



## THE CITY OF KEY WEST

1300 White St. Key West, FL 33040 (305) 809-3700

# EXECUTIVE SUMMARY

**TO:** Art in Public Places Board

**FROM:** Art in Public Places Administrator

**DATE:** March 13, 2017

**SUBJECT:** FAPAP Conference, Travel Plans, and Sunshine Compliance

### ACTION STATEMENT

Determine final plans for FAPAP members attendance at 2017 annual Conference.

### BACKGROUND

Travel for Board members for the purpose of conducting business as representatives of the City of Key West is City supported and requires compliance with the City of Key West's travel policies. City supported travel always supports the most economical options for travel. City sponsored travel is tax exempt. Hotel rates are to be under \$125 per night or require special approval of the City Manager. Roundtrip air travel from Key West to Orlando averages between \$250 and \$300 per person. Transportation for travel beyond the City of Marathon, but within the State of Florida, is typically achieved through a rental contract agreement under the City's federal tax identification number. This contractual agreement provides for an economical rate, which most often is more cost effective than the cost of mileage reimbursement (\$.39/mile); therefore, a traveler who opts to use his or her personal vehicle over the preferred rental agreement will be responsible for their own transportation expenses and will not receive mileage or any other reimbursement for the use of such a vehicle. In the case of Board members, who are subject to Sunshine Laws, traveling together for the purpose of City business, the Finance Department has authorized the use of multiple rental vehicles so as to avoid the public perception of impropriety. In the specific case of the AIPP Board Members traveling to Orlando to attend the Florida Association of Public Art Professionals' 2017 Annual Conference, the Finance Director has authorized the use of up to three rental vehicles for travel. Each traveler will be accommodated in a separate guest room. Meals, not included in the Conference, will be reimbursed at the standard rates of:

- Breakfast (travel before 6am and beyond 8am): \$7
- Lunch (travel before noon and beyond 2pm): \$11
- Dinner (travel before 6pm and beyond 8pm): \$18

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The following expenses shall be authorized for reimbursement when incurred while on travel status:

- Taxi/shuttle and ferry fares;
- Tolls;
- Parking fees;
- Official communications and fax costs;
- Fuel for City vehicle (including those under a City rental contract) if paid directly by traveler

### **PURPOSE & JUSTIFICATION**

All FAPAP members are eligible to attend the Annual Conference. Three AIPP Board members and the AIPP Coordinator have elected to attend the 2017 Conference. Travel planning is in process through the AIPP Coordinator. Hotel rooms (4) have been booked at the Double Tree by Hilton Orlando East-UCF Area. The arrival date is Tuesday, April 18, 2017 and departure is Friday, April 21, 2017. The conference events are scheduled from 9:30 am on Wednesday, April 19, 2017 through 1pm (start time of Orange County Convention Center Public Art Tour) on Friday, April 21, 2017. Rental car reservations have not yet been made, based on the need to determine how many cars the members would like to utilize; although separate travel has been authorized, it is not being required. Travel time from Key West City Hall on White Street in Key West to the hotel in Orlando is estimated to be approximately 7 hours. Travel time from the hotel to the Conference events is estimated to be 4 minutes on Wednesday, 25 minutes on Thursday, and 35 minutes on Friday, as three separate venues are the host sites.

### **RECOMMENDATION**

It is the opinion of the Coordinator that it is fully possible for all attending AIPP Board members to travel in one vehicle and not violate Sunshine Compliance. However, with consideration to the City's concern regarding the perception of impropriety, attending Board members may opt to travel in separate vehicles, with one member traveling in a vehicle with the Coordinator. The Coordinator recommends that all travelers depart Key West no later than 1-2 pm on Tuesday, April 18, 2017 and plan to depart from the Orlando area by 2-3pm on Friday, April 21, 2017. Rental care returns must be dropped off between 8am and 6pm; therefore, travelers returning after 6pm should plan to return their vehicles the following morning.

### **FINANCIAL IMPACT**

Travel for this event and the related Conference registrations have been budgeted for in the 2016-2017 FY and earmarked funds from the AIPP Community Fund 110 will adequately support this expense for all attending Board members and the AIPP Coordinator. This Conference offers the AIPP Board and Coordinator networking opportunities, peer collaboration toward best practices, and a focused exploration of current Public Art trends and opportunities. Attendance by the KW AIPP representative reflects positively on the City's Arts and Cultural programming and may produce economically beneficial relationships for the City.