



LEGISLATIVE MEMORANDUM

TO: Honorable Mayor and Members of the City Council

FROM: Suzanne Sherman, City Manager

THRU: Gabriel Bowden, Utilities Director

DATE: September 5, 2024

RE: Consideration of travel and training for specified City employees (Utilities Department).

SUMMARY:

The Utilities Department is requesting permission for the following four (4) employees to travel for training to the Florida Design Build Conference:

Gabriel Bowden, Utilities Director
Thomas Marinelli, Assistant Utilities Director
Tim Roberts, Senior Project Manager
Daniel Cardona, Engineer II

Design-Build is the fastest growing project delivery method in the United States. This method combines the design and construction into a single contract. To date, Utilities has not used this method. This training will familiarize our staff with the Design-Build process and benefits. Research has shown that this process can lead to faster project delivery and less cost. The Utilities Department has many projects currently budgeted and on the horizon; the Design-Build process could be an alternative that the Department could explore when starting these projects.

This training will be held in October 2024 and was not included in the FY 2025 budget; however, funding is available in the budget. The training is being presented by the Design-Build Institute of America (DBIA) in Clearwater Beach, Florida. The costs (per person) associated with the travel: registration \$245, per diem \$207, and lodging for two nights \$498, for a total of \$950 per person. There will also be a parking charge at the hotel for a total of \$100 (two vehicles, two nights). The total cost for the four employees is estimated at \$3,900.

REQUESTING DEPARTMENTS:

Utilities

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FISCAL IMPACT:

The total amount is estimated at \$3,900. Funding for travel and training are available in Utilities operating accounts 421-8010-536-4001, 421-8010-536-5501, 421-8013-536-4001, and 421-8013-536-5501.

STAFF RECOMMENDATION:

Motion to approve travel and training for four employees noted above to attend the Florida Design Build Conference in Clearwater Beach, Florida in October 2024.

ATTACHMENTS:

1. Annual Conference info