

**CITY OF DANIA BEACH
PRE-APPROVED CONFERENCE OR TRAINING AUTHORIZATION/RECONCILIATION**

EMPLOYEE: Colin Donnelly DEPARTMENT: Office of the City Manager
 LOCATION: Orlando, Florida TRIP/TRAINING DATE: April 22-24, 2015
 PURPOSE: 2015 Florida Benchmarking Consortium Annual Spring Conference - Florida Institute of Government UCF Orlando, Florida

x Overnight Out of State Air Travel

TRAVEL EXPENSES ESTIMATED: (Policy #2002-10-1)

REGISTRATION (attach conference brochure)	\$ 225.00
LODGING (# of nights <u> 2 </u>) (Estimate)	<u> 200.00</u>
MEALS (per diem)	<u> 120.40</u>
OTHER INCIDENTAL EXPENSES:	
AIRFARE	-
GAS/TOLLS (round trip)	<u> 285.50</u>
OTHER TRANSPORTATION	-
SUPPLIES/MATERIALS	-
TOTAL ESTIMATED EXPENSES:	\$ 830.90

This seminar is required for: Certification General Training
 License Other x _____

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

FIND Presentation June 2014, FSBPA 2015 National Conference February 2015

Employee Signature: *[Signature]*

TRAVEL AUTHORIZATION:

[Signature] 3/31/15 **REVIEWED** *[Signature]*
 Department Director Finance Director City Manager
MAR 31 2015

If payment is made through City's credit card, please indicate "credit card" under "Date" Column

Check Payee:			Amount:	Date:	RECONCILIATION	
					Actual	Differences
Registration:	FBC Conference Registration	\$	225.00	Colin P-Card		
Lodging:	Comfort Suites Downtown, Orlando, FL		200.00	Colin P-Card		
Transportation:						
Traveler:	Colin Donnelly- Gas+Tolss+Per Diem		405.90			
Others:						
Account #:	001-1201-512-40-10	\$	830.90			

Name: Colin Donnelly, Assistant City Manager
Location: Winter Park Community Center, Winter Park, Florida
Purpose: 2015 Florida Benchmarking Consotium Annual Conference

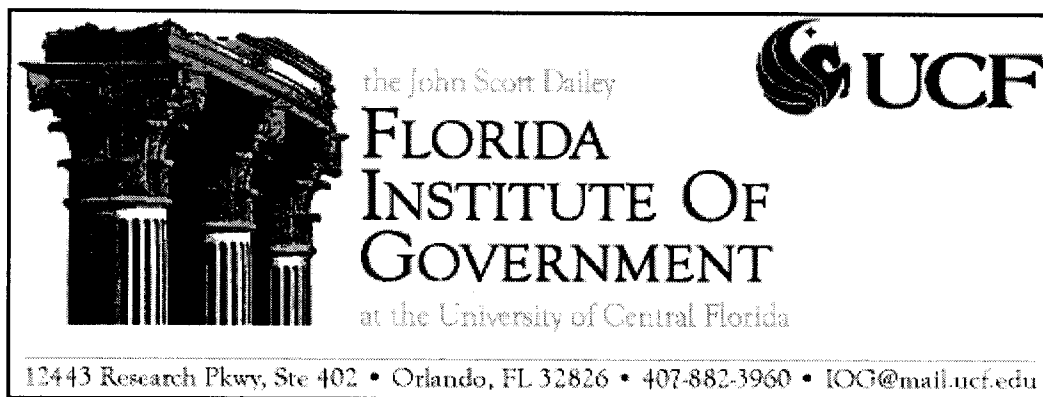
M&IE
 IRS Pub 1542 \$56.00 (obtain from Per diem form on City's Intranet)

	4/22/2015	4/23/2015	4/24/2015	Total Est Exps
			Lunch	
Meal Provided:	Travel day	Lunch	Travel Day	
Per Diem	\$ 42.00	36.40	\$42.00	\$ 120.40
Lodging	100.00	100.00		200.00
Gas	125.35		125.35	250.70
Tolls	17.40		17.40	34.80
Conf Fees	225.00			225.00
Airfare				-
				\$ 830.90

* Travel day (75%)

per diem reductions

Breakfast (B) 15% \$8.40
 Lunch (L) 35% \$19.60
 Dinner (D) 50% \$28.00



INSTITUTE OF GOVERNMENT

12443 Research Pkwy, Suite 402
Orlando, FL 32826

2015 Florida Benchmarking Consortium Annual Spring Conference

Tell a Friend about this Course

Crossing the Collection to Use Barrier

If you are unsure of your municipality's FBC membership status, please call our office 407.882.3960.

Conference Fees

Members - Full Conference: \$225.00
 Non-Members - Full Conference: \$300.00
 Students - Full Conference: \$115.00
 Members - One Day: \$125.00
 Non-members - One Day: \$175.00
 Students - One Day: \$50.00

Fees include: Continental breakfast, lunch, and refreshment breaks both days. Parking is free.

Refund Policy:

You may transfer your registration to another person without fee or penalty. Please email us the names of the cancelled registrant and the new attendee at iog@ucf.edu and submit a new online registration for the new attendee. We will refund conference fee less a \$30 administrative fee (students \$20). No refunds will be issued after April 14, 2015.

Payment Information:

You will have the opportunity to pay by Discover, MasterCard, or Visa at the time of registration or have an invoice sent to you. If you are paying with a credit card, please have the credit card information ready at the time of registration.

Checks are payable to: University of Central Florida, 12443 Research Pkwy, Ste 402, Orlando, FL 32826-3282

Hotel Information:

Comfort Suites Downtown

2416 N. Orange Ave

Orlando, FL 32804

877-228-4007 for reservations

Florida Benchmarking Consortium room rate: \$90.00 regular room, single or double occupancy.

Conference rate deadline is April 14, 2015

To register, please click ENROLL YOURSELF below. If you are new to our online registration system you will need to create an account. If you have previously registered online with the IOG you do not need to create a new account.

Code: 015-0423-1**Dates:** April 23-24, 2015 [Check for other dates](#)**Meets:** Th & Fri from 8:00 AM to 4:00 PM, 9 Sessions**Hours:** 12.00**CEUS:** 0.93**Location:** [Winter Park Community Center](#)**Fee:** \$225 [Fee Breakdown](#)

There are still openings remaining at this time.

OR

You may pay on-line with a valid credit card or may choose to be invoiced.

Enrollment Progress ... [What's This?](#)

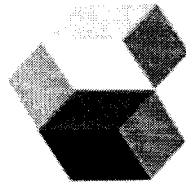
[Return to Course Listing](#)

Conference Hotel Information

Conference Hotel

The conference hotel is the **Comfort Suites Downtown**, located at 2416 N. Orange Avenue, Orlando, FL 32804. The rate is \$90.00 for both single and double occupancy. For reservations, please call 877-228-4007 and ask for the Florida Benchmarking Consortium group rate. (The local number for the hotel is 407-228-4007.)

The hotel is about 7 minutes from the conference venue



FLORIDA BENCHMARKING CONSORTIUM

Crossing the Collection to Use Barrier

Annual Spring Conference
April 23 & 24, 2015

Winter Park Community Center
721 West New England Avenue
Winter Park, FL 32789

Thursday, April 23, 2015

8:00 – 9:00am **Registration/Networking**
Continental Breakfast (Provided)

9:00 – 9:10am **Welcome & Introductions - FBC**
Presented by: Randy Phillips, Martin County, FBC Chair

9:10 – 9:20am **Welcome - City of Winter Park**
Presented by: The Honorable Ken Bradley, Mayor Winter Park

9:20 – 10:45am **KEYNOTE PRESENTATION:**
Developing Your Local Government Asset Management Plan and Relevant Performance Measures

Keynote Speaker: Tom Dawe, President, Public Sector Digest & CityWide Software Solutions

This presentation will focus on the approach and methodologies that are enabling sustainable service delivery through enterprise-wide infrastructure asset management. By utilizing available infrastructure data, local governments have been able to develop long term financial strategies that are consistent with the organizations strategic objectives. In addition public works departments are able to make data-backed decisions that optimize available funding in order to support targeted levels of service. One of the greatest challenges has been communicating the impact of the global infrastructure funding gap to citizens, elected official and senior staff. Aggregated data, often at the national or provincial/state level has little meaning for the average citizen. By designing citizen focused statistics such as the Infrastructure Report Card and Infrastructure Replacement Cost per Household, citizens can understand their share of ownership and obligation in maintaining community assets. With better understanding many communities have been able to secure additional funding that had not previously been supported by their council and citizens.

10:45 – 11:00am **Break**

- 11:00– Noon **Implementing Performance Management in Pinellas County**
Presented by: David Scott, Assistant County Administrator, Pinellas County
Bob Peacock, Director, Office of Business Support
 This presentation looks at the launch of a systematic approach to performance management with Pinellas County’s infrastructure departments. The presenters will share their experience, with challenges and successes in creating a structure and culture for using data.
- 12:00– 1:00pm **Networking Lunch (Provided)**
 Announcements & New Member Acknowledgement
- 1:00– 2:00pm **Using Performance Measures to Implement Your Strategic Plan**
Presented by: Christine Thrower, Director, Recreation and Strategic Innovations, City of West Palm Beach
 The incorporation of performance measures into your strategic plan highlights why data matters. The presenter will show how West Palm Beach staff quantify their operation, how she has demystified the data collection process for line staff, how they use data to justify budget and operating expense – all of which is linked to their strategic plan.
- 2:00– 2:15pm **Break**
- 2:15– 3:30pm **Panel Presentation – “Using FBC Data to Make Evidence Based Program Improvement”**
Facilitator: Brian Rewis, Manager, Neighborhood Services, City of Lakeland

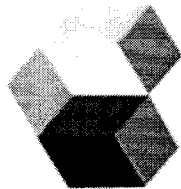
Panel Members: Presenter, Flip Mellinger, Director, Marion County Utilities
Presenter, Ray Scher, Assistant Director, Office of Management & Budget, Miami-Dade County
Presenter, Randy Phillips, Deputy Director, Parks and Recreation, Martin County

 This panel discussion features 3 FBC members who have used the FBC data to re-direct programs, for process improvement and overall organizational change.
- 3:30– 4:00pm **Closing Remarks**
- **5:00pm – 6:30pm *Networking Reception at the Conference Hotel (Comfort Suites Downtown)*

Sponsored by Covalent Software



Thank You to Our Conference Silver Sponsor:



**FLORIDA
BENCHMARKING
CONSORTIUM**

Crossing the Collection to Use Barrier

Annual Spring Conference
April 23 & 24, 2014

Winter Park Community Center
721 West New England Avenue
Winter Park, FL 32789

Friday, April 24, 2015

8:15 – 9:00am **Registration/Networking**
Continental Breakfast (Provided)

9:00 – 9:10am **Welcome & Introductions - FBC**
Presented by: Randy Phillip, Martin County, FBC Chair

9:10 – 10:30am **KEYNOTE PRESENTATION:**
“The Inspiration Triangle”
Keynote Speaker: Teri Ridler, CEO, Hands On Leadership

Our keynote comes to us with years of experience working with employees and data driven issues as the HR Director for a major theme park. She understands the “collection to use barrier” and will be taking a look at the three main facets of soliciting employee engagement - Awareness, Education, and Reinforcement.

10:30 – 10:45am **Break**

10:45 – noon **Making Performance Measures Useful**
Presented by: Asheley Hepburn, Director, Management and Budget, St. Lucie County
This session will explore the importance of setting the right measures for your goals, objectives, and initiatives and structuring them in a manner that effectively communicates, and reflects not only achievement, but areas for future improvement.

12:00 – 1:00pm **Networking Lunch (Provided)**
Announcements

1:00 – 2:00pm **What Does “Big Data” Mean for Budgeting?**

*Presented by: Turquoise James, Management Analyst III, Office of Budget and Policy,
City of Tallahassee*

A discussion about the notion of “Big Data”, and its contribution to performance measures and decision making; and how data relates to the City of Tallahassee's budget process and document.

2:00 – 3:00pm **Turning the Titanic Before Hitting the Iceberg**

*Presented by: Marc Bellas, Ph.D., Director, Office of Strategy & Performance
Development, Pasco County*

Sometimes moving forward requires a change in the organizational culture. This presentation will explore Pasco County's culture shift from “the way we've always done it” to across the board continuous improvement.

3:00 – 3:15pm **Closing Remarks & Evaluations**

Thank You to Our Conference Silver Sponsor:



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U.S. General Services Administration

FY 2015 Per Diem Rates for ZIP 32789

(October 2014 - September 2015)

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).

The following rates apply for 32789														
Primary Destination* (1)	County (2,3)	Max lodging by Month (excluding taxes)												Meals & Inc. Exp.**
		2014			2015									
		Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	
Orlando	Orange	115	115	115	115	115	115	115	115	115	115	115	115	56

* NOTE: 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.
 ** Meals and Incidental Expenses, see [Breakdown of M&IE Expenses](#) for important information on first and last days of travel.

Last Reviewed: 2014-12-02

**News Essentials**

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- [The Tax Gap](#)
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- [IRS Tax Tips](#)
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New Standard Mileage Rates Now Available; Business Rate to Rise in 2015

IR-2014-114, Dec. 10, 2014

WASHINGTON — The Internal Revenue Service today issued the 2015 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, 2015, the standard mileage rates for the use of a car, van, pickup or panel truck will be:

- 57.5 cents per mile for business miles driven, up from 56 cents in 2014
- 23 cents per mile driven for medical or moving purposes, down half a cent from 2014
- 14 cents per mile driven in service of charitable organizations

The standard mileage rate for business is based on an annual study of the fixed and variable costs of operating an automobile, including depreciation, insurance, repairs, tires, maintenance, gas and oil. The rate for medical and moving purposes is based on the variable costs, such as gas and oil. The charitable rate is set by law.

Taxpayers always have the option of claiming deductions based on the actual costs of using a vehicle rather than the standard mileage rates.

A taxpayer may not use the business standard mileage rate for a vehicle after claiming accelerated depreciation, including the Section 179 expense deduction, on that vehicle. Likewise, the standard rate is not available to fleet owners (more than four vehicles used simultaneously). Details on these and other special rules are in [Revenue Procedure 2010-51](#), the instructions to [Form 1040](#) and various online IRS publications including [Publication 17](#), Your Federal Income Tax.

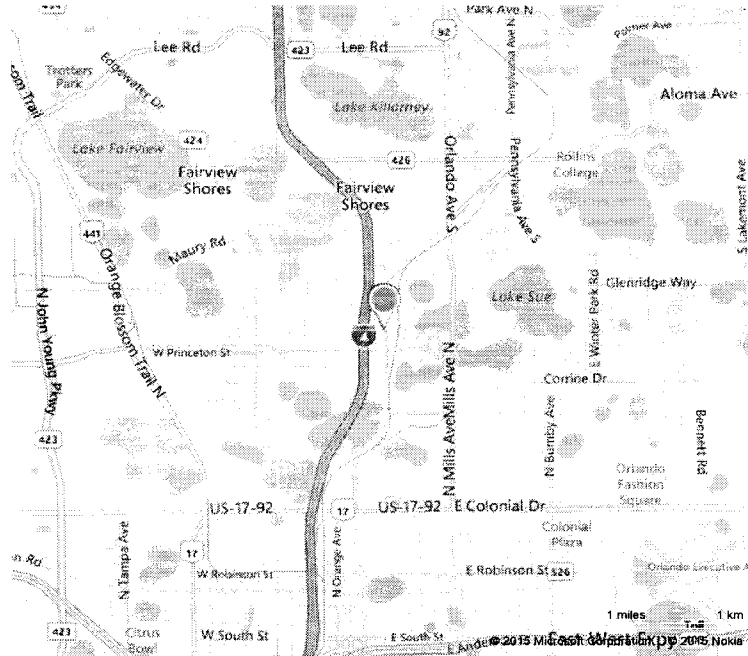
Besides the standard mileage rates, [Notice 2014-79](#), posted today on IRS.gov, also includes the basis reduction amounts for those choosing the business standard mileage rate, as well as the maximum standard automobile cost that may be used in computing an allowance under a fixed and variable rate plan.

[Follow the IRS on New Media](#)
[Subscribe to IRS Newswire](#)

Page Last Reviewed or Updated: 10-Dec-2014

Comfort Suites Downtown

2416 N. Orange Ave.
 Orlando, FL 32804
 Phone: (407) 228-4007
 Fax: (407) 996-0523



Directions to Our Hotel:

I-4 EAST: take Exit 85 - Princeton St. right, left on Orange Ave. I-4 WEST: take Exit 85 - Princeton St. left, left on Orange Ave.

Directions to/from a nearby airport:

ORLANDO INT'L AIRPORT (MCO)

To hotel >

From hotel >

Sanford Arpt. (SFB)

To hotel >

From hotel >

Orlando Executive Arpt. (ORL)

To hotel >

From hotel >

Local Taxi Service AMTRAK Train Station Greyhound Bus Station

Hotel Latitude/Longitude:

Latitude: 28.573553 Longitude: -81.373077

Use these coordinates to locate this hotel when using a GPS device or web map.

Transportation:

Local Taxi Service	0.0mi/0.0km --
Orlando Executive Arpt.	2.0mi/3.2km W
AMTRAK Train Station	2.0mi/3.2km W
Greyhound Bus Station	2.0mi/3.2km W
ORLANDO INT'L AIRPORT	15.0mi/24.1km E
Sanford Arpt.	20.0mi/32.2km W

Note: Distance is displayed as straight line from the city center or point of interest. Driving distance may vary.



Toll Calculator

Payment Type
 SunPass Cash TOLL-BY-PLATE

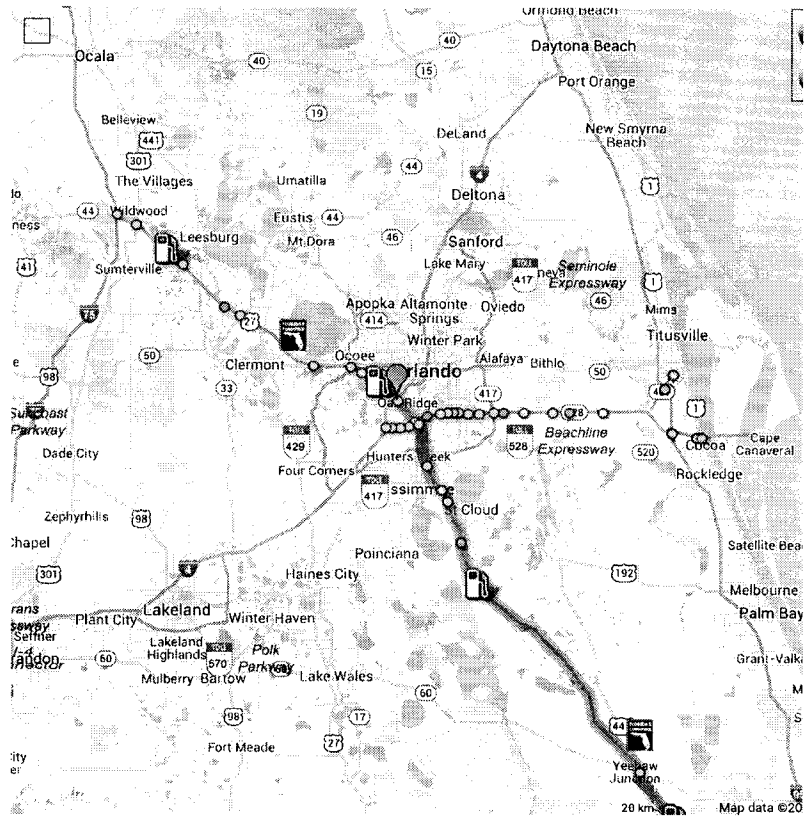
Axle Count
 2 3 4 5 6 7 8

Route Detail
 Start Point: Hollywood Blvd. - \$0.75
 Cypress Creek Toll Plaza - \$1.25
 Lantana Plaza - \$0.00
 Three Lakes Plaza - \$15.40
 End Point: Orlando (I-4) - \$0.00

Trip Cost: \$17.40
 You could save \$3.82 by using SunPass.

- Payment Options
- Toll Violation Info
- Construction Info
- Toll Calculator Instructions

Supported Browsers:
 Chrome, Firefox, and IE8 or higher.
 Versions of IE may require adjustment
 of the Compatibility View Setting.



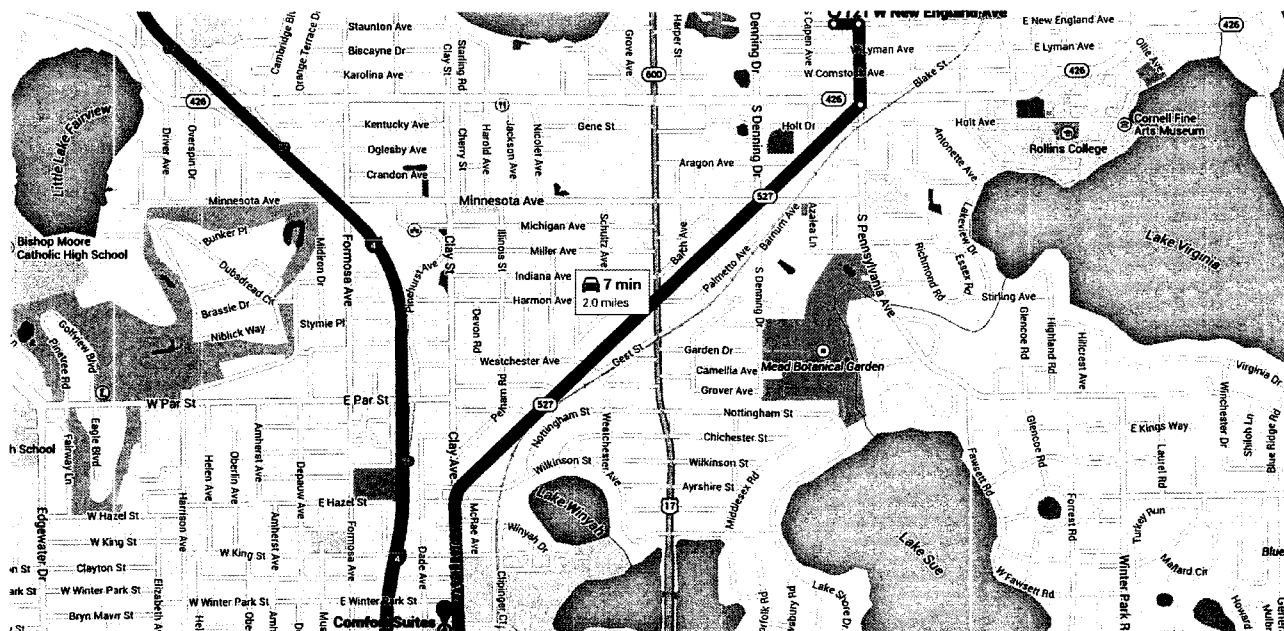
Toll rates effective as of July 1, 2014
 SunPass, the Florida Department of Transportation's innovative Prepaid Toll Program, will help you save time and money when driving on our toll roads.
 Florida Turnpike Information 1-800.749.FIKS(7453)

Map Legend

- Interchange
- Mainline Toll Point
- Service Plaza



Directions from 721 W New England Ave to Comfort Suites Downtown



○ 721 W New England Ave

Winter Park, FL 32789



1. Head east on W New England Ave toward W Hannibal Square

318 ft



2. Turn right onto S Pennsylvania Ave

0.2 mi



3. Turn right onto FL-527 S/N Orange Ave



Destination will be on the right

1.7 mi

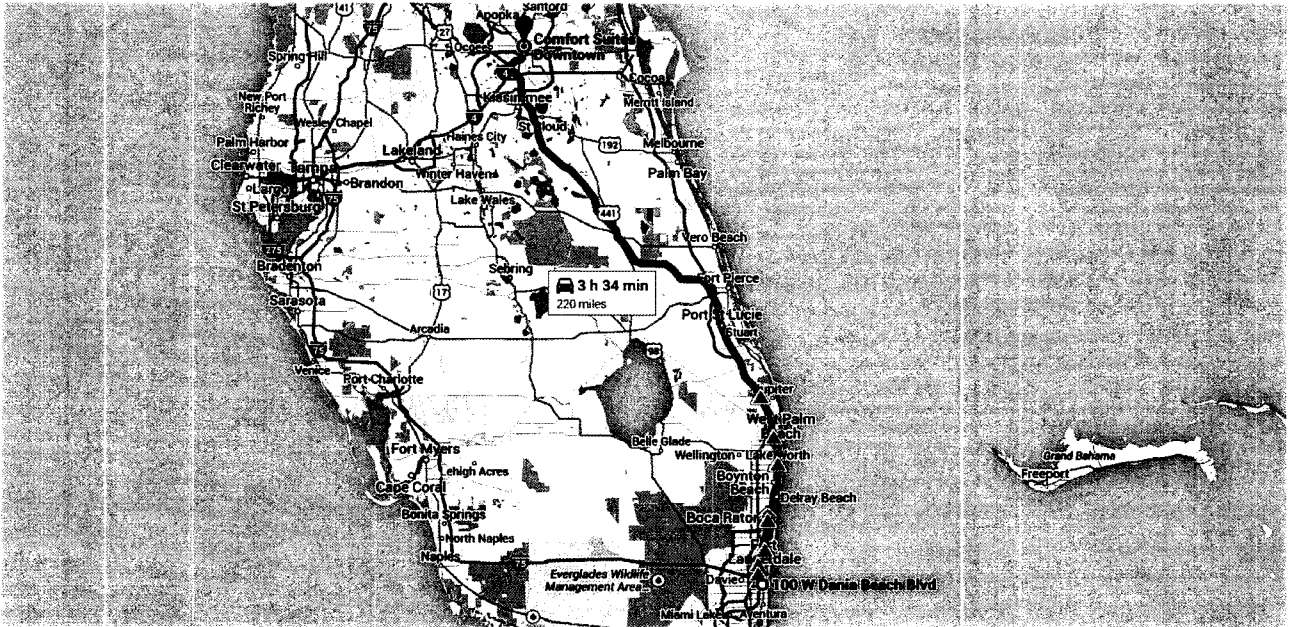
○ Comfort Suites Downtown

2416 North Orange Avenue, Orlando, FL 32804

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



Directions from 100 W Dania Beach Blvd to Comfort Suites Downtown



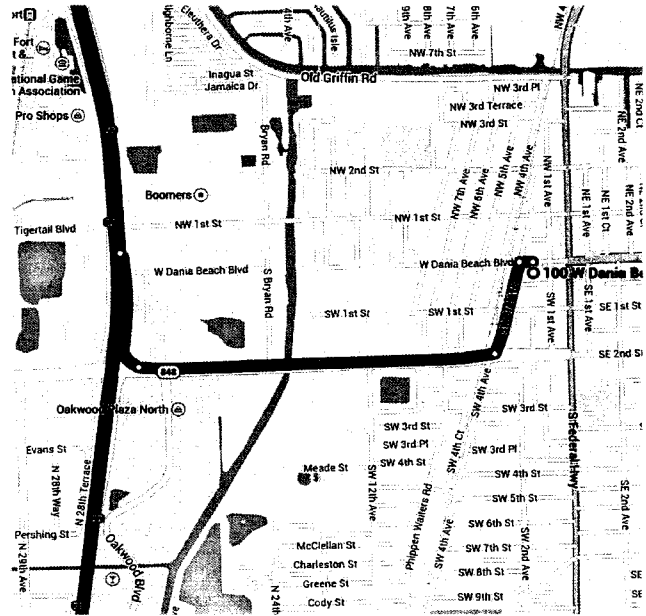
100 W Dania Beach Blvd

Dania Beach, FL 33004

Get on I-95 N from Stirling Rd

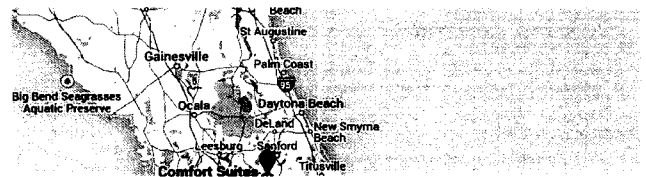
1.5 mi / 3 min

- ↑ 1. Head west on W Dania Beach Blvd toward NW 3rd Ave
180 ft
- ↶ 2. Turn left at the 1st cross street onto SW 3rd Ave
0.2 mi
- ↷ 3. Turn right onto Stirling Rd
0.9 mi
- ⤴ 4. Turn right to merge onto I-95 N toward W Palm Beach
0.3 mi



Follow I-95 N and Florida's Turnpike to E Princeton St in Orlando. Take exit 85 from I-4 E

Map data ©2015 Google



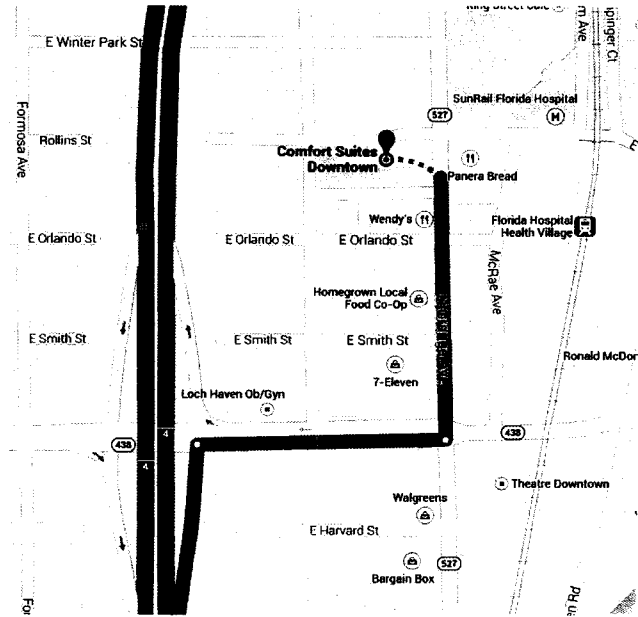
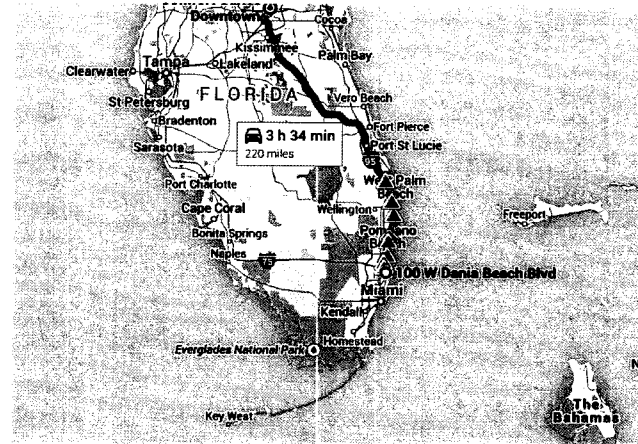
218 mi / 3 h 6 min

5. Merge onto I-95 N 64.3 mi
6. Take exit 87B to merge onto FL-706 W/W Indiantown Rd toward Okeechobee 0.9 mi
7. Turn right 0.2 mi
▲ Partial toll road
8. Keep left at the fork, follow signs for Florida's Turnpike N/Orlando and merge onto Florida's Turnpike 143 mi
▲ Toll road
9. Take exit 259 to merge onto I-4 E 9.0 mi
▲ Partial toll road
10. Take exit 85 for Princeton St 0.1 mi

Drive to FL-527 N/N Orange Ave

0.3 mi / 1 min

11. Turn right onto E Princeton St 0.2 mi
12. Turn left onto FL-527 N/N Orange Ave 0.2 mi
i Destination will be on the left



○ Comfort Suites Downtown

2416 North Orange Avenue, Orlando, FL 32804

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