



LEGISLATIVE MEMORANDUM

TO:	Honorable Mayor and Members of the City Council
FROM:	Suzanne Sherman, City Manager
THRU:	George Barber, Chief Procurement Officer
DATE:	March 21, 2024
RE:	Consideration of travel and training for specified City employees (Procurement Department).

SUMMARY:

The Procurement Department is requesting City Council approval for the following employee to travel for business purposes. Procurement is requesting to send a total of three people to the FAPPO Annual conference, two of which were previously approved by Council in September 2023 on the master spreadsheet of FY24 travel. Utilizing savings from not attending the Annual FAPPO Fall Workshop, the Procurement Department would like for Council to acknowledge and approve the addition of one employee's travel as noted below:

James "Nick" Canjar, Procurement Manager, will be attending the FAPPO (Florida Associate of Public Procurement Officials) Conference to be held in Orlando Florida on May 19-22, 2024. The City will be covering the registration fees (\$350.00), hotel (\$794.00, with an estimate reimbursement of \$70 in taxes), and per diem (\$147.00) for a total of \$1,264.00.

The FAPPO Conference provides the opportunity to participate in approximately thirty-seven (37) learning sessions throughout the multi-day event that pertain to current Procurement issues ranging from Construction best practices, Florida Legislative overview, How Artificial Intelligence (AI) affects Procurement, to Federal Grant Procurement best practices. This conference also provides continuing education credits which are required to obtain and renew professional procurement certifications.

REQUESTING DEPARTMENTS:

Procurement

FISCAL IMPACT:

The estimated expenditures of \$350.00 are budgeted for Fiscal Year 2024 in 001-1510-513-55-01 and \$944.00 are budgeted for Fiscal Year 2024 in 001-1510-513-40-01 with a budget transfer in from 001-1510-513-55-01 in the amount of \$400.00 and from 001-1510-513-51-01 in the amount of \$300.00.

STAFF RECOMMENDATION:

Motion to acknowledge and approve travel for James “Nick” Canjar to attend the annual FAPPO (Florida Associate of Public Procurement Officials) Conference located in Orlando, FL.

ATTACHMENTS:

1.