

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



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



CITY OF PALM BAY, FLORIDA

Travel Request/Advance Request

Control # _____

Request Date: 10/28/2024

Contact/Ext Angela Burak x3207

Name: Joan Junkala-Brown		Destination: Chicago, IL			
Department/Division: City Manager's Office		Date of: <u>8/4/2025</u>		Return: <u>8/8/2025</u>	
Account To Be Charged: 001-1210-512-4001 & 5501		Time of: 9am		11pm	
		Estimated Cost: before mileage reimbursement		\$2,855.16	
Purpose of Travel (Specify Conference, School or Other Reason) - ATTACH ITINERARY Attendance to the 2025 National Brownsfield Training Conference.					
Date Approved By Council:					
Transportation: boldface <u>POV - Estimated Mileage</u> City Vehicle or circle choice(s) <u>Common Carrier (Complete below)</u>					
PREPAID EXPENSES	VENDOR/ADDRESS	EXPLANATION	AMOUNT	FINANCE USE ONLY	
Registration-vendor name registration location Due Date Hand Carry Y N	ICMA/ McCormick Place via A.Burak Pcard	Registration: \$ 500	\$500.00	Vendor #	Check # Date
Lodging -name and location Due Date Hand Carry Y N	Hyatt Regency McCormick Place, 2233 South Dr. Martin Luther King Jr Drive, Chicago, IL 60616-9985 via A.Burak Pcard	Rate 8/4 \$262, 8/5 & 6 \$269, 8/7 \$259 # Nights 4	\$1,243.16	Vendor #	Check # Date
Common Carrier (if applicable) Due Date Hand Carry Y N	Delta Roundtrip + 1 bag Tolls -est.		\$650.00 \$10.00	Vendor #	Check # Date
Other Expenses Due Date Hand Carry Y N	Hotel Parking Uber/Lyft - airport to hotel/hotel to airport	Rate # Nights	\$20.00	Vendor #	Check # Date
Other Expenses Due Date Hand Carry Y N	Resort Fee Hotel tax (held with card, will come off - tax exempt)			Vendor #	Check # Date
PER DIEM ADVANCE Refer to www.gsa.gov for rates - attach proof of rate (Lodging prepaid - receipt required)				Vendor #	Check #
Breakfast 4	@	\$23.00	=	\$92.00	Date
Lunch 5	@	\$26.00	=	\$130.00	
Dinner 5	@	\$38.00	=	\$190.00	
Incidentals 4	@	\$5.00	=	\$20.00	
			\$432.00		

TRAVEL APPROVALS

Department Head _____

Date _____

Finance _____

Date _____

(if applicable) _____

City Manager _____

Date _____

(ATTACH TO EXPENSE REPORT UPON RETURN)



Privately Owned Vehicle (POV) Authorization Form

Joan Junkala-Brown

Requesting Department	Departmental Contact
City Manager	Ang- CMO
Submission Date:	Enter date:
10/28/2024	

Was a City vehicle available for the date(s) of travel?	No
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If Yes, provide an explanation below for the need to use a POV when a City vehicle is available

Joan's travel to 2025 Brownfields Conference, will be travelling to airport by choice using personal vehicle.

If No, submit this POV authorization form with your Expense Report Worksheet when requesting Mileage Reimbursement.

Employee Signature: Date

Print Name

Department Director, or designee Signature

Print Name

Return all signed and completed forms to the Accounting Division

	B	L	D
8/4	X	✓	✓
8/5	✓	✓	✓
8/6	✓	✓	✓
8/7	✓	✓	✓
8/8	✓	✓	✓

Schedule

Brownfields 2025 Schedule

Welcome to the schedule for the 2025 National Brownfields Training Conference.
Schedule subject to change.

Monday, August 4	Event
5:00 PM – 7:00 PM	Environmental Justice Caucus, Tentative
Tuesday, August 5	Event
7:30 AM – 6:30 PM	Registration Open
8:30 AM – 2:15 PM	Brownfields University
8:00 AM – 11:00 AM	Mobile Workshop
9:00 AM – 4:00 PM	Mobile Workshop Day Trip
2:30 PM – 4:00 PM	Regional Open Houses
4:30 PM – 5:45 PM	Opening Plenary
5:45 PM – 7:30 PM	Opening Celebration in the Exhibit Hall
Wednesday, August 6	Event
7:00 AM – 6:30 PM	Registration Open
7:45 AM – 4:30 PM	Exhibit Hall Open
9:00 AM – 10:15 AM	Plenary: Mayor's Roundtable, Tentative
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2:00 PM – 3:00 PM	Concurrent Sessions, Block 3
3:15 PM – 4:15 PM	Concurrent Sessions, Block 4
5:00 PM – 6:30 PM	Phoenix Awards
Thursday, August 7	Event
7:00 AM – 6:00 PM	Registration Open
7:45 AM – 2:00 PM	Exhibit Hall Open
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1:00 PM – 4:00 PM	Mobile Workshops
2:00 PM – 3:00 PM	Concurrent Sessions, Block 7
3:15 PM – 4:15 PM	Concurrent Sessions, Block 8
5:30 PM – 8:30 PM	Community Reception, Tentative
Friday, August 8	Event
7:30 AM – 12:00 PM	Registration Open
8:00 AM – 11:00 AM	Mobile Workshops
9:30 AM – 10:00 AM	Concurrent Sessions, Block 9
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Chicago, Illinois

The National Brownfields Training Conference is the largest event in the nation focused on environmental revitalization and economic redevelopment. Held every

Conference Overview

The National Brownfields Training Conference

The National Brownfields Training Conference brings together stakeholders from government, industry, and the community to share knowledge and best practices on the remediation and redevelopment of contaminated properties, known as brownfields. The conference features a range of sessions, workshops, and networking events that cover topics such as financing, liability, and community engagement, with the goal of promoting the cleanup and revitalization of contaminated sites across the United States.

Attending the National Brownfields Training Conference can be beneficial for professionals working in fields related to brownfields remediation and redevelopment, such as environmental consultants, developers, attorneys, and government officials. The conference provides a platform for participants to learn about the latest technologies and strategies for cleaning up and reusing 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.

When: August 5-8, 2025

Where: MCCORMICK PLACE, CHICAGO

What to Expect



The Brownfields Conference features a dynamic educational program of speakers, discussions, mobile workshops, films and other learning formats that are calibrated to provide you with case study examples, program updates, and useful strategies for meeting your brownfield challenges head on. The exceptional training offered by the Brownfields Conference has something for both beginners and seasoned professionals.

The conference is also a premier stop for the private sector with a vibrant exhibit hall and other transactional activities that are catered towards companies doing the business of brownfields cleanup and redevelopment. The exhibit hall will feature federal agencies, engineering firms, developers, environmental cleanup companies, legal and financial expertise, nonprofits, and other types of organizations.

Who Should Attend

If you are in the brownfields industry or are part of a locale with a brownfields site, and you are looking to revitalize your community, spur economic growth, restore the environment, and protect the public health, then don't miss Brownfields 2025.

Attend

Brownfields 2025 features over 150 panels, town halls, roundtables, and topic talks where attendees can learn directly from experts in the field and interact with federal, state, and local decision-makers. In these sessions, speakers will discuss new practices, share success stories, and stimulate new ideas.

The Brownfields Conference is also a great opportunity to earn your continuing education credits.

Discover

Chicago last hosted the conference 10 years ago, in 2015, and the planning team is looking forward to bringing this dynamic event back to the Windy City and highlighting the commitment to environmental protection and economic development in the region. We invite you to get out and experience all that Chicago has to offer through the many offered Mobile Workshops and self-guided tour.

Connect

Brownfields 2025 will feature Regional Open Houses, affiliate meetings, and other networking events. You will have the opportunity to re-connect with your colleagues from around the country and network with federal, state, and local officials. This conference is an extremely valuable experience due to the interactions that take place among the broad range of stakeholders involved with brownfields redevelopment.

Explore

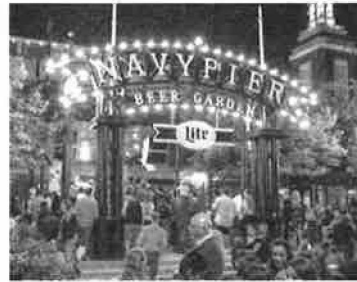
Mobile workshops offer attendees the opportunity to get out of the convention center and to visit brownfields sites firsthand, hearing from project leaders and the community.

Individuals who may be interested:

- Local, state, tribal, and federal government leaders
- Federal and state contractors
- Real estate developers and investors
- Financial and insurance providers and risk management practitioners
- Economic development officials and community development organizations
- Construction and building firms
- Environmental and civil engineers, planners and public works officials
- Information technology professionals
- Academic institutions & students
- Attorneys

Previous Conferences

- 2023 - Detroit
- 2022 - Oklahoma City
- 2019 - Los Angeles
- 2017 - Pittsburgh
- 2015 - Chicago
- 2013 - Atlanta
- 2011 - Philadelphia
- 2009 - New Orleans
- 2008 - Detroit
- 2006 - Boston
- 2005 - Denver
- 2004 - St. Louis
- 2003 - Portland
- 2002 - Charlotte
- 2001 - Chicago
- 2000 - Atlantic City
- 1999 - Dallas
- 1998 - Los Angeles
- 1997 - Kansas City
- 1996 - Pittsburgh





Thank you for choosing to stay with Hyatt Hotels & Resorts

Confirmation: # 51617114

Hyatt Regency McCormick Place Chicago

2233 South Dr. Martin Luther King Jr. Drive Chicago, 60616-9985 United States

Tel: +1 312 567 1234

Reservation Summary

Check-in	Mon, Aug 4, 2025 03:00 PM
Checkout	Fri, Aug 8, 2025 12:00 PM
Guests	1 Guest
Rate	Standard rate
Room	(1) 1 Queen and 1 Double Bed

Guest Details

Name Joan Junkala

Total Cash Per Room*	\$1,243.16
Mon, Aug 4	\$262.00
Tue, Aug 5	\$269.00
Wed, Aug 6	\$269.00
Thu, Aug 7	\$259.00
Subtotal	\$1,059.00
OCCUPANCY TAX	\$184.16
Taxes & Fees	\$184.16

*Changes in taxes or fees will affect the total price.

Special Requests

Add a special request.


Terms & Conditions

Deposit Policy

Credit Card Guarantee Required

Cancellation Policy

48Hours PRIOR TO 11:59 PM LOCAL TIME THE DAY OF ARRIVAL or 1 Night Fee/ Credit Card Req

-  CASH FREE - Please note that this hotel only accepts credit cards, debit cards and, where applicable, other contactless forms of payment. It is a cash-free environment. ONLY contactless payment methods will be accepted at the hotel and a \$75 deposit is required per night on a credit or debit card in the guests name.

Parking

Valet Parking

Valet parking is available.

Overnight guest (0-24 hours, including in/out privileges)	\$54.00
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Self Parking

Chicago city parking is simple and secure at our covered garage with 600 spaces. Easily pay for self-parking at kiosks near garage elevators, with parking available for vehicles up to 6'3."

½ hour to 1 hour	\$21.00
1–3 hours	\$26.00
3–9 hours	\$31.00
9–24 hours	\$38.00
Overnight guest (0-24 hours, including in/out privileges)	\$38.00

Transportation

Getting Here

O’Hare International Airport (ORD)	21 miles
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Getting Around

Cermak-Chinatown Red-Line Station

Access to Water Tower, Michigan Avenue, State Street, Guaranteed Rate Field and Wrigley Field. Call our Concierge at +1 312 528 4143 for further assistance with transportation.

Cermak-McCormick Place Green-Line Station

Access to downtown Chicago, State Street and shopping. Call our Concierge at +1 312 528 4143 for further assistance with transportation.

#3 Bus stop in front of hotel

Access to downtown Chicago, Michigan Avenue, Art Institute of Chicago, Millennium Park, "Cloud Gate" and the Riverwalk. Call our Concierge at +1 312 528 4143 for further assistance with transportation.

Bike Share

Stop by the Divvy bike station, located directly outside the hotel's South Tower, and enjoy a fun ride over to one of Chicago's many attractions. Visit the concierge desk to learn about our special offer for hotel guests.

Hotel Information

2233 South Dr. Martin Luther King Jr. Drive, Chicago IL United States, [60616-9985](#)

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+1 312 567 1234

Amenities

Business Services

Concierge

Digital Check-In

Digital Key

Fitness Center

Free Internet Access

Laundry

Meeting Facilities

Valet Parking

Pool

Restaurant On-Site

ROOMS & SUITES

Check-In 3:00 PM

Checkout 12:00 PM

After exploring Chicago, relax in one of our hotel's 1,258 guest rooms, including 51 suites, each featuring generously-sized workstations and Jet Pack technology hubs to conveniently connect all your gadgets. Upgrade to an executive suite for a sleek, spacious lounge area and floor-to-ceiling windows that boast impressive views of Lake Michigan or the Chicago skyline for the ultimate experience near McCormick Place.



U.S. General Services Administration

FY 2025 per diem rates for Chicago, Illinois

Meals and incidental expenses (M&IE) rates and breakdown

Primary destination	County	M&IE total	Breakfast	Lunch	Dinner	Incidental expenses	First and lastday of travel
Chicago	Cook / Lake	\$92	\$23	\$26	\$38	\$5	\$69.00



CITY OF PALM BAY, FLORIDA

Travel Request/Advance Request

Control # _____

Request Date: 10/28/2024

Contact/Ext Joshua x3267 / Ang 3207

Name: <u>Clinton Hatcher</u>		Destination: <u>Chicago, IL</u>			
Department/Division: <u>Community & Economic Dev</u>		Date of: <u>8/4/2025</u>		Return <u>8/8/2025</u>	
		Time of: <u>9am</u>		<u>11pm</u>	
Account To Be Charged: <u>001-3410-512-4001 & 5501</u>		Estimated Cost: before mileage reimbursement \$2,855.16			
Purpose of Travel (Specify Conference, School or Other Reason) - ATTACH ITINERARY Attendance to the 2025 National Brownsfield Training Conference.					
Date Approved By Council:					
Transportation: boldface or circle choice(s) <u>POV - Estimated Mileage</u> City Vehicle <u>Common Carrier</u> (Complete below)					
PREPAID EXPENSES	VENDOR/ADDRESS	EXPLANATION	AMOUNT	FINANCE USE ONLY	
Registration-vendor name registration location Due Date _____ Hand Carry Y N	ICMA/ McCormick Place	Registration: \$ 500		Vendor #	Check #
					Date
	<i>via A.Burak Pcard</i>		\$500.00		
Lodging -name and location Due Date _____ Hand Carry Y N	Hyatt Regency McCormick Place, 2233 South Dr. Martin Luther King Jr Drive, Chicago, IL 60616-9985	Rate 8/4 \$262, 8/5 & 6 \$269, 8/7 \$259 # Nights <u>4</u>		Vendor #	Check #
	<i>via A.Burak Pcard</i>		\$1,243.16		Date
Common Carrier (if applicable) Due Date _____ Hand Carry Y N	Delta roundtrip + 1 bag		\$650.00	Vendor #	Check #
	Tolls -est.				Date
			\$10.00		
Other Expenses Due Date _____ Hand Carry Y N	Hotel Parking	Rate # Nights		Vendor #	Check #
	Uber/Lyft - airport to hotel/hotel to airport		\$20.00		Date
Other Expenses Due Date _____ Hand Carry Y N	Resort Fee			Vendor #	Check #
	Hotel tax (held with card, will come off - tax exempt)				Date
PER DIEM ADVANCE Refer to www.gsa.gov for rates - attach proof of rate (Lodging prepaid - receipt required)				Vendor #	Check #
Breakfast <u>4</u>	@	\$23.00 =	\$92.00		Date
Lunch <u>5</u>	@	\$26.00 =	\$130.00		
Dinner <u>5</u>	@	\$38.00 =	\$190.00		
Incidentals <u>4</u>	@	\$5.00 =	\$20.00		
			\$432.00		

TRAVEL APPROVALS

Department Head _____ Date _____

Finance _____ Date _____

(if applicable)

City Manager _____ Date _____

(ATTACH TO EXPENSE REPORT UPON RETURN)



Privately Owned Vehicle (POV) Authorization Form	
Clinton Hatcher	
Requesting Department	Departmental Contact
Economic Dev.	Ang- CMO / Joshua x3267
Submission Date:	Enter date:
10/28/2024	
Was a City vehicle available for the date(s) of travel?	No
If Yes, provide an explanation below for the need to use a POV when a City vehicle is available	
Clinton's travel to 2025 Brownfields Conference, will be travelling to airport by choice using personal vehicle.	
If No, submit this POV authorization form with your Expense Report Worksheet when requesting Mileage Reimbursement.	
_____ Employee Signature:	_____ Date
_____ Print Name	
_____ Department Director, or designee Signature	_____ Date
_____ Print Name	
Return all signed and completed forms to the Accounting Division of the Finance Department.	



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Confirmation: # 64233230

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Special Requests

Add a special request.

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Deposit Policy

Credit Card Guarantee Required

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48Hours PRIOR TO 11:59 PM LOCAL TIME THE DAY OF ARRIVAL or 1 Night Fee/ Credit Card Req

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Parking

Valet Parking

Valet parking is available.

Overnight guest (0-24 hours, including in/out privileges)	\$54.00
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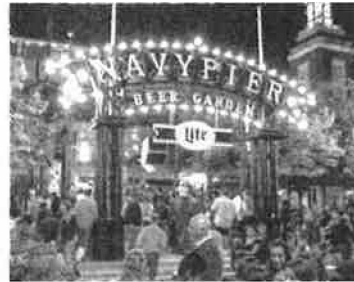
Mobile workshops offer attendees the opportunity to get out of the convention center and to visit brownfields sites firsthand, hearing from project leaders and the community.

Individuals who may be interested:

- Local, state, tribal, and federal government leaders
- Federal and state contractors
- Real estate developers and investors
- Financial and insurance providers and risk management practitioners
- Economic development officials and community development organizations
- Construction and building firms
- Environmental and civil engineers, planners and public works officials
- Information technology professionals
- Academic institutions & students
- Attorneys

Previous Conferences

- 2023 – Detroit
- 2022 – Oklahoma City
- 2019 – Los Angeles
- 2017 – Pittsburgh
- 2015 – Chicago
- 2013 – Atlanta
- 2011 – Philadelphia
- 2009 – New Orleans
- 2008 – Detroit
- 2006 – Boston
- 2005 – Denver
- 2004 – St. Louis
- 2003 – Portland
- 2002 – Charlotte
- 2001 – Chicago
- 2000 – Atlantic City
- 1999 – Dallas
- 1998 – Los Angeles
- 1997 – Kansas City
- 1996 – Pittsburgh





FY 2025 per diem rates for Chicago, Illinois

Meals and incidental expenses (M&IE) rates and breakdown

Primary destination	County	M&IE total	Breakfast	Lunch	Dinner	Incidental expenses	First and lastday of travel
Chicago	Cook / Lake	\$92	\$23	\$26	\$38	\$5	\$69.00

4h 33m

12:00



8:00 am – 11:55 am

Delta

1 stop

ATL

4h 55m

MCO-MDW

\$562

Main Cabin

Delta

View Deal



\$662

Comfort+

Delta

View Deal



12:00



3:40 pm – 9:46 pm

Delta

1 stop

ATL

5h 06m

MDW-MCO

Depart • Mon, Aug 4

4h 55m



Delta 1463

Boeing 757



8:00 am Orlando (MCO)



1h 45m

9:41 am Atlanta Hartsfield-Jackson (ATL)

Limited seats remaining at this price

1h 19m • Change planes in Atlanta (ATL)



Delta 2417

Boeing 717-200



11:00 am Atlanta Hartsfield-Jackson (ATL)



1h 55m

11:55 am Chicago Midway (MDW)

Limited seats remaining at this price

Return • Fri, Aug 8

5h 06m



Delta 2307

Boeing 717-200



3:40 pm Chicago Midway (MDW)



5h 06m

</

Depart • Mon, Aug 4

4h 58m

 Delta 1030 Boeing 757



2:05 pm Orlando (MCO)

 1h 49m

3:54 pm Atlanta Hartsfield-Jackson (ATL)

Limited seats remaining at this price

1h 11m • Change planes in Atlanta (ATL)

 Delta 2060 Boeing 717-200



5:05 pm Atlanta Hartsfield-Jackson (ATL)

 1h 58m

6:03 pm Chicago Midway (MDW)

Limited seats remaining at this price

Return • Fri, Aug 8

5h 06m

 Delta 2007 Boeing 717-200



3:40 pm Chicago Midway (MDW)

 2h 04m

6:44 pm Atlanta Hartsfield-Jackson (ATL)