



LEGISLATIVE MEMORANDUM

TO: Honorable Mayor and Members of the City Council

FROM: Suzanne Sherman, City Manager

THRU: Greg Minor, Facilities and Parks Director

DATE: September 19, 2024

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

SUMMARY:

The Parks and Facilities Department is requesting permission for the Assistant Director, Steven Whidden, to travel for training to the Florida Design Build Conference.

Design-Build is the fastest growing project delivery method in the United States. This method combines the design and construction into a single contract. 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 Parks and Facilities 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 cost associated with the travel is registration \$245, per diem \$185, and lodging for three nights \$747, and a parking charge at the hotel for a total of \$75 (one vehicle at three nights) for an estimated grand total of \$1,252. The total estimated cost for this is estimated at \$1,252.

REQUESTING DEPARTMENTS:

Parks & Facilities

Honorable Mayor and Members of the City Council

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FISCAL IMPACT:

The total amount is estimated at \$1,252. Funding for travel and training are available in Parks and Facilities operating accounts 001-4525-519-4001 and 001-4525-519-5501.

STAFF RECOMMENDATION:

Motion to approve travel and training for one Parks & Facilities employee noted above to attend the Florida Design Build Conference in Clearwater Beach, Florida in October 2024.

ATTACHMENTS:

1. Travel backup and agenda