



## LEGISLATIVE MEMORANDUM

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

**FROM:** Suzanne Sherman, City Manager

**THRU:** City Manager's Office

**DATE:** November 7, 2024

**RE:** Consideration of travel and training for specified City employees (Office of the City Manager/Community and Economic Development Department).

### **SUMMARY:3**

The following travel request was not included in the September 26, 2024 approved travel and training spreadsheet for Fiscal Year (FY) 2025.

The City Manager's Office and Community & Economic Development Department would like to request approval to attend the 2025 National Brownfields Training Conference in Chicago, Illinois from August 4 - 8, 2025. The conference provides a platform for participants to learn about the latest technologies and strategies for assessing perceived brownfields (contaminated) sites, clean up and reuse of contaminated properties, as well as opportunities to connect with peers and potential partners. By sharing knowledge and best practices, the National Brownfields Training Conference plays an important role in advancing the field of brownfields redevelopment and promoting sustainable land use practices.

In November 2023, Palm Bay City Council authorized the City to partner with East Central Florida Regional Planning Council (RPC) on a brownfields grant application, which included areas of the Palm Bay as well as other jurisdictions, to include south Melbourne, Kissimmee, and Apopka, collectively referred to as the Resilient Corridors Coalition. In May 2024, the City was notified by the RPC of a grant award in the amount of \$1.5 million under the U.S. Environmental Protection Agency's (EPA) Brownfields Assessment Grant Program. The grant period is a four-year period to fund Phase I and Phase II Environmental Site Assessments on eligible parcels within the jurisdictions included in the Coalition's grant application. The Resilient Corridors Coalition held the Brownfields Coalition Kickoff Meeting on October 22, 2024. The RPC anticipates bringing forth a Memorandum of Understanding to City Council in January/February 2025. The City may be eligible for reimbursement of the registration fee (\$500) per person from the grant.

The travel cost per person is estimated at \$2,855.16. Registration cost is estimated at \$500,

Airfare roundtrip \$650, Hotel for four (4) nights \$1,243.16, uber/ride-share cost of \$20, tolls and per diem \$442, for the total of \$2885.16 per person, or a total of \$5,710.32. As this travel was not included in the FY 2025 Travel and Training Spreadsheet, staff will submit a budget amendment to be allocated to the respective account numbers.

**REQUESTING DEPARTMENTS:**

City Manager's Office

**FISCAL IMPACT:**

The total estimated cost of \$2,855.16 each will be submitted on the next budget amendment, from General Fund Undesignated Fund Balance and allocated to the City Manager's Office Account Number 001-1210-512-4001 (\$2,355.16) and 001-1210-512-5501 (\$500); and Community and Economic Development Account Number 001-3410-512-4001 (\$2,355.16) and 001-3410-512-5501 (\$500).

**STAFF RECOMMENDATION:**

Motion to acknowledge and approve training and travel for the City Manager's Office and Community & Economic Development Department as noted above.

**ATTACHMENTS:**

1. Travel Backup – Deputy City Manager, Joan Junkala
2. Travel Backup – Community & Economic Development Director, Clinton Hatcher