



## LEGISLATIVE MEMORANDUM

**TO:** Honorable Mayor and Members of the City Council

**FROM:** Lisa Frazier, Growth Management Director

**THRU:** Suzanne Sherman, City Manager

**DATE:** November 7, 2024

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

### SUMMARY:

The following travel request was not included in the Fiscal Year (FY) 2025, Travel and Training spreadsheet for the Growth Management Department that was approved by City Council on October 1, 2024. It was, however, included in the Department's adopted FY 2025 budget.

Pursuant to Administrative Code G.20.4, Travel for City Business Restriction, the City Manager may approve travel that arises unexpectedly. In such cases, a request for after-the-fact approval shall be placed on the agenda of the next Regular City Council Meeting.

On October 16, 2024, the Growth Management Department requested authorization from the City Manager to permit Ms. Lisa Frazier, AICP, Growth Management Department Director, to attend the Florida Redevelopment Association (FRA) Annual Conference in Tampa, Florida from October 22-25, 2024. The FRA Conference provides continuing education credits for maintaining an individual's designation by the American Institute of Certified Planners (AICP). The expenses for attending the FRA Conference totaled \$609.00 (registration: \$375, parking: \$114, per diem: \$120).

Additionally, the Growth Management Department is requesting approval to send a member of the Land Development Division to the 2024 Low Impact Development (LID) Conference in Rockledge, Florida from November 6-7, 2024. The cost for registration is \$275.

On October 18, 2024, the City Manager authorized Ms. Frazier to attend both training events, which will have occurred prior to the next Regular City Council Meeting on November 7, 2024.

**REQUESTING DEPARTMENTS:**

City Manager's Office  
Growth Management

**FISCAL IMPACT:**

The expenses for attending the FRA Conference totals \$609.00 (registration: \$375, parking: \$114, per diem: \$120). The registration cost for attending the LID Conference is \$275. Funding for both training and travel is budgeted in the Land Development Division budget (accounts 001- 3311-515-4001 and 001-3311-515-5501).

**STAFF RECOMMENDATION:**

Motion to acknowledge and approve travel and training for Growth Management Department personnel as stated above.

**ATTACHMENTS:**

1. FRA Conference Travel Expenses
2. LID Conference Travel Expenses