
CITY ATTORNEY

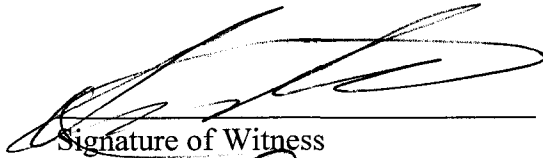
Tamara James
TAMARA JAMES
MAYOR

DATE: 11-27-17

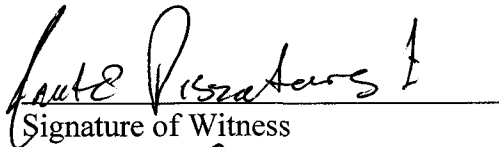
Robert Baldwin
ROBERT BALDWIN
CITY MANAGER

DATE: 11/20/17

WITNESSES:


Signature of Witness

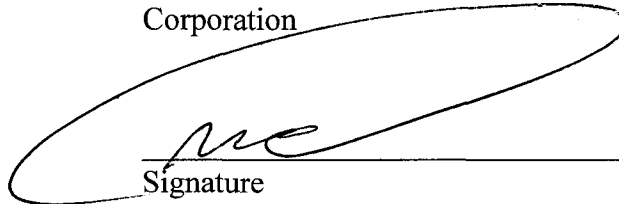
Steven Fowler
PRINT Name of Witness


Signature of Witness

Annette Piszczatowski
PRINT Name of Witness

CONTRACTOR:

**Sagaris Corp., a Florida
Corporation**


Signature

MEHRDAD MAHMOUDI
PRINT Name

PRESIDENT
Title

DATE: 11/07/17

STATE OF FLORIDA

COUNTY OF BROWARD

The foregoing instrument was acknowledged before me on November 7th, 2017, by MEHRDAD MAHMOUDI, as PRESIDENT of Sagaris Corp., a Florida corporation, on behalf of the Corporation. He/she is ~~personally known to me~~ or has produced _____ as identification and did (did not) take an oath.


NOTARY PUBLIC
State of Florida at Large

My commission expires:

END OF AGREEMENT BETWEEN OWNER AND CONTRACTOR



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
10/26/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER REEL INSURANCE AGENCY D/B/A COVER ALL INSURANCE 5800 W. ATLANTIC BLVD. MARGATE FL 33063	CONTACT NAME: IBET SERRANO PHONE (A/C, No, Ext): (954) 956-0006 FAX (A/C, No): (954) 956-0555 E-MAIL ADDRESS: ilemus@coverallinsurance.net
INSURED SAGARIS CORP. 12349 NW 35TH. STREET CORAL SPRINGS FL 33085	INSURER(S) AFFORDING COVERAGE INSURER A: UNITED SPECIALTY INSURANCE INSURER B: NATIONAL LIABILITY & FIRE INS. CO. INSURER C: INSURER D: INSURER E: INSURER F:

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR	WOVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY ☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR	Y	Y	DCI00363-00	02/19/2017	02/19/2018	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PROJECT ☐ LOC						\$
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ ALL OWNED AUTOS ☒ HIRED AUTOS ☒ SCHEDULED AUTOS ☐ NON-OWNED AUTOS	Y	Y	DCI00363-00	02/19/2017	02/19/2018	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB EXCESS LIAB ☐ OCCUR ☐ CLAIMS-MADE	Y	Y	EZX\$1009309	02/19/2017	02/19/2018	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	Y	V9WC814263	01/03/2017	01/03/2018	☒ WC STATUTORY LIMITS ☐ OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

GENERAL CONTRACTOR

Project No. : 17-004
Project Name : Oasis Neighborhood Improvement Project - OASIS XII
Owner : City of Dania Beach
Address : 100 West Dania Beach Blvd, Dania Beach FL 33004
City of Fort Lauderdale is added as additional insured with respect to the general liability policy.

CERTIFICATE HOLDER

City of Dania Building Dept
100 West Dania Beach Blvd
Dania Beach FL 33004

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED – OWNERS, LESSEES OR
CONTRACTORS – SCHEDULED PERSON OR
ORGANIZATION**

This endorsement modifies insurance provided under the following:

**COMMERCIAL GENERAL LIABILITY COVERAGE PART
SCHEDULE**

Name of Person or Organization:

Blanket as required by written contract.

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

A. Section II – Who Is An Insured is amended to include as an insured the person or organization shown in the Schedule, but only with respect to liability arising out of your ongoing operations performed for that insured.

B. With respect to the insurance afforded to these additional insureds, the following exclusion is added:

2. Exclusions

This insurance does not apply to "bodily injury" or "property damage" occurring after:

(1) All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the site of the covered operations has been completed; or

(2) That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.

**COMMERCIAL
GENERAL LIABILITY**

CG 24 04 10 93

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**WAIVER OF TRANSFER OF RIGHTS OF RECOVERY
AGAINST OTHERS TO US**

This endorsement modifies insurance provided under the following:

**COMMERCIAL GENERAL LIABILITY COVERAGE PART
SCHEDULE**

Name of Person or Organization:

Blanket as required by written contract.

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

The TRANSFER OF RIGHTS OF RECOVERY AGAINST OTHERS TO US Condition (Section IV - COMMERCIAL GENERAL LIABILITY CONDITIONS) is amended by the addition of the following:

We waive any right of recovery we may have against the person or organization shown in the Schedule above because of payments we make for injury or damage arising out of your ongoing operations or "your work" done under a contract with that person or organization and included in the "products-completed operations hazard". This waiver applies only to the person or organization shown in the Schedule above.

CG 24 04 10 93

**COMMERCIAL
GENERAL LIABILITY**

CG 20 37 10 01

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED – OWNERS, LESSEES OR
CONTRACTORS – COMPLETED OPERATIONS**

This endorsement modifies insurance provided under the following:

**COMMERCIAL GENERAL LIABILITY COVERAGE PART
SCHEDULE**

Name of Person or Organization: Blanket as required by virtue of written contract.
Location And Description of Completed Operations:
Additional Premium:

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

Section II – Who Is An Insured is amended to include as an insured the person or organization shown in the Schedule, but only with respect to liability arising out of "your work" at the location designated and described in the schedule of this endorsement performed for that insured and included in the "products-completed operations hazard".

CG 20 37 10 01



CERTIFICATE OF LIABILITY INSURANCE

DATE (11/01/2017)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Glenda'S House Of Ins Inc 1848 Northwest 21 Street Pompano Beach, FL	CONTACT NAME: Glenda Kauffman	
	PHONE (A/C, No, Ext): 954-977-7605	FAX (A/C, No): 954-977-7606
	E-MAIL ADDRESS: glenda@qhinsurance.net	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A : Infinity Assurance Insurance Company	
INSURED SAGARIS CORPORATION 1847 N University Dr Coral Springs, FL 33071	NAIC # 39497	
	INSURED B :	
	INSURED C :	
	INSURED D :	
	INSURED E :	
	INSURED F :	

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (08/28/2017)	POLICY EXP (02/28/2018)	LIMITS
	COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☐ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PROJECT ☐ LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
A	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☒ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY	X	X	509263031816001			COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED ☐ RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N ☐ ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A					PER STATUTE ☐ OTH-ER ☐ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Project No: 17-004
Project Name: Oasis Neighborhood Improvement Project - Oasis XII
Owner: The City of Dania Beach
Address: 100 Dania Beach Boulevard, Dania Beach, FL 33004

CERTIFICATE HOLDER**CANCELLATION**

The City of Dania Beach 100 Dania Beach Boulevard Dania Beach, Florida 33004	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

© 1988-2015 ACORD CORPORATION. All rights reserved.

OASIS 12 Precon

THURSDAY NOV 2 2017

Name

Organization

Signature

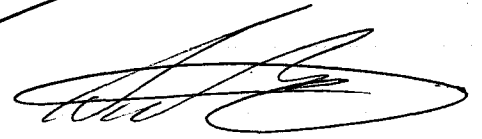
Fred Bloetsch

Pumps Inc



Steven Pavlodi

Sagaris Corp



Barbara Warner Broward County



RONNIE NAVARRO

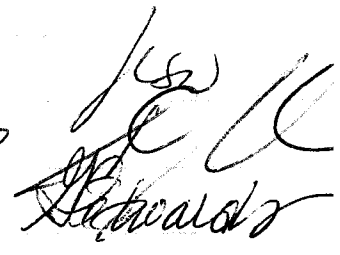
CITY OF PANAMA PAPER

BRAND PERSPECT

BROWARD COUNTY

Glen Edwards

Broward County



SCANNED



City of Dania Beach FLORIDA

November 27, 2017

Guignard
Attn: Christine A. Morton
1904 Boothe Circle
Longwood, FL 32750

RE: Agreement between the City of Dania Beach and Sagaris Corp. for the Oasis XII
Neighborhood Improvement Project – City Bid No. 17-004

Dear Ms. Morton:

Enclosed for your files is a fully executed original of the Performance and Payment
Bonds (Bond No. 602-107537-5) for the above-referenced agreement.

If you have any questions, please contact Brad Kaine, Public Services Director, at 954-
924-6808 x3740.

Sincerely,

Louise Stilson, CMC
City Clerk

Enclosure

cc: Brad Kaine, Public Services Director



RECEIVED
NOV 13 2017
BY: *[Signature]*

Sagaris Corp.
GENERAL CONTRACTOR
CGC1520899

1847 N University Dr.
Coral Springs, FL 33071

Phone: (954) 688.3407 Fax: (954)688-3407
Email: office@sagariscorp.com

SUBMITTAL TRANSMITTAL

Project No.: 17-004

Oasis XII Neighborhood Improvements
Project No. 17-004

Date: 11/10/17

TO:

City Clerk's Office

100 West Dania Beach Blvd

Dania Beach, Florida 33004

FROM:

Mr. Mehrdad Mahmoudi

Sagaris Corp.

1847 N. University Drive

Coral Springs, FL 33071

SUBMITTAL TYPE:

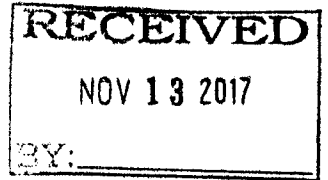
- | | | |
|--|---|--|
| ☐ For Approval | ☐ Approved As Submitted | ☐ For Bid |
| ☒ For Your Use | ☐ Approved As Noted | ☐ Pay Requisition |
| ☒ As Requested | ☐ Returned For Corrections | ☒ Contract Documents |
| | ☐ Samples | ☐ Contract Closeout |

We are sending you attached via **Hand Delivery**

Copies	Date	Description
2	11/07/17	Executed Agreement
2	11/07/17	Exhibit C & Exhibit D (Payment & Performance Bond)
2	11/07/17	Insurance Certificates

COMMENTS: Do not hesitate to call if you need further information.

COPY TO: File RECIEVED: _____ DATE: _____



October 26, 2017

City of Dania Beach
100 W. Dania Beach Blvd.
Dania Beach, FL 33004

Re: Authority to Date Bonds and Powers of Attorney

Principal: Sagaris Corp.

Bond No.: 602-107537-5

Project: City Bid No. 17-004, Installation of Paver Driveways, Signs and Solar
Lights for Dania Beach Oasis XII, NW 8th Avenue, Dania Beach, FL

Dear Sir or Madam:

Please be advised that as Surety on the above referenced bond, executed on your behalf for this project, we hereby authorize you to date the bonds and the powers of attorney concurrent with the date of the contract agreement.

Once dated, please send a copy of the ***dated*** bonds to our office.

Best regards,
United States Fire Insurance Company

Christine A. Morton
Attorney In Fact

EXHIBIT "C"
PERFORMANCE BOND
Public Construction

Any singular reference to Contractor, Surety, Owner, or any other party shall be considered plural where applicable.

CONTRACTOR (name and address):**SURETY** (name and principal place of business):Sagaris Corp.United States Fire Insurance Company1847 N. University Drive305 Madison Ave.Pompano Beach, FL 33071Morristown, NJ 07960(954) 688-3407(973) 490-6600**OWNER:**

City of Dania Beach, Florida
100 West Dania Beach Boulevard
Dania Beach, Florida 33004 PH: 954-924-6800

CONSTRUCTION CONTRACT

Date:

NOVEMBER 27, 2017

Amount:

\$150,536.00

Date:

Amount:

One Hundred Fifty Thousand Five Hundred Thirty-six and 00/100 Dollars

Description

(name and location):

**Installation of Paver Driveways, Signs and Solar
Lights for Dania Beach Oasis XII**
NW 8th Avenue, Dania Beach, FL

City Bid No. 17-004**BOND**

Date (not earlier than
Construction Contract

Date):

NOVEMBER 27, 2017

Amount:

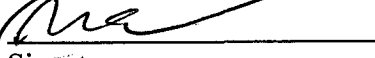
\$ 165,589.60 (*)

Modifications to this Bond:

None x See Page(s) _____

(*) One Hundred Sixty-five Thousand Five Hundred Eighty-nine and 60/100 Dollars

Sagaris Corp.
CONTRACTOR AS PRINCIPAL
(Corporate Seal)



Signature
MEHRDAD MAHMOUDI

Name
PRESIDENT

Title

United States Fire Insurance Company
SURETY
(Corporate Seal)



Signature
Christine A. Morton

Name
Attorney-in-fact and FL Licensed Resident Agent

Title

(Any additional signatures please include at the end of page 5)

FLORIDA RESIDENT AGENT

Christine A. Morton c/o Guignard Company
1904 Boothe Circle, Longwood, FL 32750

Address
407-834-0022

Telephone:
N/A

Facsimile:

1. **DEFINITIONS**

- (A) **Balance of the Contract Price:** The total amount payable by the Owner to the Contractor under the Construction Contract after all proper adjustments have been made including allowance to the Contractor of any amounts received or to be received by the Owner in settlement of insurance or other claims for damages to which the Contractor is entitled, reduced by all valid and proper payments made to or on behalf of the Contractor under the Construction Contract.
- (B) **Construction Contract:** The agreement between the Owner and the Contractor identified on the signature page, including all Contract Documents and changes to them.
- (C) **Contractor Default:** Failure of the Contractor, which failure has neither been remedied nor waived, to perform or otherwise to comply with the terms of the Construction Contract.
- (D) **Owner Default:** Failure of the Owner, which failure has neither been remedied nor waived, to pay the Contractor as required by the Construction Contract or to perform and complete or comply with the other terms of it.

2. The Contractor and the Surety, jointly and severally bind themselves, their heirs, executors, administrators, successors and assigns to the Owner for the performance of the Construction Contract, which is incorporated into this document by this reference.
3. If the Contractor performs the Construction Contract, the Surety and the Contractor shall have no obligation under this Bond, except to participate in conferences.
4. If there is no Owner Default, the Surety's obligation under this Bond shall arise after:
 - (A) The Owner has notified the Contractor and the Surety at its address described in paragraph ten (10) below that the Owner is considering declaring a Contractor Default and has requested and attempted to arrange a conference with the Contractor and the Surety to be held not later than fifteen (15) calendar days after receipt of such notice to discuss methods of performing the Construction Contract. If the Owner, the Contractor and the Surety agree, the Contractor shall be allowed a reasonable time to perform the Construction Contract, but such an agreement shall not waive the Owner's right, if any, to subsequently declare a Contractor Default; and
 - (B) The Owner has declared a Contractor Default and formally terminated the Contractor's right to complete the Contract. Such Contractor Default shall not be declared earlier than twenty (20) calendar days after the Contractor and the Surety have received; and
 - (C) The Owner has agreed to pay the Balance of the Contract Price to the Surety in accordance with the terms of the Construction Contract or to a Contractor selected to perform the Construction Contract in accordance with the terms of the Contract with the Owner.
5. When the Owner has satisfied the conditions of paragraph 4, the Surety shall promptly and at the Surety's expense take one of the following actions:
 - (A) Arrange for the Contractor, with consent of the Owner, to perform and complete the Construction Contract; or
 - (B) Undertake to perform and complete the Construction Contract itself, through its agents or through independent contractors; or
 - (C) Obtain bids or negotiated proposals from qualified Contractors acceptable to the Owner for a Contract for performance and completion of the Construction Contract, arrange for a Contract to be prepared for execution by the Owner and the Contractor selected with the Owner's concurrence, to be secured with performance and payment bonds executed by a qualified Surety equivalent to the bonds issued on the Construction Contract, and pay to the Owner the amount of

damages as described in paragraph six (6) in excess of the Balance of the Contract Price incurred by the Owner resulting from the Contractor's default; or

- (D) Waive its right to perform and complete, arrange for completion, or obtain a new Contractor acceptable to the Owner and with reasonable promptness under the circumstances:
 - 1. After investigation, determine the amount for which it may be liable to the Owner and, as soon as practicable after the amount is determined, tender payment therefor to the Owner; or
 - 2. Deny liability in whole or in part and notify the Owner citing reasons therefor.
- 6. If the Surety does not proceed as provided in paragraph four (4) with reasonable promptness, the Surety shall be deemed to be in default on this Bond fifteen (15) calendar days after receipt of an additional written notice from the Owner to the Surety demanding that the Surety perform its obligations under this Bond, and the Owner shall be entitled to enforce any remedy available to the Owner. If the Surety proceeds, on in part, without further notice, the Owner shall be entitled to enforce any remedy available to the Owner.
- 7. After the Owner has terminated the Contractor's right to complete the Construction Contract, and if the Surety elects to act, then the responsibilities of the Surety to the Owner shall not be greater than those of the Contractor under the Construction Contract, and the responsibilities of the Owner to the Surety shall not be greater than those of the Owner under the Construction Contract. To the limit of the amount of this Bond, but subject to commitment by the Owner of the Balance of the Contract Price to mitigation of costs and damages on the Construction Contract, the Surety is obligated without duplication for:
 - (A) The responsibilities of the Contractor for correction of defective work and completion of the Construction Contract;
 - (B) Additional legal, design professional and delay costs resulting from the Contractor's Default, and resulting from the actions or failure to act of the Surety under paragraph 4; and
 - (C) Liquidated damages, or if no liquidated damages are specified in the Construction Contract, actual damages caused by delayed performance or non-performance of the Contractor.
- 8. The Surety shall not be liable to the Owner or others for obligations of the Contractor that are unrelated to the Construction Contract, and the Balance of the Contract Price shall not be reduced or set off on account of any such unrelated obligations. No right of action shall accrue on this Bond to any person or entity other than the Owner or its heirs, executors, administrators or successors.

9. The Surety waives notice of any change, including changes of time, to the Construction Contract or to related subcontracts, purchase orders and other obligations.
10. Any proceeding, legal or equitable, under this Bond may be instituted in any court of competent jurisdiction in the location in which the work or part of the work is located and shall be instituted within two years after Contractor Default or within two (2) years after the Contractor ceased working or within two years after the Surety refuses or fails to perform its obligations under this Bond, whichever occurs first. If the provisions of this paragraph are void or prohibited by law, the minimum period of limitation available to sureties as a defense in the jurisdiction of the suit shall be applicable.
11. Notice to the Surety, the Owner or the Contractor shall be mailed or delivered to the address shown on the first page of this document.
12. When this Bond has been furnished to comply with a statutory or other legal requirement in the location where the construction was to be performed, any provision in this Bond conflicting with such statutory or legal requirement shall be deemed deleted from this document and provisions conforming to such statutory or other legal requirement shall be deemed incorporated into it. The intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

MODIFICATIONS TO THIS BOND ARE AS FOLLOWS: N/A

CONTRACTOR AS PRINCIPAL
(Corporate Seal)

N/A
Signature

Name

Title

SURETY
(Corporate Seal)

N/A
Signature

Name

Title

Dated: _____, 20__

END OF PERFORMANCE BOND

This bond is given to comply with section 255.05 Florida Statutes, and any action instituted by a claimant under this bond for payment must be in accordance with the notice and time limitation provisions in Section 255.05(2) and Section 255.05(10), Florida Statutes

EXHIBIT "D"
PAYMENT BOND

Bond No. 602-107537-5

Public Construction

Any singular reference to Contractor, Surety, Owner or any other party shall be considered plural where applicable.

CONTRACTOR (name and address):

Sagaris Corp.
1847 N. University Drive
Pompano Beach, FL 33071
(954) 688-3407

SURETY (name and principal place of business):

United States Fire Insurance Company
305 Madison Ave.
Morristown, NJ 07960
(973) 490-6600

OWNER:

City of Dania Beach, Florida
100 West Dania Beach Boulevard
Dania Beach, Florida 33004 PH: 954-924-6800

CONSTRUCTION CONTRACT

Project Name: **Installation of Paver Driveways, Signs and Solar Lights for Dania Beach Oasis XII**

City's Bid No.: **17-004**

Date: NOVEMBER 27, 2017 Amount: \$150,536.00

One Hundred Fifty Thousand Five Hundred Thirty-six and 00/100 Dollars

The work shall generally consist of:

Installing Paver Driveways, Signs, and Solar Lights on NW 8th Avenue
Dania Beach, FL

BOND

Date (not earlier than
Construction Contract

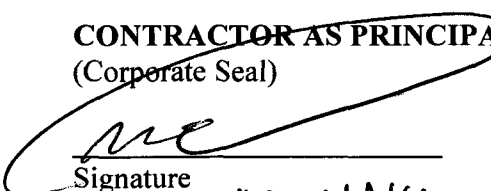
Date): NOVEMBER 27, 2017

Amount: \$165,589.60

One Hundred Sixty-five Thousand Five Hundred Eighty-nine and 60/100 Dollars

Modifications to this Bond: None _____ See Page(s) x _____

CONTRACTOR AS PRINCIPAL
(Corporate Seal)

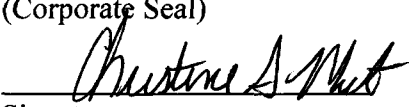

Signature

MEHMED MAHMUTOVIC
Name

PRESIDENT
Title

United States Fire Insurance Company

SURETY
(Corporate Seal)


Signature

Christine A. Morton
Name

Attorney-in-fact and FL Licensed Resident Agent
Title

(Any additional signatures please include at the end of page 5)

FLORIDA RESIDENT AGENT

Christine A. Morton

c/o Guignard Company

1904 Boothe Circle, Longwood, FL 32750

Address

407-834-0022

Telephone

N/A

Facsimile

1. DEFINITIONS

- (A) **Claimant:** An individual or entity having a direct Contract with the Contractor or with a Subcontractor of the Contractor to furnish labor, materials or equipment for use in the performance of the Contract. The intent of this Bond shall be to include without limitation in the terms "labor, materials or equipment" that part of water, gas, power, light, heat, oil, gasoline, telephone service or rental equipment used in the Construction Contract, architectural and engineering services required for performance of the work of the Contractor and the Contractor's Subcontractors, and all other items for which a mechanic's lien may be asserted in the jurisdiction where the labor, materials or equipment were furnished.
- (B) **Construction Contract:** The agreement between the Owner and the Contractor identified on the signature page, including all Contract Documents and changes to it.
- (C) **Owner Default:** Failure of the Owner, which has neither been remedied nor waived, to pay the Contractor as required by the Construction Contract or to perform and complete or comply with the other terms of the Contract.

2. The Contractor and the Surety, jointly and severally bind themselves, their heirs, executors, administrators, successors and assigns to the Owner to pay for labor, materials and equipment furnished for use in the performance of the Construction Contract, which is incorporated into this document by this reference.
3. With respect to the Owner, this obligation shall be null and void if the Contractor:
 - (A) Promptly makes payment, directly or indirectly, for all sums due Claimants, and
 - (B) Defends, indemnifies and holds harmless the Owner, its elected officials, employees, agents and Consultant from claims, demands, liens or suits by any person or entity whose claim, demand, lien or suit is for the payment for labor, materials or equipment furnished for use in the performance of the Work, pursuant to the Construction Contract, provided the Owner has promptly notified the Contractor and the Surety (at the address described in paragraph 12) of any claims, demands, liens or suits and tendered defense of such claims, demands, liens or suits to the Contractor and the Surety, and provided there is no Owner Default.
4. With respect to Claimants, this obligation shall be null and void if the Contractor promptly makes payment, directly or indirectly, for all sums due.
5. The Surety shall have no obligation to Claimants under this Bond until:
 - (A) Claimants who are employed by or have a direct Contract with the Contractor have given notice to the Surety (at the address described in paragraph 13) and sent a copy of the notice to the Owner, stating that a claim is being made under this Bond and, with substantial accuracy, the amount of the claim.
 - (B) Claimants who do not have a direct Contract with the Contractor:
 1. Have furnished written notice to the Contractor and sent a copy, or notice of it, to the Owner, within ninety (90) days after having last performed labor or last furnished materials or equipment included in the claim stating, with substantial accuracy, the amount of the claim and the name of the party to whom the materials were furnished or supplied or for whom the labor was done or performed; and
 2. Have either received a rejection in whole or in part from the Contractor, or not received within thirty (30) days of furnishing the above notice any communication from the Contractor by which the Contractor has indicated the claim will be paid directly or indirectly; and
 3. Not having been paid within the above thirty (30) days, have sent a written notice to the Surety (at the address described in Paragraph 12) and sent a copy, or notice of it, to the Owner, stating that a claim is being made

under this Bond and enclosing a copy of the previous written notice furnished to the Contractor.

6. If a notice required by paragraph four (4) is given by the Owner to the Contractor, or to the Surety, that is sufficient compliance.
7. When the Claimant has satisfied the conditions of paragraph 4, the Surety shall promptly and, at the Surety's expense, take the following actions:
 - (A) Send an answer to the Claimant, with a copy to the Owner, within forty-five (45) days after receipt of the claim, stating the amounts that are undisputed and the basis for challenging any amounts that are disputed.
 - (B) Pay or arrange for payment of any undisputed amounts.
8. The Surety's total obligation shall not exceed the amount of this Bond, and the amount of this Bond shall be credited for any payments made in good faith by the Surety.
9. Amounts owed by the Contractor under the Construction Contract shall be used for the performance of the Construction Contract and to satisfy claims, if any, under any Construction Performance Bond. By the Contractor furnishing and the Owner accepting this Bond, they agree that all funds earned by the Contractor in the performance of the Construction Contract are dedicated to satisfy obligations of the Contractor and the Surety under this Bond, subject to the Owner's priority to use the funds for the completion of the work.
10. The Surety shall not be liable to the Owner, Claimants or others for obligations of the Contractor that are unrelated to the Construction Contract. The Owner shall not be liable for payment of any costs or expenses of any Claimant under this Bond, and shall have under this Bond no obligations to make payments to, give notices on behalf of, or otherwise have obligations to Claimants under this Bond.
11. The Surety waives notice of any change, including changes of time, to the Construction Contract or to related subcontracts, purchase orders and other obligations.
12. No suit or action shall be commenced by a Claimant under this Bond other than in a court of competent jurisdiction in the location in which the work, part of the work is located, or after the expiration of one (1) year from the date: 1) on which the Claimant gave the required notice; or 2) on which the last labor or service was performed by anyone or the last materials or equipment were furnished by anyone under the Construction Contract, whichever of one (1) or two (2) first occurs. If the provisions of this paragraph are void or prohibited by law, the minimum period of limitation available to sureties as a defense in the jurisdiction of the suit shall be applicable.
13. Notice to the Surety, the Owner or the Contractor shall be mailed or delivered to the address shown on the signature page. Actual receipt of notice by Surety, the Owner or the

Contractor, however accomplished, shall be sufficient compliance as of the date received at the address shown on the signature page.

14. When this Bond has been furnished to comply with a statutory or other legal requirement in the location where the construction was to be performed, any provision in this Bond conflicting with the statutory or legal requirement shall be deemed deleted from this Bond and provisions conforming to such statutory or other legal requirement shall be deemed incorporated into this Bond. The intent is that this Bond shall be construed as a statutory bond and not as a common law bond.
15. Upon request by any person or entity appearing to be a potential beneficiary of this Bond, the Contractor shall promptly furnish a copy of this Bond or shall permit a copy to be made.

FL Statute 255.05 in its entirety is

MODIFICATIONS TO THIS BOND ARE AS FOLLOWS: incorporated within by reference.

(Space is provided below for additional signatures of added parties, other than those appearing on the cover page.)

CONTRACTOR AS PRINCIPAL

(Corporate Seal)

N/A

Signature

Name

Title

SURETY

(Corporate Seal)

N/A

Signature

Name

Title

Dated: _____, 20__

END OF PAYMENT BOND

**POWER OF ATTORNEY
UNITED STATES FIRE INSURANCE COMPANY
PRINCIPAL OFFICE - MORRISTOWN, NEW JERSEY**

00661415818

KNOW ALL MEN BY THESE PRESENTS: That United States Fire Insurance Company, a corporation duly organized and existing under the laws of the state of Delaware, has made, constituted and appointed, and does hereby make, constitute and appoint:

***Paul J. Ciambriello, M. Gary Francis, J.W. Guignard, Bryce R. Guignard, April L. Lively
Jennifer L. Hindley, Margie L. Morris, Christine A. Morton, Deborah Ann Murray***

each, its true and lawful Attorney(s)-In-Fact, with full power and authority hereby conferred in its name, place and stead, to execute, acknowledge and deliver: Any and all bonds and undertakings of surety and other documents that the ordinary course of surety business may require, and to bind United States Fire Insurance Company thereby as fully and to the same extent as if such bonds or undertakings had been duly executed and acknowledged by the regularly elected officers of United States Fire Insurance Company at its principal office, in amounts or penalties not exceeding: **Seven Million, Five Hundred Thousand Dollars (\$7,500,000).**

This Power of Attorney limits the act of those named therein to the bonds and undertakings specifically named therein, and they have no authority to bind United States Fire Insurance Company except in the manner and to the extent therein stated.

This Power of Attorney revokes all previous Powers of Attorney issued on behalf of the Attorneys-In-Fact named above and expires on January 31, 2018.

This Power of Attorney is granted pursuant to Article IV of the By-Laws of United States Fire Insurance Company as now in full force and effect, and consistent with Article III thereof, which Articles provide, in pertinent part:

Article IV, Execution of Instruments - Except as the Board of Directors may authorize by resolution, the Chairman of the Board, President, any Vice-President, any Assistant Vice President, the Secretary, or any Assistant Secretary shall have power on behalf of the Corporation:

(a) to execute, affix the corporate seal manually or by facsimile to, acknowledge, verify and deliver any contracts, obligations, instruments and documents whatsoever in connection with its business including, without limiting the foregoing, any bonds, guarantees, undertakings, recognizances, powers of attorney or revocations of any powers of attorney, stipulations, policies of insurance, deeds, leases, mortgages, releases, satisfactions and agency agreements;

(b) to appoint, in writing, one or more persons for any or all of the purposes mentioned in the preceding paragraph (a), including affixing the seal of the Corporation.

Article III, Officers, Section 3.11, Facsimile Signatures. The signature of any officer authorized by the Corporation to sign any bonds, guarantees, undertakings, recognizances, stipulations, powers of attorney or revocations of any powers of attorney and policies of insurance issued by the Corporation may be printed, facsimile, lithographed or otherwise produced. In addition, if and as authorized by the Board of Directors, dividend warrants or checks, or other numerous instruments similar to one another in form, may be signed by the facsimile signature or signatures, lithographed or otherwise produced, of such officer or officers of the Corporation as from time to time may be authorized to sign such instruments on behalf of the Corporation. The Corporation may continue to use for the purposes herein stated the facsimile signature of any person or persons who shall have been such officer or officers of the Corporation, notwithstanding the fact that he may have ceased to be such at the time when such instruments shall be issued.

IN WITNESS WHEREOF, United States Fire Insurance Company has caused these presents to be signed and attested by its appropriate officer and its corporate seal hereunto affixed this 10th day of March, 2016.

UNITED STATES FIRE INSURANCE COMPANY



A.R.S.

Anthony R. Slimowicz, Senior Vice President

State of New Jersey }
County of Morris }

On this 10th day of March 2016, before me, a Notary public of the State of New Jersey, came the above named officer of United States Fire Insurance Company, to me personally known to be the individual and officer described herein, and acknowledged that he executed the foregoing instrument and affixed the seal of United States Fire Insurance Company thereto by the authority of his office.

**SONIA SCALA
NOTARY PUBLIC OF NEW JERSEY
MY COMMISSION EXPIRES 3/25/2019**

Sonia Scala

Sonia Scala (Notary Public)

I, the undersigned officer of United States Fire Insurance Company, a Delaware corporation, do hereby certify that the original Power of Attorney of which the foregoing is a full, true and correct copy is still in force and effect and has not been revoked.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of United States Fire Insurance Company on the _____ day of _____
UNITED STATES FIRE INSURANCE COMPANY



A. Wright

Al Wright, Senior Vice President

CITY OF DANIA BEACH

Agenda Request Item

Type of Request: Resolution

Continued from:

Requested Action (Identify appropriate Action or Motion)		
Request to RFP Audit Services FY 2018. 2019, 2020 with optional renewal terms		

Purchasing Requests ONLY		
Dept:	Acct #:	Amt:
Fund:		

Fiscal Impact/Cost Summary

Exhibits Attached
DFA-18-008 Commission Memo - RFP Audit Services, R-2018- Audit Services Bid Request



**CITY OF DANIA BEACH
DEPARTMENT OF FINANCE
MEMORANDUM**

TO: Honorable Mayor Tamara James
Honorable Vice Mayor William Harris
Honorable Commissioner Chickie Brandimarte
Honorable Commissioner Bobbie Grace
Honorable Commissioner Marco Salvino, Sr.

Memo #: DFA-18-008

FROM: Robert Baldwin, City Manager

VIA: Nicki Satterfield, Finance Director

DATE: March 27, 2018

SUBJECT: Advertisement for Financial Auditing Services 2018, 2019, 2020

BACKGROUND

The City is required to conduct an annual financial audit each year by a qualified public accounting firm under rules of the State Auditor General.

The City Administration is seeking advanced approval of the City Commission to solicit proposals for the September 30, 2018, 2019, and 2020 with two (2) one year optional renewals. Recommendations by the Audit Committee will be brought back the Commission for consideration and engagement.

RECOMMENDATION

Staff recommends approval of the Resolution to move forward with the RFP process and advertise for Financial Auditing Services for the fiscal years ending 2018, 2019, and 2020.

RESOLUTION NO. 2018-047

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF DANIA BEACH, FLORIDA, REQUESTING ADVANCE APPROVAL FROM THE CITY COMMISSION FOR ADVERTISEMENT TO CONTRACT FINANCIAL AUDITING SERVICES FOR THE FISCAL YEARS ENDING SEPTEMBER 30, 2018, 2019 AND 2020 WITH TWO (2) ONE (1) YEAR CITY OPTIONAL RENEWALS; PROVIDING FOR CONFLICTS; FURTHER, PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City is required to conduct an annual financial audit by qualified public accounting firms under rules of the State Auditor General; and

WHEREAS, the City Commission approved entry by the City into a financial audit agreement with HCT Certified Public Accountants which originated on October 7, 2013 covering a three (3) year term beginning with the fiscal year ending September 30, 2013; and

WHEREAS, the agreement for financial audit services was renewed and extended for two additional one (1) year periods for the fiscal year ending September 30, 2016 and September 30, 2017 respectively; and

WHEREAS, the City now seeks to solicit bid proposals for financial auditing services for the fiscal year ending September 30, 2018 and beyond, to be brought back for City Commission consideration and engagement approval as expeditiously as possible;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF DANIA BEACH, FLORIDA:

Section 1. That the above “Whereas” clauses are true and correct and they are incorporated by this reference into this Resolution.

Section 2. That the City Commission of the City of Dania Beach directs the Administration to expeditiously develop and publish a proposal for City financial audit services. and make recommendations to the City Commission regarding proposals received for annual City financial auditing services.

Section 3. That all resolutions or parts of resolutions in conflict with any portion of the provisions in this Resolution are repealed to the extent of such conflict.

Section 4. That this Resolution shall be in force and become effective immediately upon its passage and adoption.

PASSED AND ADOPTED on March 27, 2018.

ATTEST:

LOUISE STILSON, CMC
CITY CLERK

TAMARA JAMES
MAYOR

APPROVED AS TO FORM AND LEGALITY

THOMAS ANSBRO
CITY ATTORNEY

CITY OF DANIA BEACH

Agenda Request Item

Type of Request: Consent Agenda

Continued from:

Requested Action (Identify appropriate Action or Motion)

APPROVE ORDINANCE AMENDING CHAPTER 2, ENTITLED “ADMINISTRATION”, ARTICLE VI, ENTITLED “MARINE ADVISORY BOARD”, OF THE CITY CODE OF ORDINANCES ON FIRST READING.

Purchasing Requests ONLY

Dept:

Acct #:

Amt:

Fund:

Fiscal Impact/Cost Summary

Exhibits Attached

Memo - Marine Advisory Board Changes, O-2018- Amending Chapter 2 - Marine Advisory Board

MEMORANDUM

TO: Mayor and City Commission

FROM: Robert Baldwin, City Manager

THRU: Louise Stilson, City Clerk

RE: Marine Advisory Board

DATE: March 27, 2018

The Marine Advisory Board was established by Ordinance #16-91, which created Chapter 2, Article VI, of the City of Dania Beach Code of Ordinances on May 14, 1991. The purpose of the Board is to consider any subject matter pertaining to the waterways within the City that it considers appropriate, and make recommendations to the City Commission.

At the March 13, 2018 City Commission meeting, the Commission motioned to reduce the membership of the board from fifteen (15) to ten (10) members.

Staff is also recommending that the term of the members be consistent with the term of the appointing Commissioner, as opposed to expiring every two years with each municipal election.

ORDINANCE NO. 2018-007

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF DANIA BEACH, FLORIDA, AMENDING CHAPTER 2, ENTITLED "ADMINISTRATION", ARTICLE VI, ENTITLED "MARINE ADVISORY BOARD", OF THE CITY CODE OF ORDINANCES; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; FURTHER, PROVIDING FOR AN EFFECTIVE DATE.

BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF DANIA BEACH, FLORIDA:

Section 1. That Article VI, entitled "Marine Advisory Board" of Chapter 2, entitled "Administration" of the City Code of Ordinances is amended to read as follows:

Sec. 2-119. Established

~~There is hereby established a~~ A marine advisory board is established to serve in an advisory capacity to the eCity eCommission.

Sec. 2-120. Members' compensation; term.

The members of the marine advisory board shall serve without compensation, and each member shall serve for a term ~~of two (2) years~~ consistent with the duration of the term of the appointing Commissioner. ~~The terms of this board shall expire in March of each biennial general municipal election year.~~ The board shall consist of ~~fifteen (15)~~ ten (10) members appointed by the eCity eCommission. Each commissioner shall appoint ~~three (3)~~ two (2) members who have been residents of the city for at least six (6) months; one (1) of ~~whom is~~ the two appointees shall be engaged in a marine related business or have prior marine related business experience.

Sec. 2-121. Rules of procedure.

- (1) The Board shall select its own Chairperson and Secretary, unless the Chairperson is designated by the City Commission.
- (2) It is suggested that the Board meet not less than once a month, and more frequently if business requires. Notice of the meetings shall be given by the Chairperson or his/her representative.
- (3) Unexcused absence by any Board member from two (2) consecutive meetings, or any three (3) consecutive absences shall constitute an automatic resignation of such member.
- (4) ~~Seven (7)~~ Six (6) members of the Board shall constitute a quorum at any meeting of the Board, but no action shall be binding when taken by the Board except at a

meeting as provided in ~~the Code of Ordinances, Chapter 2, Article VI, this Section 2-121,~~ and recorded in the minutes of the meeting.

- (5) A record of the Board's proceedings shall be made and kept by the Secretary and shall be open to inspection at all times.
- (6) All meetings shall be open to the press and general public and all persons desiring to appear before the Board shall be given reasonable time to present their views on any matter being considered by the Board.
- (7) The Chairperson shall act as presiding officer at all meetings of the Board, but may designate another member to preside as Chairman Pro Tem Tempore during the ~~Chairman's~~ Chairperson's absence.
- (8) A written report shall be submitted to the City Commission not less than once each three (3) month period setting forth the matters considered by the Board along with the Board's recommendations to the City Commission. A copy of the minutes of each meeting shall be submitted to the City Manager.

Sec. 2-122. Duties.

The Board may consider any relevant marine related subject matter it considers appropriate, and it is specifically directed to consider and make recommendations on the following subjects:

- (1) Conditions of waterways and needed corrections, including a study of the most feasible and economical method of maintaining the depths of waterways within the City.
- (2) Waterway safety and traffic control on waterways.
- (3) Activities of waterways patrol.
- (4) Operation of privately owned marinas.
- (5) Operation of small boat docking areas.
- (6) Hurricane procedures.
- (7) Instructional Schools.
- (8) Relations with the Coast Guard.
- (9) Regulation of waterskiing and surfboarding.
- (10) Operation of excursion boats.
- ~~(11) Operation of the Charter Fishing fleet.~~
- (11) Regulation of boat docking in public navigable waters.

- (12) Regulation of water and boat shows and boat races.
- (13) Service operation of the City Marinas, boat launching, docks, etc.
- (14) Traffic conditions under bridges.
- (15) Sanitation problems and proposed ~~laws~~ ordinances governing effluents discharged from boats.
- (16) Advertising and publicity.
- (17) ~~Dania m~~ Marine business enhancement.

Section 2. That if any section, clause, sentence or phrase of this Ordinance is for any reason held invalid or unconstitutional by a court of competent jurisdiction, the holding shall not affect the validity of the remaining portions of this Ordinance.

Section 3. That all ordinances or parts of ordinances and all resolutions or parts of resolutions in conflict with this Ordinance, are repealed to the extent of such conflict.

Section 4. That this Ordinance shall take effect immediately upon City Commission adoption.

PASSED on first reading on March 27, 2018.

PASSED AND ADOPTED on second reading on _____, 2018.

ATTEST:

LOUISE STILSON, CMC
CITY CLERK

TAMARA JAMES
MAYOR

APPROVED AS TO FORM
AND CORRECTNESS:

THOMAS J. ANSBRO
CITY ATTORNEY



Office of the City Manager

Date: March 22, 2018

To: Mayor Tamara James
Vice Mayor Bill Harris
Commissioner Chickie Brandimarte
Commissioner Bobbie H. Grace
Commissioner Marco A. Salvino, Sr.

From: Robert Baldwin, City Manager

By: Colin Donnelly, Assistant City Manager

Subject: Charitable Donations

The Broward Regional Health Planning Council returned the City Commission's FY 2017/18 donation in the amount of \$2,730.00.

It remains the City Commission's prerogative to redistribute these funds if they so desire.

Attachments: 1/25/2018 BRHPC correspondence
Charitable Donations Funding List



HEALTH & HUMAN SERVICE INNOVATIONS

January 25, 2018

Robert Baldwin, City Manager
City of Dania Beach
100 West Dania Beach Boulevard
Dania Beach, Florida 33004

Dear Mr. Baldwin:

This correspondence is to advise that Broward Regional Health Planning Council, Inc. (BRHPC) is no longer the provider of child care services for Broward County.

At the beginning of the fiscal year 2018, the Early Learning Coalition of Broward (ELC) made the decision to bring the services related to child care in-house. As a result of this decision, ELC did not renew its contract with BRHPC to provide these services and thus we are no longer responsible for obtaining the Local Match provided by the various municipalities and the Children's Services Council, Inc. and the United Way of Broward County, Inc.

As a result of this decision by the Early Learning Coalition, BRHPC as requested, is returning the Match funds allocated by the City of Dania Beach Commission for Subsidized Child Care services in the amount of \$2,730.00.

Equal Opportunity Employer

On behalf of the families residing in the City of Dania Beach, receiving these services, we at BRHPC sincerely appreciate the generosity of the City Commission over the past several years and we look forward to continuing our relationship with the City of Dania Beach, through a number of other community programs provided by BRHPC.

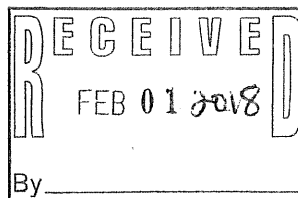
Sincerely,

Joanne G. Richter, MS
Special Projects & Program Manager

Encl: as noted

Broward Regional Health Planning Council, Inc.
200 Oakwood Lane, Suite 100
Hollywood, Florida 33020-1929

T: (954) 561-9681
F: (954) 561-9685
E: info@brhpc.org



Barbara S. Effman, M.P.H.
Chair

David Roach, BA
Vice Chair

John A. Benz, MBA
Secretary

Cyril Blavo, D.O., M.P.H. & TM, FACOF
Treasurer

Lee Chaykin, MHSA
Mark Disette, MBA
Albert C. Jones, MA
Leilani Kicklighter, MBA, ARM, RN
Daniel Lewis
Samuel F. Morrison, BA, MLS
Jasmin Shirley, MSPH
Cary Zinkin, D.P.M.

Michael De Lucca, MHM
President and CEO

BROWARD REGIONAL HEALTH PLANNING COUNCIL, INC.
OPERATING ACCOUNT

To: City of Dania Beach

Date: 1/26/2018

73668

Invoice Number	Date	Description	Amount	Discount	Net Amount
Return Match Fun	1/25/2018	City of Dania Beach Match Funds FY 17-18	\$2,730.00	\$0.00	\$2,730.00
		Totals:	\$2,730.00	\$0.00	\$2,730.00

**BROWARD REGIONAL
HEALTH PLANNING COUNCIL, INC.**

OPERATING ACCOUNT
200 OAKWOOD LN STE 100
HOLLYWOOD, FL 33020
954-561-9681

SUNTRUST BANK
63-215/631

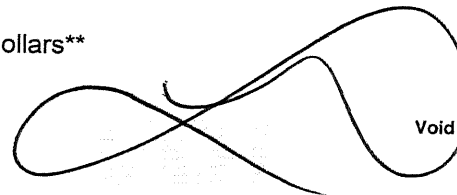
73668

CHECK DATE 1/26/2018
CHECK NO. 73668

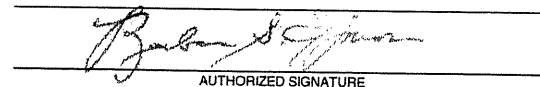
PAY **Two thousand seven hundred thirty and 00/100 Dollars**

CHECK AMOUNT
\$** 2,730.00

TO THE ORDER OF
City of Dania Beach
100 W Dania Beacch Blvd
Dania Beach, FL 33004



Void after 90 days


AUTHORIZED SIGNATURE

Security features included. Details on back.

⑈073668⑈ ⑆063102152⑆ 1000083160159⑈

Attachment "B"

CITY OF DANIA BEACH CHARITABLE DONATION FUNDING LIST FY 2017-2018

Com. Genie's 11/14/2017 Recommendations
- 9% across the board.

Organization	Street Address	City State Zip	2017-2018 Donation Request	2017-2018 City Paid Donation	0.91
ADRC - Aging & Disability Resource Center of Broward County	5300 Hiatus Road	Sunrise, FL 33351	\$ 17,975.00	\$ 7,000.00	\$ 6,370.00
Family Central	840 SW 81st Avenue	North Lauderdale, FL 33068	-		\$ -
Jubilee Center of South Broward	2020 Scott Street	Hollywood, FL 33022	\$ 5,000.00	\$ 1,500.00	\$ 1,350.00
Tamara James Foundation	255 NW 12th Avenue	Dania Beach, FL 33004	\$ 10,000.00	\$ 3,000.00	\$ 2,730.00
Women In Distress	PO Box 676	Ft. Lauderdale, FL 33302	\$ 3,500.00	\$ 4,000.00	\$ 3,640.00
American Cancer Society - Dania Beach Relay for Life	3363 W Commercial Blvd, Suite 100	Ft. Lauderdale, FL 33309	-		\$ -
Friends of the Dania Beach Paul DeMaio Library - Assist in promotion & development of public library in DB	1 Park Avenue East	Dania Beach, FL 33004	\$ 3,500.00	\$ 4,000.00	\$ 3,640.00
Broward 2-1-1	250 NE 33rd Street	Oakland Park, FL 33334	\$ 2,500.00	\$ 2,000.00	\$ 1,820.00
Broward Children's Center	200 SE 19th Ave	Pompano Beach, FL 33040	\$ 10,000.00	\$ 3,000.00	\$ 2,730.00
WELLS Foundation, Inc.	800 NW 1st Ave	Dania Beach, FL 33004	-		\$ -
Liberia Economic & Social Development, Inc.	3220 North 24th Ave	Hollywood, FL 33020	\$ 5,000.00	\$ 2,000.00	\$ 1,820.00
Prestige Club of SW Broward Hollywood Florida Scholarship Foundation	10900 COTTAGE Road, Suite 303c	Cooper City, FL 33328	\$ 10,000.00	\$ 4,000.00	\$ 3,640.00
	PO Box 81761	Hollywood, FL 33081	\$ 5,000.00	\$ 3,000.00	\$ 2,730.00
Broward Regional Health Planning Council, Inc (BRHPC)	200 Oakwood Lane, Suite 100	Hollywood, FL 33020-1929	\$ 15,000.00	\$ 3,000.00	\$ 2,730.00
St. Luke Lodge #530	2207 Forrest Street	Hollywood, FL 33020	-		\$ -
Junior Achievement of South Florida JA World Huizenga Ctr at Broward College	1130 Coconut Creek Blvd	Coconut Creek, FL 33066	\$ 9,200.00		\$ -
House of Hope, Inc	908 SW 1st St	Ft. Laud 33312	\$ 2,500.00		\$ -
Go Green Kids World, Inc	580SE 13th St	Sunrise, FL 33351	-		\$ -
For the Love of our Nation Corp	618 N 24th Ave	Hollywood, FL 33020	\$ 25,000.00	\$ 2,000.00	\$ 1,800.00
Center for Hearing and Communication	2900 W Cypress Creek	Ft Laud FL 33309	\$ 1,480.00		\$ -
8/29/2017			\$125,655.00	\$ 38,500.00	\$ 35,000.00

Returned.

Revised 3/22/2018

Lottier, Christine

From: Lottier, Christine
Sent: Thursday, March 22, 2018 3:31 PM
To: Donnelly, Colin
Subject: PHONE MESSAGE: Megan Degraaf from Early Learning Coalition called regarding the City funding that was returned to us by Broward Regional Health Planning Council and if the donation could be reissued to the Early Learning Coalition. 954-377-2188 x2213.

Colin,

PHONE MESSAGE: Megan Degraaf from Early Learning Coalition called regarding the City funding that was returned to us by Broward Regional Health Planning Council and if the donation could be reissued to the Early Learning Coalition. Megan will send an email regarding this request. 954-377-2188 x2213.

Chris

Christine Lottier
Executive Assistant to the City Manager
City of Dania Beach
100 West Dania Beach Blvd.
Dania Beach, Florida 33004
clottier@daniabeachfl.gov
954-924-6800 x3606
954-921-2604 Fax

Date: March 27, 2018

To: Mayor Tamara James
Vice Mayor Bill Harris
Commissioner Chickie Brandimarte
Commissioner Bobbie H. Grace
Commissioner Marco A. Salvino, Sr.

From: Robert Baldwin, City Manager

Re: General Budget Discussion - Fiscal Year 2018/2019

Preparing the budget is a major responsibility and time-consuming undertaking. We are currently working on the proposed budget for FY2018-2019. To assist us with our analyses, I would appreciate the Commission giving me some very general guidance.

REVENUES

In the past, the City Commission has been reluctant to raise property taxes. You have preferred we make adjustments to user-based fees when possible. To continue our current services, establishment of new user fees and incremental increases in user fees will ensure less reliance on property taxes. Likewise, annual incremental increases in user-fees avoid large, unpalatable increases in any one year.

The City Commission needs to be aware of the potential impact of Amendment 1 scheduled for the November 2018 ballot providing for an additional \$25,000 homestead exemption. This could have a significant loss in revenue in FY 2019/2020.

In what revenue categories is the Commission willing to consider increases?

1. Ad Valorem Millage

Ad Valorem millage is the primary source of revenue for the City. Our millage was 5.998 mills in the current year. The millage cap is currently 10 mills.

Is the City Commission willing to entertain an increase in the ad valorem millage?

2. Fire Assessment

The Commission agreed to increase fire assessment rates annually to pay for escalating pension obligations. (\$223.75 Residential)

3. Parking

- Parking Fees (currently \$2/hour)

- Residential Parking Passes (Seniors: \$25 per year, Year-round Resident: \$45, Seasonal Residents: \$75)
- Parking Fines (currently \$40)

4. Recreation

- Facility Rentals
- Swimming Pool Fees
- Field Rental Fees
- Summer Program Fees
- Gym Membership Fees

5. Public Services

- Water (no increase is recommended.)
- Solid Waste Collection (increasing per new contract).
- Solid Waste Franchise Fee (Commercial: 15%; Residential: None)
- Storm Water Fee (residential \$40/year).
- Cemetery Fees

6. Borrowing/General Obligation Bond

- If the City Commission wishes to borrow money to fund several new capital improvements, you may wish to consider a General Obligation Bond to be voted on by the voters at an upcoming municipal election. The taxpayers would consider the projects being proposed and vote to raise their own taxes to pay for the desired improvements.

EXPENDITURES

In which departments does the Commission contemplate significant changes, cuts or increases?

1. Commission/Administration

- Donations

2.City Attorney Department

- Jai Alai Litigation

3. Finance Department

- More robust improvements to phone system/phone answering capabilities.

4. Public Services/Utilities/Engineering

- Additional Holiday Decorations
- Street Resurfacing (at least \$250,000)
- SE SW Drainage Phase II
- FDOT TAP Grant
- East Dania Beach Blvd. Transportation Enhancement Project
- Alleyway Repaving Program

-Lift Station Rehab

5. Fire Rescue (BSO Contract increase up to 5%, \$500,000)

- The Commission funded from the General Fund four (4) new paramedic positions at Station #17 previously funded from a Federal SAFER grant.
- Fund two (2) Fire Inspectors
- Fund one (1) Fire Chief
- Fund incremental replacement of all Fire Rescue radios
- Fire-Rescue Consulting Study to Plan for Future-Growth Service Levels

6. Parks and Recreation/Marina

-Parks and Recreation Facilities Master Plan is being conducted in the current fiscal year and the recommendations and associated costs cannot be estimated at this time.

- Park Ranger Program (improved security parks and events)

7. Police (BSO Contract increase up to 5%, \$500,000)

- The Commission added four deputy positions in the current year.
- Convert one road patrol deputy to School Resource Deputy
- Add One (1) Sergeant and Three (3) additional deputies
- Moving Police Station to City Hall
- Fund possible incremental replacement of all Police radios

8. Capital Improvement Program-Other

- Oasis Project (\$200,000)
- Property Acquisition for Oasis Phase II
- City Hall Exterior Improvements and Paint
- City Hall Air Conditioning, Additional/ADA Bathrooms, Office Renovations
- Commission Chambers Dais Security Upgrades
- City Hall Security (CPTED implementation)
- New EOC facility
- Pier and Restaurant maintenance (i.e. elevator, painting, lighting)
- Dania Beach Grill (tenant Improvements)

9. General Fund Balance Reserve

-Maintain amount set by Commission Policy (25% General Fund Operating Budget)

10. Hurricane Reserve. The City Commission established \$8 million in the Hurricane Reserve. Unfortunately, due to Irma, you had to draw down the Hurricane Reserve by \$4 million. Approximately \$2 million has been spent and we are awaiting further billing from Broward County, et al. We are also awaiting FEMA reimbursement, but that literally can take years. Another hurricane this year or next could deplete the Hurricane Reserve.

- Return \$4 million to the Hurricane Reserve as quickly as possible and bring the balance back to \$8 million.

11. Pension Obligations

- Pension Reserve (currently \$1.2 million, goal is \$2.2 million)
- Fire Pension (\$6 million)
- Police Pension (\$714,736)
- General Employees (\$1.76 million)
- OPEB (Other Post Employee Benefits \$400,000)

12. Compensation and Classification Study

- If required, funding amount unknown at this time.

13. Outsourcing/Return In-house

-A potential source of cost-savings is in outsourcing services. This approach to government services should be evaluated (e.g., cemeteries, water utility, code compliance, building, administrative departments, etc.).

14. Parking

- Add additional floor to the Parking Garage

15. Other

- Bus Shelter Maintenance – Program Modifications
- Seniors Budget (\$25,000)
- Gracefully Aging (\$25,000)
- Garage Doors – Fire Station

16. CRA

- Branding
- Arts and Seafood Festival
- PATCH

Because time is of the essence and staff is minimal, we do not want to spend unnecessary time evaluating revenue and expense options that the Commission is not willing to entertain. I would appreciate as much feedback from the Commission as possible prior to the submittal of the City Manager's Proposed 2018/2019 Annual Operating Budget, and we will have a more detailed budget overview in June when our property values are provided by the Broward County Property Appraiser. Your counsel is very important to this process. Major, last-minute policy modifications increase the complexity of the budgetary process for both staff and the Commission.

Commission direction is requested.



MEMORANDUM

2017-2018 OFFICERS

President Dan Daley
Commissioner, Coral Springs
1st Vice President Tim Lonergan
Mayor, Oakland Park
2nd Vice President Daniel J Stermer
Mayor, Weston
Secretary Traci Callari
Commissioner, Hollywood
Treasurer Gary Resnick
Mayor, Wilton Manors

DIRECTORS

Immediate Past President Greg Ross
Mayor, Cooper City
Past President Susan Starkey
Councilmember, Davie
Past President M. Margaret Bates
Commissioner, Lauderhill
Past President Frank Ortis
Mayor, Pembroke Pines
Barbara Baldasarre
Commissioner, Hillsboro Beach
Gloria Battle
Commissioner, Deerfield Beach
Jack Brady
Mayor, North Lauderdale
Anthony Caggiano
Vice Mayor, Margate
Thomas Dorsett
Commissioner, West Park
Harry Dressler
Mayor, Tamarac
Justin Flippen
Vice Mayor, Wilton Manors
Caroline Guida
Councilmember, Sea Ranch Lakes
Bill Harris
Vice Mayor, Dania Beach
Dale Holness
Commissioner, Broward County
Thomas Kallman
Commissioner, Weston
Bob Mayersohn
Commissioner, Parkland
Doug McKay
Mayor, Southwest Ranches
Wayne Messam
Mayor, Miramar
Ashira Mohammed
Mayor, Pembroke Park
Barry Moss
Commissioner, Pompano Beach
Iris Siple
Commissioner, Pembroke Pines
Larry Sofield
Deputy Mayor, Sunrise
Elliot Sokolow
Vice Mayor, Lauderdale-by-the-Sea
Anabelle Taub
Commissioner, Hallandale Beach
Ken Thurston
Commissioner, Lauderhill
Pete Tingom
Councilmember, Plantation
Becky Tooley
Mayor, Coconut Creek
Dean Trantalis
Commissioner, Fort Lauderdale
Glenn Troast
Mayor, Lighthouse Point
Beverly Williams
Vice Mayor, Lauderdale Lakes

Mary Lou Tighe
Executive Director
Sely Cochran
Deputy Executive Director

To: City Clerks
From: Mary Lou Tighe, Executive Director
Date: March 19, 2018
Re: 2018-19 Board of Director Appointments

According to the League By-Laws:

- Each city shall appoint a Director, Alternate, and Second Alternate to attend and vote at any Board of Directors or General Membership meeting held where he/she represents his/her municipality.
- It is the responsibility of each Director to communicate with his/her respective municipal officials, employees, and constituents concerning actions taken or to be taken by the Board of Directors or the general membership. Directors are responsible for bringing issues of collective importance to the attention of the Board of Directors.
- Each member of the Board of Directors shall notify his or her Alternate to attend Board of Director Meetings when that voting member will not attend. The Alternate shall have the right to participate and vote. In the event the Alternate cannot attend, the Alternate shall notify his or her Second Alternate to attend Board of Director meetings when the Alternate cannot attend. The Second Alternate shall have the right to participate and vote.

Please agenda the selection of your Director, Alternate, and Second Alternate for your next commission meeting as the deadline for board appointments is April 27, 2018. Once completed, please forward the information below to scochrane@browardleague.org.

=====

Municipality: _____

Commissioner/Council Appointments: _____

Director: _____

Alternate: _____

Second Alternate: _____



Suite 122 Governmental Center, 115 South Andrews Avenue
Fort Lauderdale, Florida 33301
Phone: 954.357.7370 Fax: 954.357.5563
Internet: www.browardleague.org