

9. 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).



## 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

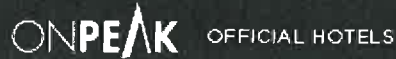
Legislative Memorandum

P a g e | **3**

2. SpaceCom Packet



Your reservation for the FABTECH 2024 | [Access your reservation online »](#)



## FABTECH 2024

Oct 15 - Oct 17, 2024

Orange County Convention Center • Orlando, FL

Danielle Crotts,

Thank you for booking with onPeak, the official hotel and travel partner of FABTECH 2024.

**onPeak**  
BEST RATE  
pledge

We continuously monitor rates. If ours get lower, yours automatically gets lower.

### Hotel Reservation Info



#### Rosen Shingle Creek



9939 Universal Blvd  
Orlando, FL 32819

Shuttle service between the hotel and the event is provided.

Individual names must be provided to Group blocks by 08/01/2024. Any reservations without an assigned name will be subject to cancellation on 08/01/2024.

#### Exclusive Promotions

##### Rate Inclusions

- Complimentary Standard High-Speed Internet in Guestrooms and Public Spaces
- Free In-Room Local and Toll Free Phone Calls

##### Parking Fee

- Self-Parking: \$28
- Valet Parking: \$40

*Rates subject to change.*

### Contact Details

#### onPeak

(866) 220-9664 (toll free)  
(312) 527-7300 International  
[FABTECH@onpeak.com](mailto:FABTECH@onpeak.com)

#### Your Account

##### Email Address

[danielle.crotts@palmbayflorida.org](mailto:danielle.crotts@palmbayflorida.org)

##### Password

\*\*\*\*\*

##### onPeak Group ID:

3994790

[Modify reservation »](#)

(password required)

## Booking Incentives

•10% Discount in Hotel Spa Services

## Hotel Policies

### Attendee/Exhibitor - Standard Room

#### Guarantee Policy:

Please provide a valid credit card to hold your reservation. Credit card MUST expire after the date of the event. Approximately 30 days prior to start of event, the HOTEL, NOT ONPEAK will charge your credit card a deposit equal to one night's room charge plus tax. First night's room and tax is also payable by check. Please make checks payable to onPeak. Reservation(s) not guaranteed are subject to cancellation.

#### Cancellation Policy:

Reservations must be cancelled by 3:00 pm Local Hotel Time - 5 days prior to arrival to avoid a cancellation fee of one nights' room rate plus tax.

#### Changes Policy:

If you need to make any changes or cancellations to your reservation on or before 09/30/2024, make your changes online or call (866) 220-9664. Changes or cancellations to your reservation after this date must be made directly with Rosen Shingle Creek at 1-407-996-9939. All changes are based on availability.

#### Special Policy:

An early departure fee of one night's room and tax may apply if hotel is not notified of an early departure prior to or at check in.

**Failure to check-in on your scheduled arrival date will result in a no-show charge of one night's room and tax.**

## Reservations

2 Reservations (2 Room Nights)  
\$259.00 USD | average nightly rate

## Nightly Breakdown

# How to Manage Hotel Reservations for your Group

[View >>](#)

**Total Reservations**

**2**

Rosen Shingle Creek

**2**

## Payment Information

**NOTE:** Your credit card is being used as a guarantee only at this time. Your card will be charged by the hotel(s) directly. Please review all hotel policies related to this reservation.

**Payment:** Danielle Crotts's VISA (Ending in 6169)

### Rosen Shingle Creek

Standard Room - Single Occupancy

2 Reservations (2 Room Nights)	\$518.00
--------------------------------	----------

Taxes & Fees	\$64.76
--------------	---------

Estimated Total	\$582.76
-----------------	----------

Guarantee*	\$582.76
------------	----------

Amount charged to credit card today	\$0.00
-------------------------------------	--------

Prices are in USD.

[View a detailed summary](#)

#### Access your reservation online at any time to:

- See all up-to-date reservation details.
- View and edit room assignments and check-in/check-out dates.
- Add individual payments and special requests.
- Download comprehensive reservation details in Excel format via Group Roster.
- Use the Group Roster to update information via the website or with an onPeak representative.

## How did we do?

Please click to rate your experience with onPeak today.



Excellent



Good



Okay



Poor



Unacceptable

\* By providing a credit card, you guarantee you'll meet the hotel policies of your reservation. If for some reason you don't meet the policies, you may be charged a financial penalty in the amount of the payment guarantee. For more info, please refer to your hotel's specific policies.

**From:** [Robert McKinzie](#)  
**To:** [Danielle Crotts](#)  
**Subject:** Fwd: Registration Confirmation - FABTECH 2024  
**Date:** Monday, September 9, 2024 6:26:45 PM

---

Get [Outlook for iOS](#)

---

**From:** FABTECH 2024 <eventconfirmation@events.cdsreg.com>  
**Sent:** Monday, September 9, 2024 1:15:56 PM  
**To:** Robert McKinzie <Robert.McKinzie@palmbayflorida.org>  
**Subject:** Registration Confirmation - FABTECH 2024

**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.







**Badge: 224619**

If you have any trouble viewing the QR code image please [click here](#).

Dear Robert McKinzie:

Thank you for registering to attend FABTECH 2024, to be held Tuesday, October 15 – Thursday, October 17 at the Orange County Convention Center in Orlando, Florida. This email is your confirmation and serves as your invoice/receipt.

Invite or register your colleagues and friends to join you at FABTECH 2024!

[Invite-a-Colleague](#)

[Register-a-Colleague](#)

### Important Registration Information



#### Badge Information

Badges will NOT be mailed. Scan your QR code at Registration when you arrive at the event and your badge will be printed for you.



#### Reduced Rates at Official Hotels.

Official hotels near the show have been specially selected for your stay, provided at exclusive discounted rates. By booking in the official housing block you receive the lowest rates available over the show dates.



[Click here to book in the official hotel block](#)

#### Benefits of booking in the official housing block

Book through onPeak to ensure you pay the lowest price and get the best service with reservation protection, flexibility and assistance-before, during and after your stay.

#### Best Rate Pledge



The lowest room rates available have been negotiated at official hotels.



Other booking channels are monitored to track down rival rates.



Rates are lowered when necessary and applied to already-booked rooms.

#### onPeak Contact Info:



[Book Online](#)



[866-220-9664](#)



[Email](#)



## Manage Your Registration

[Click here](#) to access your registration at any time and have the ability to:

- View what's included with your registration
- Add Conference Sessions to your registration
- Invite your colleagues
- Print a receipt or resend a confirmation
- Book a hotel room



## Event Schedule

Visit <https://www.fabtechexpo.com> for complete event information.

## Event Location

Orange County Convention Center  
9800 International Drive  
Orlando, FL 32819  
<https://www.occc.net>



## Contact Us

Please do not hesitate to contact the FABTECH 2024 Team for any reason.  
We look forward to hearing from you!

- [508-743-8544](tel:508-743-8544) (Monday-Friday 9am-5pm ET)
- Email: [FABTECH@xpressreg.net](mailto:FABTECH@xpressreg.net)



## Registration Information

Badge Number: 224619  
Name: Robert McKinzie  
Company: City of Palm Bay  
Address: 120 Malabar Road  
Address 2:  
City: Palm Bay  
State/Province: FL  
Zip/Postal Code: 32907  
Country: United States  
Phone: 3214097187  
Email: [robert.mckinzie@palmbayflorida.org](mailto:robert.mckinzie@palmbayflorida.org)

## Registered Individuals / Items Purchased

### Badge Name

224619 Robert McKinzie

FABx TECH TALKS

LEADERSHIP EXCHANGE: Advanced Manufacturing

KEYNOTE: Peggy Whitson, Historic NASA Astronaut

LEADERSHIP EXCHANGE: Attracting and Keeping Next Generation Employees

KEYNOTE: Titan Gilroy, TITANS of CNC

LEADERSHIP EXCHANGE: 2024 State of the Industry

Exhibits Only

## Account Status

**Total Due:**

**Amount Paid:**

**Balance Due:** \$0

Looking for an invoice to print out? [Click Here.](#)

## Terms and Conditions

You have agreed to FABTECH's Terms & Conditions listed below and [HERE](#).

- **FABTECH is a Business Event.** No one under the age of 16 will be admitted.
- **Method of Payment:** Payments must be made in US Dollars. SME accepts VISA, MasterCard, Discover, and American Express. Payment must be received prior to the program date. To make any other form of payment, please contact Customer Care by emailing [FABTECH@xpressreg.net](mailto:FABTECH@xpressreg.net).
- **Consent for Use of Photographic Images:** Registration and attendance at, or participation in FABTECH 2024, constitutes an agreement by the registrant to permit show management's use and distribution (both now and in the future) of the registrant's image or voice in photographs, videos, and other electronic reproductions of such events. Picture taking of any kind is strictly forbidden on the show floor. (This includes but is not limited to, cell phones, iPhones, cameras, computers, digital cameras, or any other type of photographic equipment.)

- **Solicitation Information:** FABTECH 2024 brings together qualified exhibitors and attendees. Unauthorized solicitation (suit-casing/outboarding) of or marketing to exhibiting companies is strictly prohibited. Selling activities and distribution of literature, samples and marketing materials are permitted only from within the booth space of officially contracted exhibitors.
- **Program Changes:** FABTECH 2024 has the right to amend this program as necessary. In the event of a cancellation, FABTECH 2024 is not responsible for incidental costs incurred by registrants. We recommend purchasing refundable airline tickets.
- **Disabled Persons Accommodations:** FABTECH 2024 is committed to providing reasonable accommodations to individuals with disabilities so they may fully participate. Call Customer Service at 800-733-3976 at least two weeks prior to the event to arrange. Please call the hotel and/or event facility to inquire.
- **Cancellations:** Cancellations and refund requests (for paid conference registrations) must be made in writing to ATTN: FABTECH 2024 Conference Cancellation at [FABTECH@xpressreg.net](mailto:FABTECH@xpressreg.net) no later than September 13, 2024, to receive a full refund minus a \$50 administrative fee. Cancellations received after this date are non-refundable.
- **Exhibits Only registration is non-refundable.**

*Please **DO NOT** reply to this email. For questions, please see the **Contact Us** section above.*

In compliance with email provider requirements, information on our email practices is available.

[Click for details.](#)

## Danielle Crotts

---

**From:** FABTECH 2024 <eventconfirmation@events.cdsreg.com>  
**Sent:** Monday, September 9, 2024 1:16 PM  
**To:** Danielle Crotts  
**Subject:** Registration Confirmation - FABTECH 2024

**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.



**Badge:** 224620

If you have any trouble viewing the QR code image please [click here](#)

Dear Danielle Crotts:

Thank you for registering to attend FABTECH 2024, to be held Tuesday, October 15 – Thursday, October 17 at the Orange County Convention Center in Orlando, Florida. This email is your confirmation and serves as your invoice/receipt.

Invite or register your colleagues and friends to join you at FABTECH 2024!

**Invite-a-  
Colleague**

**Register-a-  
Colleague**

**Important Registration Information**



### Contact Us

Please do not hesitate to contact the FABTECH 2024 Team for any reason.  
We look forward to hearing from you!

- 508-743-8544 (Monday-Friday 9am-5pm ET)
- Email: [FABTECH@xpressreg.net](mailto:FABTECH@xpressreg.net)



### Registration Information

Badge Number: 224620  
Name: Danielle Crotts  
Company: City of Palm Bay  
Address: 120 Malabar Road  
Address 2:  
City: Palm Bay  
State/Province: FL  
Zip/Postal Code: 32907  
Country: United States  
Phone: 3214097187  
Email: [danielle.crotts@palmbayflorida.org](mailto:danielle.crotts@palmbayflorida.org)

### Registered Individuals / Items Purchased

#### Badge Name

224620 Danielle Crotts  
Exhibits Only  
FABx TECH TALKS  
LEADERSHIP EXCHANGE: Advanced Manufacturing  
KEYNOTE: Peggy Whitson, Historic NASA Astronaut  
LEADERSHIP EXCHANGE: Attracting and Keeping Next Generation Employees  
KEYNOTE: Titan Gilroy, TITANS of CNC  
LEADERSHIP EXCHANGE: 2024 State of the Industry



U.S. General Services Administration

# FY 2024 Per Diem Rates for Orlando, Florida

## Meals & Incidental Expenses (M&IE) rates and breakdown

Primary Destination	County	M&IE Total	Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel
Orlando	Orange	\$69	\$16	\$17	\$31	\$5	\$51.75

A handwritten table on a pink background, tilted at an angle. It has four columns labeled B, L, D, and I at the top. The first row contains the number 15 under B, and checkmarks under L, D, and I. The second row contains the number 11.25 under B, and checkmarks under L, D, and I. The D column in the second row has a large blue scribble over it.

B	L	D	I
15	✓	✓	✓
11.25	✓	✓	✓



Select Your Registration Type

Attendee Registration

NASA Attendee Registration

Exhibitor Registration

Press Registration

*Already Registered?*

SpaceCom Rates	Early Bird (until Oct. 31)	Advanced (until Jan. 27)	Onsite
Industry Professional	\$765	\$975	\$1185
Government	\$235	\$445	<del>\$655</del>
Academia	\$235	\$235	\$235
Expo-Only	FREE	FREE	FREE
SpaceCom PLUS Rates	Early Bird (until Oct. 31)	Advanced (until Jan. 27)	Onsite
Industry Professional	\$1045	\$1255	\$1465
Government	\$415	\$555	\$765
Academia	\$415	\$415	\$415

Quit

Registration Questions

Please contact Registration Control Systems at 805-654-0171 or e-mail [spc2025@rcsreg.com](mailto:spc2025@rcsreg.com).

Registration Control Systems | copyright © 1993- 2024  
Powered by  **RCS**reg.com



## ← CHECKOUT

[I PREFER MEMBERS SIGN IN](#)

### Room 1: (GRP)Run Of House

#### CONTACT INFO

\* Required

Prefix First Name \* Middle Initial

Last Name \* Phone \*

Mobile phone Email Address \*

This is the email we will send your confirmation to

#### ADDRESS

Country / Region \*

Address 1 \* Address 2

City \* Zip / Postal Code \*

#### Join I Prefer Hotel Rewards

☐ Yes, sign me up for I Prefer Hotel Rewards so I can receive instant Member benefits like free Wi-Fi, exclusive Member rates, complimentary room upgrades, points for free nights, and other rewards. I agree to the I Prefer Hotel Rewards privacy policy and terms and conditions.

Once your booking is confirmed, please check your inbox for an email to activate your membership.

#### RESERVATION DETAILS

Special Requests

### Your Cart: 2 Items

**Total \$772.68**

Including taxes and fees

#### ROOM 1

{GRP}Run Of House \$340.00

Commercial Space Week - Government Block

Special Code Applied

2 NIGHTS STAY

Taxes and Fees

DETAILS

~~\$46.34~~

Tue, Jan 28, 2025 - Thu, Jan 30, 2025

1 Adult

EDIT • REMOVE

#### ROOM 2

{GRP}Run Of House \$340.00

Commercial Space Week - Government Block

Special Code Applied

2 NIGHTS STAY

Taxes and Fees

DETAILS

~~\$46.34~~

Tue, Jan 28, 2025 - Thu, Jan 30, 2025

1 Adult

EDIT • REMOVE

### Total

Including taxes and fees

~~\$772.68~~

\$680  
w/out taxes



# FY 2024 Per Diem Rates for Orlando, Florida

## Meals & Incidental Expenses (M&IE) rates and breakdown

Primary Destination	County	M&IE Total	Breakfast	Lunch	Dinner	Incidental Expenses	First & LastDay of Travel
Orlando	Orange	\$69	\$16	\$17	\$31	\$5	\$51.75

	B	L	D	I
28		✓	✓	✓
29	✓	✓	✓	✓
30	✓	✓		✓

1160