



## LEGISLATIVE MEMORANDUM

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

**FROM:** Suzanne Sherman, City Manager

**THRU:** John Pearson, Chief Building Official

**DATE:** September 19, 2024

**RE:** Consideration for travel and training- Building Department (AGENDA REVISION)

### SUMMARY:

The Building Department is requesting approval for Deputy Building Official Scott Stafford to travel overnight to attend Building Code Administrators & Inspectors Board Meeting (BCAIB) located at 1100 SE 17th St in Fort Lauderdale, FL on October 3rd, 2024. Hotel accommodations are being requested as well for 1 night.

The BCAIB releases the names of the applicants that are to appear before the board only 1-2 weeks prior to the meeting, resulting in the delay of submission to Council. It is necessary for Scott Stafford to attend this meeting should the BCAIB have any questions or concerns regarding the details of his application being submitted. Meals and incidentals are estimated at \$53. Hotel and parking accommodations are estimated to be \$222. The total estimated cost of travel will be \$275. Funds are available in the Building Department Education Surplus account #451-0000-220-1024.

### REQUESTING DEPARTMENTS:

Building

### FISCAL IMPACT:

Total cost of travel is estimated at \$275 and is available in the Building Department Education Surplus Fund No. 451-0000-220-1024

### STAFF RECOMMENDATION:

Motion to approve travel as mentioned above.

### ATTACHMENTS:

Honorable Mayor and Members of the City Council

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1. Travel backup