

24. Consideration of travel and training for specified City employees (Utilities Department).



## LEGISLATIVE MEMORANDUM

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

**FROM:** Suzanne Sherman, City Manager

**THRU:** Thomas Marinelli, Acting Utilities Director

**DATE:** July 11, 2024

**RE:** Consideration of travel and training - Utilities Department (\$1,946.59)

### SUMMARY:

This travel was budgeted but was not included on the master travel memo as it was originally scheduled to be held in Orlando and did not require an overnight stay. The training has been moved to Tampa, Florida; and therefore, will now require an overnight stay.

The Utilities Department would like to send employee Daniel Hardage to attend a two-day Air Conditioning and Refrigeration Training in Tampa, Florida from June 24 - 25th, 2024. Mr. Hardage is an Electrical Technician I and this training provides a broad introduction to air conditioning and refrigeration systems, including everyday operation and important refrigerant safety practices. The costs associated with the travel is estimated at \$1,946.59, with registration \$1,495.00, per diem \$290.00 and lodging \$161.59.

### REQUESTING DEPARTMENTS:

Utilities Department

### FISCAL IMPACT:

Total amount is estimated at \$1,946.59. Travel and training is available in the adopted Fiscal Year 2024 budget in Utilities operating accounts 421-8014-536-5501 and 421-8014-536-4001.

### STAFF RECOMMENDATION:

Motion to approve training and travel for employee Daniel Hardage to attend the Air Conditioning and Refrigeration Training in Tampa, Florida.

### ATTACHMENTS:

1. Travel backup

**TRAINING & TRAVEL**  
**REQUEST/AUTHORIZATION FORM**  
SUBMIT 60 DAYS PRIOR TO TRAVEL/TRAINING  
**\*\*TO BE COMPLETED BY SUPERVISOR\*\***

Name of the Event: Air Conditioning and Refrigeration  
(Attach Brochure and Registration Form)

1. EVENT LOCATION Holiday Inn West  
Shore Airport 700 N.W. Shore Blvd

Tampa, Florida 33609

2. REASON FOR TRAVEL (use separate sheet, if necessary)  
TWO Day Training Class

3. REGISTRATION AMOUNT \$ 1495.00

4. OVERNIGHT STAY Yes ☒ No ☐ If yes, how many nights? 1

5. AIR TRAVEL Yes ☐ No ☒

6. CITY VEHICLE Yes ☒ No ☐  
If no, why \_\_\_\_\_

7. DEPARTURE DATE/ TIME 06/24/2024

8. RETURN DATE/TIME\*  
06/25/2024

**\*PLEASE NOTIFY YOUR SUPERVISOR IF YOU WILL BE ARRIVING ONE HOUR OR LONGER PAST YOUR EXPECTED RETURN TIME LISTED IN ITEM 8.**

**PLEASE INCLUDE VERIFICATION OF TRAVEL TIME LISTED FOR ITEMS 7 AND 8 (I.E. MAPQUEST OR GOOGLE MAP PRINTOUT)**

**UPON RETURN, PLEASE SUBMIT TO ADMINISTRATION: ALL RECEIPTS, I.E., VEHICLE REPAIRS, HOTEL, PARKING, TOLLS, AND CERTIFICATE OR PROOF OF ATTENDANCE. ALSO NEED CONFIRMATION OF TRAVEL TIMES.**

DANIEL HARDAGE  
EMPLOYEE (Please print)

Daniel Hardage 5-22-24  
EMPLOYEE SIGNATURE DATE

Robert J. Fawcett 5-17-24  
SUPERVISOR SIGNATURE DATE

[Signature] 5/22/2024  
DIVISION MANAGER SIGNATURE DATE

[Signature]  
UTILITIES DIRECTOR/DESIGNEE SIGNATURE

# Registration

Login Shopping cart Checkout Review and confirm Finish

## Air Conditioning and Refrigeration

Remove item

Starting on Monday, 24 June 2024 8:00 AM (EDT)  
Tampa, FL (AC-272)

(New attendee)

Clear details

First name \*

DANIEL

Last name \*

HARDAGE

Title

Electrical Tech I

Email \*

DANIEL.HARDAGE@palmdaleflorida.org

Add another attendee

Add another course

Cancel

Proceed to checkout >



## • Air Conditioning and Refrigeration

CHECK DATES &  
LOCATIONS

GET A PRIVATE GROUP  
TRAINING QUOTE

Available in both virtual and in-person, instructor-led formats, the goal of this two-day Air Conditioning and Refrigeration course is to provide a broad introduction to air conditioning and refrigeration systems, including everyday operation & important refrigerant safety practices. The course is a great overview for maintenance technicians, multi-craft tradespeople, building managers, HVAC technicians, or anyone seeking to improve their AC&R operation and maintenance skills.

View full [course outline](#)

### Upcoming Dates and Locations

All Months ▾

All Cities ▾

All States ▾

• Virtual

• In-Person

Location

☐ Albany, NY

☐ Albuquerque, NM

☐ Allentown, PA

☐ Anchorage, AK

☐ Ann Arbor, MI

☐ Arlington, TX

877 978-7246  
Holiday Inn Tampa  
West Shore Airport  
700 NW Shore Blvd.  
33609

- ☐ Atlanta, GA
- ☐ Baltimore, MD
- ☐ Charlotte, NC
- ☐ Cincinnati, OH
- ☐ Cleveland, OH
- ☐ Columbus, OH
- ☐ Denver, CO
- ☐ Elk Grove Village, IL
- ☐ Grand Rapids, MI
- ☐ Hartford, CT
- ☐ Houston, TX
- ☐ Indianapolis, IN
- ☐ Jacksonville, FL
- ☐ Kansas City, MO
- ☐ Las Vegas, NV
- ☐ Long Island, NY
- ☐ Louisville, KY
- ☐ Madison, WI
- ☐ Manchester, NH
- ☐ Milwaukee, WI
- ☐ Minneapolis, MN
- ☐ Modesto, CA
- ☐ Nashville, TN
- ☐ Newark, NJ
- ☐ Oakland, CA
- ☐ Online
- ☐ Ontario, CA
- ☐ Orange County, CA
- ☐ Philadelphia, PA
- ☐ Phoenix, AZ
- ☐ Pittsburgh, PA
- ☐ Portland, OR
- ☐ Reno, NV
- ☐ Richmond, VA
- ☐ Sacramento, CA
- ☐ Salt Lake City, UT
- ☐ San Antonio, TX
- ☐ San Diego, CA

- ☐ San Jose, CA
- ☐ Seattle, WA
- ☒ Tampa, FL
- ☐ Washington, DC
- ☐ Worcester, MA

(GMT-05:00) Eastern Time (US & Canada)



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Hide filters

- June 24, 2024
  - 2 days, 8:00 AM - 4:30 PM
  - Tampa, FL
  - \$1,495.00

Register

Want this training at your facility instead?

- Description

Students are taught common practices and some "tricks-of-the-trade" for general operation and maintenance of their AC&R systems. They will learn about maintenance schedules and servicing, system diagnostics, troubleshooting, and fine-tuning to gain maximum efficiency. The course also covers an introduction to commercial and industrial chillers, regulatory laws and energy conservation. Overall, we will help you get the maximum life out of your Air Conditioning and Refrigeration systems while keeping it up and running as efficiently and consistently as possible.

- Course Outline

## Day One - Discussion Topics

### Fundamentals of AC&R

- Air Conditioning versus Refrigeration
- Laws of Thermodynamics and Heat Transfer

### Regulation, Codes and Standards

- New Energy Efficiency Standards (S.E.E.R.)

- EPA Section 608 of the Clean Air Act
- ASHRAE, ASME
- Technician Licensing, Testing and Certification

#### Compression Refrigeration Cycle

- Saturation, Superheat, and Subcool
- Basic System Design
- Follow-the-Heat™

#### Refrigerants

- CFCs, HCFCs, HFCs, Inorganics
- Zeotropic and Azeotropic Refrigerant Mixtures
- Refrigerant Safety Including R-410a

#### Refrigerant Oils

- MO, AB, POE, PAG, PAO Oils & Properties
- Maintaining Oil Quality in Your AC&R System

#### Major AC&R System Components

- Evaporator
- Compressor
- Condenser
- Metering (Expansion) Device

## Day Two - Discussion Topics

#### Auxiliary System Components

- Crankcase Heater
- Suction Accumulator
- Receiver
- Filter-Drier
- Sight Glass with Moisture Indicator
- Oil Separator
- Service Valves
- Muffler
- Refrigerant Controls



## Refrigeration Systems

- Air, Water, and Ground-Source Heat Pumps
- Commercial Refrigeration
- Other specialty refrigeration systems

## System Diagnostics, Servicing & Troubleshooting

- Service Tools and Equipment
- Manifold Gauge Set
- Recovery Machine
- Vacuum Pump
- Micron Gauge
- Leak Detection Equipment
- Recovering Refrigerant
- Charging the AC&R System
- Diagnosis, Common Failures, and Remedies
- Energy Conservation & Operating Efficiency

The EPA 608 exam is available to be taken at the conclusion of the class.

## EPA 608 Technician Certification Testing

Section 608 of the Federal Clean Air Act requires that all persons who maintain, service, repair or dispose of appliances that contain regulated refrigerants be certified in proper refrigerant handling techniques by passing the EPA 608 Technician Certification exam. The EPA 608 exam is included in this course and is administered virtually after completing the training. Attendees are not required to take the exam for the successful completion of the course. While we cover material relevant to the test over the course of the training, this course is not designed to specifically prepare you to take the exam. We highly recommend that attendees who want to take the exam attend both days of training and take time to study beforehand. We will email out the EPA 608 study guide to all course registrants the day after registration to give you ample time to prepare. You can also request a copy of the study guide by sending an email to [testing@tpctraining.com](mailto:testing@tpctraining.com)

[Click here for more information on the EPA 608 Technician Certification Exam](#)

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**Lisa Flores-Decker**

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**From:** ReservationCounter.com <confirmations@reservationcounter.com>  
**Sent:** Thursday, June 13, 2024 8:31 AM  
**To:** Lisa Flores-Decker  
**Subject:** Holiday Inn Tampa Westshore - Airport Area, an IHG Hotel Confirmed Booking | Itinerary Number: 56962527517

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

You're receiving this email because you booked a hotel with ReservationCounter.com



 800-434-0564



## Your booking is confirmed!

### Holiday Inn Tampa Westshore - Airport Area, an IHG Hotel



700 N Westshore Blvd , Tampa, FL, 33609US  
800-434-0564

**CONFIRMATION**

Itinerary Number: 56962527517

[Print Receipt](#) [Manage Booking](#) [Book Again](#)



King Room  
1 King bed

This room features a refrigerator,  
coffee machine,...

[Read More](#)

 Pay Now

\$115.00 per night

Check-In: Monday, 24 June, 2024 (3:00 PM - anytime)

Check-Out: Tuesday, 25 June, 2024 (12:00 PM)

Nights: 1

Guests: Daniel Hardage, 2 adults, 0 children

Rooms: 1

Cancellation Policy

Customer Name: Daniel Hardage

Customer Email: lisa.flores-decker@palmbayflorida.org

Customer Phone: +13219523400

Subtotal: \$115.00

Tax: \$30.60

Service Fee: \$15.99

Total Cost: \$161.59

Billing Name: Lisa Flores-Decker

CC Type: Visa

CC Number: XXXX - XXXX - XXXX - 4454

CANCELLATION POLICY

This reservation is non-refundable. There is no refund for no-shows or early checkouts. The Reservation Counter \$15.99 fee included in the total is non-refundable. We do not charge any additional change or cancellation fees.

The \$15.99 service fee allows you access to Reservation Counter's 24/7 customer support.

Make sure this cancellation policy works for you. COVID-19 will not qualify as an extenuating circumstance.

## HOTEL POLICIES

### **Refund Policy**

This booking is Non-Refundable and cannot be amended or modified. Failure to arrive at your hotel or property will be treated as a No-Show and will incur a charge of 100% of the booking value (Hotel policy).

### **Photo Policy**

The reservation holder must present a valid photo ID and credit card at check-in. The credit card is required for any additional hotel specific service fees or incidental charges or fees that may be charged by the hotel to the customer at checkout. These charges may be mandatory (e.g., resort fees) or optional (parking, phone calls or minibar charges) and are not included in the room rate.

### **Rate Description**

Special Rate

### **Hotel Occupancy Policy**

All rooms booked for double occupancy (i.e. 2 adults). Accommodations for more than this are not guaranteed.

### **Policy Prepay**

\$145.60 will be charged to your credit card.

### **Room Charge Disclosure**

Your credit card is charged the total cost at time of purchase. Prices and room availability are not guaranteed until full payment is received.

### **Hotel Pet Policy**

Pets are not allowed.

### **Important Information**

Guests are required to show a photo ID and credit card upon check-in. Please note that all Special Requests are subject to availability and additional charges may apply. A damage deposit of USD 60 is required on arrival. This will be collected by credit card. You should be reimbursed within 7 days of check-out. Your deposit will be refunded in full via credit card, subject to an inspection of the property. Please note the Breakfast Included rate includes breakfast for 2 adults. Additional charges apply for further guests. Please note the airport transfer service operates from 07:00 to 21:00. please note that only allowed pets are approved ADA services animals, no exceptions

### **Taxes And Fees**

In connection with facilitating your hotel transaction, the charge to your method of payment will include a charge for Taxes and Fees. This charge includes an estimated amount to recover the amount we pay to the hotel in connection with your reservation for taxes owed by the hotel including, without limitation, sales and use tax, occupancy tax, room tax, excise tax, value added tax and/or other similar taxes. In certain locations, the tax amount may also include government imposed service fees or other fees not paid directly to the taxing authorities but required by law to be collected by the hotel. The amount paid to the hotel in connection with your reservation for taxes may vary from the amount we estimate and include in the charge to you. The balance of the charge for Taxes and Fees is a fee we retain as part of the compensation for our services and to cover the costs of your reservation, including, for example, customer service costs. The charge for Taxes and Fees varies based on a number of factors including, without limitation, the amount we pay the hotel and the location of the hotel where you will be staying, and may include profit that we retain. Except as described below, we are not the vendor collecting and remitting taxes to the applicable taxing authorities. Our hotel suppliers, as vendors, include all applicable taxes in the amount billed to us and we pay over such amounts directly to the vendors. We are not a co-vendor associated with the vendor with whom we book or reserve our customer's travel arrangements. Taxability and the appropriate tax rate and the type of applicable taxes vary greatly by location. For transactions involving hotels located within certain jurisdictions, the charge to your method of payment for Taxes and Fees includes a payment of tax that we are required to collect and remit to the jurisdiction for tax owed on amounts we retain as compensation for our services. Depending on the property you stay at you may also be charged (i) certain mandatory hotel specific service fees, for example, resort fees (which typically apply to resort type destinations and, if applicable, may range from \$10 to \$40 per day), energy surcharges, newspaper delivery fees, in-room safe fees, tourism fees, or housekeeping fees and/or (ii) certain optional incidental fees, for example, parking charges, minibar charges, phone calls, room service and movie rentals, etc. These charges, if applicable, will be payable by you to the hotel directly at checkout. When you check in, a credit card or, in the hotel's discretion, a debit card, will be required to secure these charges and fees that you may incur during your stay. Please contact the hotel directly as to whether and which charges or service fees apply. Please note that we are unable to facilitate a rebate of Canadian Goods and Services Tax ('GST') for customers booking Canadian hotel accommodations utilizing our services. For bookings in Canada, the charges may also include destination marketing fees collected by the hotel and passed along to tourist bureaus.

### **Check-In Instructions**

- Extra-person charges may apply and vary depending on property policy
- Government-issued photo identification and a credit card, debit card, or cash deposit may be required at check-in for incidental charges
- Special requests are subject to availability upon check-in and may incur additional charges; special requests cannot be guaranteed
- This property accepts credit cards; cash is not accepted
- Noise-free guestrooms cannot be guaranteed
- This property affirms that it follows the cleaning and disinfection practices of Clean Promise (IHG)

- Please note that cultural norms and guest policies may differ by country and by property; the policies listed are provided by the property

## Fees

### Mandatory:

You'll be asked to pay the following charges at the property:

- Deposit: USD 60.00 per accommodation, per stay

We have included all charges provided to us by the property.

### Optional:

- Fee for buffet breakfast: approximately USD 25.00 per person
- Covered self parking fee: USD 10.00 per day
- Rollaway bed fee: USD 10.0 per day

The above list may not be comprehensive. Fees and deposits may not include tax and are subject to change.

\*Charges will show from our hotel partner. If you believe this booking to be the result of fraudulent activity, please contact: 800-434-0564



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# INVOICE

**Invoice Date**

24 May 2024

**Invoice Number**

ORD-8604

Terms: Net 30

City of Palm Bay Utilities  
ATTN: Daniel Hardage

250 Osmosis Dr SE

Palm Bay  
Florida

Description	Quantity	Unit Price	Tax	Amount USD
Air Conditioning and Refrigeration (AC-272), 24-Jun-2024 8:00 AM, Daniel Hardage (daniel.hardage@palmabayflorida.org)	1.00	1,495.00		1,495.00
Subtotal				1,495.00
Invoice Total				1,495.00
Total Net Payments				1,495.00
Amount Due				0.00

\*NOTICE: We add applicable sales tax to every invoice in certain jurisdictions where it is required to collect sales tax on our products and services. If your organization is tax exempt, please forward your tax-exempt certificate to [customerservice@tpctraining.com](mailto:customerservice@tpctraining.com).

To pay via ACH/ Wire:

Bank Name: First Trust Bank

Routing Number: 236073801

Account Number: 8000073802

Remittance Detail: [billings@certus.com](mailto:billings@certus.com)

pd  
May, 2024

For billing questions and concerns, please contact us at [billing@certus.com](mailto:billing@certus.com).