



LEGISLATIVE MEMORANDUM

TO: Honorable Mayor and Members of the City Council

FROM: Suzanne Sherman, City Manager

THRU: Lisa Frazier, AICP, Growth Management Director

DATE: May 16, 2024

RE: Consideration of travel and training for City employees (Growth Management Department)

SUMMARY:

The following travel requests were not included in the September 20, 2023 approved travel and training spreadsheet for the Growth Management Department.

The Land Development Division would like to request authorization to send three (3) staff members to the Florida American Planning Association annual conference in Tampa on September 3-6, 2024. Cost for conference registration is generally less than \$500 each (total estimated costs \$1500.00) plus costs for hotel accommodations (2 nights each, estimated to total approximately \$1320.00), per diem (most meals included in conference) and travel estimated to total \$900), for a total estimated cost of \$3720.00.

The Code Compliance Division would like to request authorization to send two (2) staff members to the Florida Code Enforcement Association (FACE) Conference in Orlando on June 10-14, 2024. The City will only need to fund registration and hotel accommodations for one employee as the Code Compliance Division received a scholarship to attend this Conference at one of the Central Florida Code Enforcement Association quarterly meetings. Registration for the Conference is \$595. One hotel room is \$124 per night for four (4) nights, plus resort fee, for a total of \$640.00. Per diem is estimated at \$165.00 each for a total of \$330. The estimated total cost is \$1,565.00. Funds are available in the Growth Management/Code Compliance Division's operating budget for Fiscal Year 2024.

In addition, Code Compliance Division would like to also send two (2) staff members to attend various FACE courses for certifications; one course would be the Officer Safety Course and the other Legal Aspects of Code Enforcement. These courses do not have set dates or locations currently but are

scheduled to take place before September 30, 2024. The course, exam, lodging, meals and incidentals run around \$1,500 per person.

REQUESTING DEPARTMENTS:

Growth Management

FISCAL IMPACT:

Funding for the training and travel is available within the Land Development account numbers 001-3311-515-4001 Travel and 001-3311-515-5501 Training and Code Compliance account numbers 001-3330-529-4001 Travel and 001-3330-529-5501 Training budgets.

STAFF RECOMMENDATION:

Motion to authorize travel for Growth Management personnel as stated above.