

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



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

Legislative Memorandum

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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



CITY OF PALM BAY, FLORIDA

Travel Request/Advance Request

Contact/Ext

Control #

Request Date:

Name: Steven Whidden		Destination: Sheraton Sand Key Resort Clearwater Beach, FL					
Department/Division: Parks Maint & Facilities		Departure Date of: 10/23/2024		Return 10/25/2024			
Account To Be Charged: 001-4525-519-55-01		Time of: 4:00 PM		4:00 PM			
Account To Be Charged:		Estimated Cost: before mileage reimbursement			\$1,252.00		
Purpose of Travel (Specify Conference, School or Other Reason) - ATTACH ITINERARY							
Attendance to the Florida Design Build Conference in Clearwater Beach, FL from October 23rd through October 25th 2024.							
Date Approved By Council: _____							
Transportation: boldface or circle choice(s) POV - Estimated Mileage _____ City Vehicle XX Common Carrier (complete below)							
PREPAID EXPENSES		VENDOR/ADDRESS		EXPLANATION	AMOUNT	FINANCE USE ONLY	
Registration		Fl. Design-Build Conference				Vendor #	Check #
Due Date						Date	
Hand Carry Y N						\$245.00	
Lodging		Sheraton Sand Key Resort 1160 Gulf Blvd Clearwater Beach, FL 33767		Rate \$249.00 # Nights 3		Vendor #	Check #
Due Date						Date	
Hand Carry Y N						\$747.00	
Common Carrier (if applicable)						Vendor #	Check #
Due Date						Date	
Hand Carry Y N						\$0.00	
Other Expenses		parking				Vendor #	Check #
Due Date						Date	
Hand Carry Y N						\$75.00	
Other Expenses						Vendor #	Check #
Due Date						Date	
Hand Carry Y N						\$0.00	
PER DIEM ADVANCE: Advanced or Upon Return (circle one) Refer to www.gsa.gov for rates - <u>attach proof of rate</u> (Lodging prepaid - receipt required)						Vendor #	Check #
Breakfast	3	@	\$20.00	=	\$60.00		Date
Lunch	2	@	\$22.00	=	\$44.00		
Dinner	2	@	\$33.00	=	\$66.00		
Incidentals	3	@	\$5.00	=	\$15.00		
					\$185.00		

TRAVEL APPROVALS

Department Head

Date

Finance

Date

(if applicable)

City Manager

Date

(<https://fldbia.org/>)



Annual Conference



Florida Design-Build Conference

October 23-25, 2024
Sheraton Sand Key Resort,
Clearwater Beach, FL



TEAMWORK MAKES THE DREAM WORK

Join the DBIA Florida Region in Clearwater Beach for the preeminent design-build event in the state.

This is the only event in Florida created by and for the rapidly growing design-build industry. Design-build is the future and Design-Build 2024 is the perfect



place for newbies and pros alike to get the latest on important design-build trends and topics. Meet decision makers and network with all members of project teams including contractors, architects, engineers, MEPs, attorneys and public and private Owners.

REGISTRATION ([HTTPS://FLDBIA.ORG/CONFERENCE_REGISTRATION.PHP](https://fldbia.org/conference_registration.php))

Location

Sheraton Sand Key Resort

Clearwater Beach, FL

Single/Double occupancy rooms are available at a group rate of \$249/night plus applicable taxes. There is no resort fee. There are a limited number of government rooms at \$225/night. The room block will remain open until Oct. 1, 2024, or when sold out.

Rooms are reserved for conference attendees, sponsors and speakers. Please register for the conference within 20 days of reserving your room.

RESERVE A ROOM ([HTTPS://WWW.MARRIOTT.COM/EVENT-RESERVATIONS/RESERVATION-LINK.MI?ID=1707149734304&KEY=GRP&APP=RESVLINK](https://www.marriott.com/event-reservations/reservation-link.mi?id=1707149734304&key=GRP&app=RESVLINK))



KEYNOTE SPEAKER

GARRISON WYNN

SPEAKER and PROFESSIONAL STAND UP COMEDIAN

The Language of Teamwork



OWNER SCHOLARSHIPS

Owners are an important member of the design-build team. A well-informed Owner can set the stage for a successful project from procurement through execution. There is a mental shift with design-build projects.

If funding is an issue, we encourage Owners to apply for scholarships to help offset registration fees and hotel costs. Scholarships will be issued as funds allow. Please apply to the **Louis J. Martinez Owner Scholarship Program** (<https://www.memberleap.com/members/form.php?orgcode=DBIF&fid=7142269>).

Program

Download Conference Agenda (https://www.fldbfa.org/docs/2024_Conference_AgendaV1.pdf)

EDUCATIONAL SESSIONS

Wed., Oct. 23 | 11:00 am - 5:00 pm

The conference will kick off with an **Owners Only Session**. Practitioners can join the discussions after 1:00 pm. This will set the stage for a successful conference.

Thurs. Oct. 24 | 8:00 am - 4:00 pm

Soak up the knowledge with a full day of educational sessions focused on educating Owners and practitioners alike. Hear how challenges were met and overcome, gain insight into design-build best practices, lessons learned, and more.

Fri., Oct. 25 | 8:30 am - 12:00 pm

Continue to gain educational insights as we close out the conference.

AWARDS LUNCHEON

Thurs., Oct. 24 | 12:15 pm - 1:30 pm

Celebrate the 2024 DBIA Florida Region Design-Build Project Award winners as well as individual awardees. Lunch is included with registration.

NETWORKING

Wed., Oct. 23 | 6:00 pm - 9:00 pm

Opening Night Event

Cancel your dinner plans and join us for fun, food, and games at this casual, beach side event. Test your skills at neon yard games upbeat atmosphere. Relax and jam out to your favorite tunes while getting to know your fellow DBIA members at the opening night conference kick-off. There is a

separate fee required. Event is open only to conference attendees.

Thurs., Oct. 24 | 5:00 pm - 6:30 pm

Networking Reception

Continue your conference networking as you socialize with fellow conference attendees and sponsors.

THANK YOU TO OUR SPONSORS



Sponsorship Information (<https://www.fldb.org/docs/conference-sponsorships-final.pdf>)

Sponsors



(<https://www.memberleap.com/slideshows/click.php?id=22502>)



(<https://www.memberleap.com/slideshows/click.php?id=30358>)