



LEGISLATIVE MEMORANDUM

TO: Honorable Mayor and Members of the City Council

FROM: Suzanne Sherman, City Manager

THRU: Joan Junkala-Brown, Deputy City Manager

DATE: September 19, 2024

RE: Consideration of travel and training for specified City employees (Community & Economic Development Department); request to allocate funds from General Fund Undesignated Fund Balance (\$1,728).

SUMMARY:

The following two (2) travel requests were not included in the proposed Fiscal Year (FY) 2025 travel and training spreadsheet for the Community & Economic Development (CED) Department; therefore, the Department is requesting that funds be allocated from undesignated fund balance toward the FY 2025 Training & Travel Budget for the Economic Development Division (001-3410-552-4001 and 5501). Due to the deadline to register, any fees prior to the start of FY 2025 will be charged to the Travel prepaid account 001-0000-155-1001.

The request for travel aligns with City Council's recent consensus during the Economic Development Council Workshop held on August 22, 2024 to allow economic development staff to attend additional conferences, trade shows, and other events beyond Florida markets to better promote and attract key industries to Palm Bay. Attending these events will foster invaluable networking opportunities and provide City exposure to companies within those targeted markets.

The CED Department is requesting Council's consideration for Economic Development Manager, Danielle Crotts, and Economic Development Specialist, Robert McKinzie, to travel overnight to attend the FABTECH 2024 Conference and Expo in Orlando, FL October 15th-16, 2024. This conference is being held at the Orange County Convention Center located at 9800 International Dr, Orlando, FL 32819. Show floor admission to the exhibitor hall is complimentary and will provide a convenient 'one-stop shop' venue where staff can market Palm Bay as "Open for Business" amongst world-class suppliers and networking with leaders in the manufacturing and fabrication industry. The exhibitor floor will include over 1,500 companies comprised of a variety of advanced manufacturing experts from the U.S. and around the world. FABTECH is North America's largest metal forming, fabricating, welding and manufacturing event – and offers multiple

days of exhibits, conference programs and networking opportunities and is highly regarded as the industry's leading forum. Hotel accommodations are requested, one (1) night for Economic Development Manager, Danielle Crotts, and one (1) night for Economic Development Specialist, Robert McKinzie, for a total cost of \$546. Meal & Incidentals for Danielle & Robert will be a total of \$182. The total estimated cost of travel for both employees is \$728.

Additionally, CED is requesting consideration for Danielle and Robert to travel overnight to attend the SpaceCom Global Commercial Space Conference and Exposition & Space Congress 2025 in Orlando, FL from January 28 - 30, 2025. This conference is also being held at the Orange County Convention Center located at 9800 International Dr, Orlando, FL 32819. Staff is requesting to attend the event's 3-Day Expo Only which costs \$0.00 and includes: 3-Day Access to the Expo, SpaceCom Keynotes, General Sessions & TINA Talks, & 1 Ticket to Commercial Space Week Welcome Reception. The Expo will showcase commercial, defense and spaceport industries and allow staff to gain newfound perspectives, late-breaking industry insights from the most powerful speakers in space as well as offer crucial networking and special events to obtain key contacts for those industries looking to expand or relocate. Speakers are high-ranking, topic experts that come from various agencies, progressive organizations, defense, national government, prime contractors, and beyond, and includes formalized sessions, high-profile keynote presentations, dynamic round-table discussions, and breakout sessions. Hotel accommodations are requested, two (2) nights for Economic Development Manager, Danielle Crotts, and two (2) nights for Economic Development Specialist, Robert McKinzie, for a total cost of \$680. Meal & Incidentals for Danielle & Robert will be a total of \$320. The total estimated cost of travel for both employees is \$1,000.

REQUESTING DEPARTMENTS:

Community & Economic Development

FISCAL IMPACT:

Total cost of combined travels is estimated at \$1,728. Staff is requesting an allocation of undesignated fund balance to the FY 2025 CED Travel and Training Accounts # 001-3410-552-40-01 & 55-01.

STAFF RECOMMENDATION:

Motion to 1) allocate General Fund Undesignated Fund Balance in the amount of \$1,728 as provided above for Fiscal Year 2025, and 2) approve travel and funding request as mentioned above for the CED Department.

ATTACHMENTS:

1. FABTECH Packet

Honorable Mayor and Members of the City Council

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2. SpaceCom Packet