

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM SUMMARY

Meeting Date: August 16, 2011 ☒ Consent ☐ Regular
☐ Ordinance ☐ Public Hearing

Department: Judicial
Submitted By: Fifteenth Judicial Circuit
Submitted For:

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve; a travel advance for the Fifteenth Judicial Circuit's Court Technology Director to attend the Annual Court Technology Training Conference in Long Beach, California for the period October 4, 2011, through October 6, 2011.

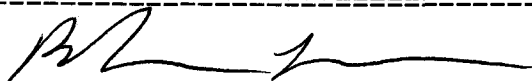
Summary: The travel advance in the amount of \$1,452.20 is requested for the Fifteenth Judicial Circuit's Court Technology Director to attend the Annual Court Technology Training Conference. This conference is a budgeted annual training. According to the County's travel policy CW-F-009, travel advances for non-county employees require Board approval. The Court Technology Director is required to receive technical training in order to take an active role in the performance of assigned duties and the requested travel advance covers conference registration, airfare, lodging, and meals for one participant.
Countywide (AH)


Background and Justification: The Court Technology Director fulfills a critical need for court operations. Updated technical training is required in order to be effective in performing job duties. The travel advance will allow the Court Technology Director to attend and participate in the training conference. The total estimated travel advance requested is summarized as follows:

Registration Fee	= \$ 650.00
Airfare	= \$ 433.20
Lodging (3*\$123)	= \$ <u>369.00</u>

Total Requested Travel Advance \$1,452.20

- Attachments:**
- 1) Travel Request/Reimbursement Forms
 - 2) Court Technology Conference Materials

Recommended by:  7/19/11
Department Director Date

Approved By:  7/27/11
Assistant County Administrator Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact

Fiscal Years	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>
Capital Expenditures					
Operating Costs	1,452,200				
External Revenues					
Program Income (County)					
In-Kind Match (County)					
Net Fiscal Impact	<u>1,452,200</u>	<u>-0-</u>			
# ADDITIONAL FTE POSITIONS (Cumulative)	0	0	0	0	0

Is Item Included In Current Budget? Yes X No

Budget Account No.: FUND 1327 DEPT 520 UNIT 5201 OBJECT 4001

B. Recommended Sources of Funds/Summary of Fiscal Impact:

III. REVIEW COMMENTS

A. OFMB Fiscal and/or Contract Dev. and Control Comments:

Travel cost is being charged to the court technology fund and its allowable under Article V

OFMB

7/20/11

7/25/11

Contract Administration

7-25-11 B. Wheeler

B. Legal Sufficiency:

Anne Delgado 7/26/11
Assistant County Attorney

C. Other Department Review:

Department Director

TRAVEL REQUEST/REIMBURSEMENT FORM
PALM BEACH COUNTY BOARD OF COUNTY COMMISSIONERS

NAME <u>Noel Chessman</u>		TITLE <u>COURT TECHNOLOGY OFFICER</u>	
PRINT NAME		<input checked="" type="checkbox"/> TECH <input type="checkbox"/> PROF <input type="checkbox"/> MNGR <input type="checkbox"/> OTHR	
DEPARTMENT <u>COURT ADMINISTRATION</u>		DIVISION <u>COURT TECHNOLOGY</u>	
PHONE # <u>561 662 3700</u>	ACCOUNT # _____	DATE <u>7-17-11</u>	
TRAVEL CONTACT <u>Adrienne Gibbs</u>		PHONE # <u>355-1540</u>	
DESTINATION (City & State) <u>Long Beach, CA</u>			
VACATION COMBINED WITH TRIP? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
WAS TRIP BUDGETED? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO			
TITLE OF CONFERENCE/SEMINAR <u>COURT TECHNOLOGY CONFERENCE 2011</u>			
PURPOSE OF TRIP: <input type="checkbox"/> Business <input type="checkbox"/> Training <input checked="" type="checkbox"/> Conference/Convention			
<input type="checkbox"/> Certification <input type="checkbox"/> Lobbying			
<input checked="" type="checkbox"/> OUT OF STATE <input type="checkbox"/> IN STATE <input type="checkbox"/> IN PALM BEACH COUNTY			

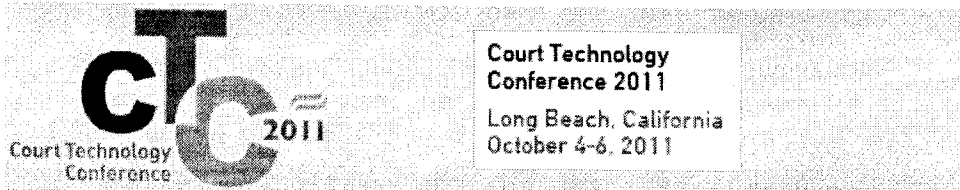
	ESTIMATED EXPENSES	ACTUAL EXPENSES
Departure	Date: <u>10-3-11</u>	Date: _____
	Time: <u>1:35 PM</u>	Time: _____
Return	Date: <u>10-7-11</u>	Date: _____
	Time: <u>10:16 AM</u>	Time: _____
Registration Fee	\$ <u>650</u>	\$ _____
Transportation:		
Airline	<u>433.20</u>	_____
Private Vehicle (Attach Detail)	_____	_____
Destination Miles	_____	_____
@ 36¢ /mile	_____	_____
Vicinity Miles	_____	_____
@ 36¢ /mile	_____	_____
County Vehicle:	_____	_____
Vehicle # _____	_____	_____
Taxi	_____	_____
Car Rental	_____	_____
(Attach Justification)	_____	_____
Lodging: <u>3</u> Days @	<u>369</u>	_____
\$ <u>123</u> / Day	_____	_____
Meals:	_____	_____
# _____ Breakfasts (\$6.00)	_____	_____
# _____ Lunches (\$12.00)	_____	_____
# _____ Dinners (\$22.00)	_____	_____
Per Diem:	_____	_____
# _____ Qtrs @ \$23.75 /Qtr..	_____	_____
Miscellaneous:	_____	_____
Parking	_____	_____
Tolls	_____	_____
Other	_____	_____
TOTAL ALL EXPENSES:	\$ <u>1452.20</u>	\$ _____
TRAVEL ADVANCE REQUESTED:	\$ <u>1452.20</u>	\$ _____
Less:		
Travel Advance	_____	_____
Payments By County	_____	_____
Payments By Other Entities	_____	_____
Amount of Reimbursement <REFUND>	_____	\$ _____

TRAVEL APPROVALS:	
Traveler's: <u>[Signature]</u>	Date: <u>7-15-11</u>
Approving Authority's: <u>[Signature]</u>	Date: <u>7/19/11</u>

REIMBURSEMENT APPROVALS: *	
Traveler's: _____	Date: _____
Approving Authority's: _____	Date: _____

*** CERTIFICATION AND AUTHORIZATION**

I hereby certify or affirm that this travel claim is true and correct in every material matter; that the expenses were actually incurred by the traveler as necessary travel expenses in the performance of my official duties; and that same conforms in every respect with the requirements of the Palm Beach County travel regulations and Chapter 112.061, Florida Statutes.



ATTENDEES

EXHIBITORS

SPONSORS

CTC 2011: Where the high performing court prepares for the future



David Pogue, technology columnist for The New York Times, will be the keynote speaker at the 2011 Court Technology Conference.

Entertaining keynote speakers and stimulating educational sessions. The world's largest court technology exhibit show. Outstanding networking. CTC 2011 will have it all.

The Court Technology Conference brings together more than 1,500 court professionals from across the country and across the world for three days of learning, training and networking. There simply is no conference on par with CTC that gives you the tools you need to deliver solutions for your court.

Who says? Our attendees do. In fact, 90 percent of the attendees at the last CTC agree with the statement "I got good value for the time and money it took to attend CTC 2009."

What else do they say?

"By far, the best conferences that I have attended in my nearly 20 years in court management."

"The conference quality was great. Presenters were very good. Overall: WELL DONE, AGAIN!"

"I have attended every CTC since CTC3. I am delighted to see that the quality continues to improve."

CTC 2011 will take place October 4-6, 2011, at the Long Beach Convention and Entertainment Center in Long Beach, California, and once again will be the premier opportunity for court professionals to meet, discuss, and plan for the future. Make your plans now to come to Long Beach for CTC 2011, where the high performing court will prepare for the future.

[Register now.](#)

[HOME](#) [ATTENDEES](#) [EXHIBITORS](#) [SPONSORS](#)

[REGISTER](#) [Hotels](#) [Long Beach](#) [Contact Us](#)

300 Newport Avenue, Williamsburg VA 23185 | Phone: (888) 609-4023 | Fax: (757) 564-2002

CTC 2011 SPONSORS



CTC 2009: WHAT THEY SAID



See what CTC 2009 attendees had to say about why they attended, and what they got out of it.

CTC 2009 SESSIONS

All of CTC 2009's education session presentations, as well as video of the sessions and speakers, are online.

[CTC 2009 video](#)

[CTC 2009 presentations](#)

#300

CTC 2011 Registration

Conference Registration

 Need to fax or e-mail your registration? Here's the form (pdf format). Fax: (757) 564-2002

Red text denotes required fields

General Information

Mr. ☐ First Name: Noel MI: ☐ Last Name: Chessman

Name on Badge (If different than above):

Organization: 15th Circuit Court of Florida Title: Court Technology Officer

Street Address: 205 North Dixie Highway suite 2.1100 City: West Palm Beach State: Florida

Zip / Postal Code: 33401 Country: United States

Email Address: nchessman@pbcgov.org

Confirm Email Address: nchessman@pbcgov.org ☐ I do not wish to receive email from CTC Conference Exhibitors.

Telephone: 561-355-4406 Fax:

If outside U.S., please include entire phone number (country code, etc.)

Registration Selection and Fees

This registration fee entitles you to attend the keynote functions and all educational sessions; visit the CTC 2011 Cyber Stations, Exhibition and Showcase Theaters; participate in the Special Interest Group meetings (SIGs); receive all conference materials; and attend all social functions (i.e., coffee breaks, lunch on Wednesday and Thursday.) No daily rates are offered.

Super Saver Rate (through February 15): \$500

Special or Discount Code:

Saver Rate (Feb. 16 – July 1, 2011): \$550

Update Rate

Early Bird Rate (July 1 – Sept. 9, 2011): \$650

Type of Registrant:

Regular Rate (Sept. 10 – Sept. 30, 2011): \$700

☒ I am court staff.

On-site Rate (Oct. 1 – Oct. 7, 2011): \$850

☐ I am a from the private sector.

Commercial Rate (through Oct. 7, 2011): \$900

Registrant Profile

Information below must be provided to validate registration.

- | | | |
|--|--|---|
| <input type="checkbox"/> Federal Judge | <input type="checkbox"/> State Court Administrator | <input type="checkbox"/> Court Staff |
| <input type="checkbox"/> Federal Court Administrator | <input type="checkbox"/> State Court Staff | <input type="checkbox"/> State Clerk |
| <input type="checkbox"/> Federal Court Staff | <input type="checkbox"/> State Clerk | <input type="checkbox"/> Library Staff |
| <input type="checkbox"/> Federal Clerk | <input type="checkbox"/> State Library Staff | <input type="checkbox"/> Attorney |
| <input type="checkbox"/> Federal Library Staff | <input type="checkbox"/> State Attorney | <input checked="" type="checkbox"/> IT Director |
| <input type="checkbox"/> Federal Attorney | <input type="checkbox"/> State IT Director | <input type="checkbox"/> IT Staff |
| <input type="checkbox"/> Federal IT Director | <input type="checkbox"/> State IT Staff | <input type="checkbox"/> Private Sector |
| <input type="checkbox"/> Federal IT Staff | <input type="checkbox"/> Judge | <input type="checkbox"/> Court Consultant |
| <input type="checkbox"/> State Judge | <input type="checkbox"/> Court Administrator | |
| <input type="checkbox"/> NCSC Staff | | |
| <input type="checkbox"/> Other: | | |

Payment

I approve payment of \$650 to The National Center for State Courts.

☐ American Express Card Number:
☐ Mastercard Expiration Date: 01 - January / 2011
☐ Visa Security Code:

Register

Registration fees are non-refundable. No purchase orders will be accepted.

CTC 2011 Registration

Page 2 of 2

If you need to substitute please call or e-mail NCSC Conference Services for assistance.
Toll Free: (888) 609-4023
Email: conferences@ncsc.org

Noel Chessman

From: Travelocity Customer Support <travelocity@travelocity.com>
Sent: Friday, July 15, 2011 3:54 PM
To: Noel Chessman
Subject: Travelocity Confirmation



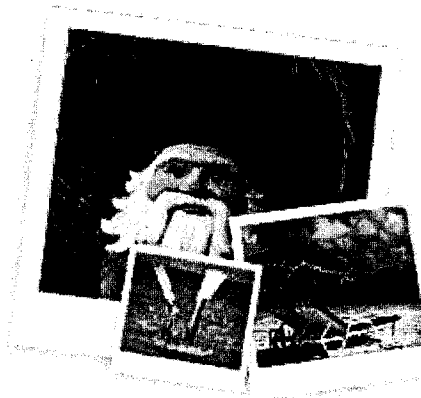
Noel Foster,

Thank you for booking your travel with Travelocity.

Your Travelocity Trip ID is: 6119 6193 3851

You can view your Trip Details by logging onto
Travelocity.com

If any issues arise with your reservation before or during
your trip, please contact us immediately.



Customer Support

In the US	1.888.872.8356	24 hours/7 days a week
Outside the US	1.210.521.5871	24 hours/7 days a week
En Español	1.866.828.3933	7am - 10pm CST

[How to change my trip](#)
[How to cancel my trip](#)
[Email Travelocity](#)

Flights

1 Round-Trip Ticket

All flight times are local to each city.

Mon, Oct 3, 2011

Online check-in code: GX88ZC

Depart: 01:35 pm West Palm Beach, FL (PBI)
Arrive: 04:39 pm Detroit, MI (DTW)

▲ Delta Air Lines, Flight 1930
Economy Class

Travel time: 3 hrs 4 mins
Seat request: 9D

1 Stop - change planes in Detroit, MI (DTW)
Connection Time: 36 mins

Depart: 05:15 pm Detroit, MI (DTW)
Arrive: 07:12 pm Salt Lake City, UT (SLC)

▲ Delta Air Lines, Flight 855
Economy Class

Travel time: 3 hrs 57 mins
Seat request: 22F

1 Stop - change planes in Salt Lake City, UT (SLC)
Connection Time: 53 mins

Depart: 08:05 pm Salt Lake City, UT (SLC)
Arrive: 08:57 pm Long Beach, CA (LGB)

▲ Delta Air Lines, Flight 4721
Economy Class
Operated by
SKYWEST DBA DELTA

CONNECTION

Travel time: 1 hr 52 mins
Seat request: 10C

Please check in with **Skywest Db Delta Connection** on the day of departure for your boarding pass.

Thu, Oct 6, 2011

Online check-in code: GX88ZC

Depart: 06:10 pm Long Beach, CA (LGB)
Arrive: 08:58 pm Salt Lake City, UT (SLC)

▲ Delta Air Lines, Flight 4724
Economy Class
Operated by
SKYWEST DBA DELTA
CONNECTION

Travel time: 1 hr 48 mins
Seat request: 13B

1 Stop - change planes in Salt Lake City, UT (SLC)
Connection Time: 3 hrs 52 mins

Depart: 12:50 am Salt Lake City, UT (SLC)
Red-eye
Arrive: 06:19 am Atlanta, GA (ATL)

▲ Delta Air Lines, Flight 2324
Economy Class

Travel time: 3 hrs 29 mins
Seat request: 46D

1 Stop - change planes in Atlanta, GA (ATL)
Connection Time: 2 hrs 12 mins

Depart: 08:31 am Atlanta, GA (ATL)
Arrive: 10:16 am West Palm Beach, FL (PBI)
Next day

▲ Delta Air Lines, Flight 1134
Economy Class

Travel time: 1 hr 45 mins
Seat request: 25D

Passengers
NOEL FOSTER CHESSMAN

E-ticket Numbers
0068667958154

Frequent Flier Information
Add your number at the airport.

Flight policies

Pricing

1 Adult:	\$383.00
Taxes & Fees:	\$50.20
Total:	\$433.20

We charged a total of \$433.20 to your American Express® Card xxxx-xxxx-xxxx-1189.

Complete Your Travel Plans for Long Beach



Add a Hotel

Book your hotel now and reserve a room that's just your style, in just the right spot.

[More hotel deals](#)



Add a Car

Compact Car from **\$72** /day
Intermediate Car from **\$76** /day
Economy Car from **\$71** /day

[More car deals](#)



Add an Activity

Universal Studios Hollywood from **\$63**
Southern California Citypass from **\$189**
Disneyland Resort - Anaheim, California from **\$122**

[More things to do](#)

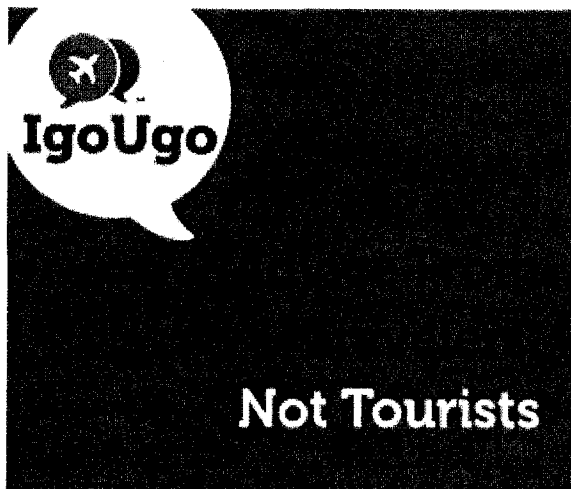
The Travelocity Guarantee

We look out for you all trip long, and even before you go.

The Travelocity Guarantee is our commitment to you that we are here for you.

We stand behind everything we sell, everything about your booking will be right, or we'll work with our partners to make it right, right away.

[Learn more](#)



Additional Information

Online Support

[What if my flight schedule changes?](#)

[What if I experience a problem during my trip?](#)

[How can I change or cancel my trip?](#)

[View all Travel Alerts](#)

[View Frequently Asked Questions](#)

Travel Checklist

- **Printed Itinerary** - Please print this information and take it with you on your trip.
- **Photo ID** - Every air passenger must have a valid government-issued photo ID (e.g. driver's license or passport). The name on the photo ID must match the passenger name in the reservation. Once the ticket has been issued the name on the ticket cannot be changed.
- **TSA Secure Flight Information** - Any information you provided has been added to your reservation.

- **Flight information** - Check for flight and gate updates prior to your departure. Some airlines allow you to pre-print your boarding pass with an online check-in feature.
- **Schedule changes** - The airline may change your flight itinerary at any time. If we are notified of an itinerary change, we will contact you by email and/or phone. If the airline has not provided you with an acceptable alternative itinerary, our agents will try to re-accommodate you according to the airline's policy and availability.
- **Security Procedures** - Check the TSA Web site (www.tsa.gov) for the most up-to-date information about security procedures. If you are departing from a non-U.S. airport, be sure to check that airport's security policies and pack accordingly.
- **Baggage guidelines** - Check with your airline for rules and prices for carry-on and checked baggage. Please review the carry-on baggage guidelines from the Transportation Security Administration.

Policies

- Ticket is **non-refundable**.
- If Travel Protection has been purchased it is **non-refundable**.
- **Please review your itinerary immediately.** If any issues arise before or during your trip you must call us right away. Why? We work with our suppliers to resolve your concerns, so the only opportunity we have to help you is before your trip ends. If you wait until you return, it's too late.
- There are times when we are unable to confirm a reservation. In the rare event that this occurs, we will attempt to reach you by phone and email so that we can re-accommodate you. You must call us back within 48 hours or we may not be able to honor your original booking price.
- Travelocity fees and airline charges will be shown as separate items on your credit card statement. Airline charges may also be listed separately for each passenger.

[Change Policies](#)

[Cancellation Policies](#)

[Domestic Flight Notice](#)

[International Flight \(Warsaw Convention\) Notice](#)

[View All Policies](#)

General Policies

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Travelocity fees and airline charges will be shown as separate items on your credit card statement. Airline charges may also be listed separately for each passenger.

Change Policies

Some tickets do not allow any changes. Ticket changes also have airline penalties and/or increased fares. If your ticket is changeable, any changes must be made prior to departure. Airlines will charge a fee to use your ticket as credit for a new ticket purchase. This fee varies by airline, market, and specific fare rules, and may be \$150 or more for domestic tickets and \$200 or more for international tickets.

If you fail to show up for any segment of your flight itinerary, the airline will automatically cancel the remainder of your flights and they will lose all monetary value. You will not be entitled to a refund for any unused portions of your flight travel.

Cancellation Policies

If you cancel you will not receive a refund. You must cancel your reservation prior to departure to retain any ticket value.

Depending on the airline and fare rules, the residual value that is remaining may be eligible to be applied to future travel, providing the cancellation, rebooking, and re-ticketing of your reservation is at least one day prior to your originally scheduled date of departure.

Airlines usually deduct \$150 or more for domestic tickets and \$200 or more for international tickets before determining if there is any value that can be applied toward future travel.

Domestic Flight Notice

Air transportation to be provided between points in the U.S. (including its overseas territories and possessions) is subject to the

individual contract terms (including rules, regulations, tariffs and conditions) of the transporting air carriers, which are herein incorporated by reference and made part of the contract of carriage.

Where this coupon is issued for transportation or services other than air travel, specific terms and conditions may apply. These terms and conditions may be included in the ticket set or may be obtained from the issuing company or agent.

Please make sure you have reviewed the important legal notice entitled "Conditions of Contract", "Notice of Incorporated Terms", "Notice of Baggage Liability Limitations", and "Notice of Overbooking" in Terms & Conditions of Travel or the specific terms and conditions relating to non-air transportation or services.

The Terms & Conditions of Travel will also be available at the airport prior to your flight departure.

International Flight (Warsaw Convention) Notice

If the passenger's journey involves an ultimate destination or stop in a country other than the country of departure, the Warsaw Convention may be applicable and the Convention governs and in most cases limits the liability of carriers for death or personal injury and for the loss of or damage to baggage.

See also the notices entitled "Advice to International Passengers on Limitation of Liability" and "notice of Baggage Liability Limitations" Terms & Conditions of Travel.

Noel Chessman

From: Noel Chessman
Sent: Sunday, July 17, 2011 9:12 PM
To: Noel Chessman
Subject: FW: Your Hotel Reservation -

Noel Chessman
Court Technology Officer
15th Judicial Circuit Court of Florida
office: 561-355-4406

From: Court Technology Conference 2011 [groupcampaigns@pkghlrss.com]
Sent: Sunday, July 17, 2011 8:35 PM
To: Noel Chessman
Subject: Your Hotel Reservation -

Court Technology Conference 2011

HOTEL RESERVATION ACKNOWLEDGEMENT #324VJNNJ

This is an automated acknowledgement, for the Court Technology Conference 2011 from The Housing Connection. Please do not reply to this acknowledgement. You will not receive a return response, see below for further contact information. Please review all information for accuracy.

Thank you for making your hotel reservation on 07/17/2011 for Court Technology Conference 2011 being held in Long Beach, CA, over the dates of 10/04/2011 - 10/06/2011.

All reservation changes can be made at the event website:

https://resweb.passkey.com/Resweb.do?mode=welcome_ei_new&eventID=3260979&utm_source=1418&utm_medium=email&utm_campaign=4287517 or by calling The Housing Connection 888-310-1390 / (International) through 09/28/2011. After 09/28/2011, please contact your hotel directly.

All cancellations with The Housing Connection must be made online or in writing by fax to 801-355-0250 or e-mail to .

GUEST INFORMATION

Noel F Chessman
15th Circuit Court of Florida
205 North Dixie Highway
suite 2.1100
West Palm Beach, FL 33401
US
561-662-3700
nchessman@pbcgov.org

HOTEL INFORMATION

XHotel Queen Mary
1126 Queens Hwy
Long Beach, CA 90802
562-435-3511
562-432-7674

ROOM INFORMATION

Room Name: Standard Room - One Bed
Check-in: 10/03/2011
Check-out: 10/06/2011
Share-withs:

Requests:

Accessible Room: No

HOTEL RATES

Single Occupancy Rate Per Room:

Date	Guest(s)	Status	Rate
10/03/2011	1	Confirmed	123.00
10/04/2011	1	Confirmed	123.00
10/05/2011	1	Confirmed	123.00

Additional Guest Charges:

Additional Guest	Rate
Second Guest	0.00
Third Guest	0.00
Fourth Guest	0.00
Fifth Guest	0.00

Hotel Tax Policy:

Currently 15% (Subject to change)

CANCELLATION POLICY

Cancellations after September 10, 2011 will be subject to a \$25 service fee. One night's room and tax will be forfeited entirely if cancellation occurs within 72 hours prior to arrival.

Hotels may charge credit cards for a deposit no more than 30 days before arrival. Your hotel may choose not to charge for a deposit of one night's room and tax, but will use your credit card to guarantee your room and to enforce any cancellation penalties.

If you wish to send a check deposit for your reservation it must be received by The Housing Connection at least 45 days before your scheduled arrival date.

Note: The acknowledgement number listed in this letter is for internal use only and will not be the same as the hotel's confirmation number.

A kind note about calling the hotel "just to be sure":

Please do not call your hotel "to be sure" until after **09/28/2011**. Please understand that processing your reservations from The Housing Connection into the Hotel system will take a few days. Rest assured that if you have received a confirmation number already from The Housing Connection, the hotel will honor your booking. Thank you for your consideration.

After 09/28/2011, all reservation changes can be made by contacting the hotel directly at 562-435-3511.

Passkey, its reservation system and/or their agents act only in the capacity of agent for all customers in all matters pertaining to hotel reservations, and as such are not responsible for guaranteed hotel rooms, damages, expenses, inconveniences or damage to any person or property from any cause whatsoever.

Please be advised that Florida has a broad public records law, and all correspondence to me via email may be subject to disclosure. Under Florida records law (SB80 effective 7-01-06), email addresses are public records. If you do not want your email address released in response to a public records request, do not send public records request to this entity. Instead, contact this office by phone or in writing.