

Building Department is requesting approval for Building Code Compliance Inspector Mayra Leakakos to travel overnight to attend the Fundamentals of Code Enforcement course located at 15 North M Street, Lake Worth, FL 33460 from Sept 9<sup>th</sup> – 13<sup>th</sup> 2024. Hotel accommodations are being requested as well for 4 nights.

Mayra Leakakos was transferred to the Building Department April 1<sup>st</sup> 2024 when her position in the Fire Department was eliminated. Mayra must obtain Florida Association of Code Enforcement (F.A.C.E.) Fundamentals of Code Enforcement Certification within 12 months from date of hire. This overnight travel was not in the FY 2023-2024 Approved training & travel.

Meal & Incidentals will be estimated at \$46.80 per day for 5 days, totaling \$234. Hotel for 4 nights will be estimated at \$151.50 per night, totaling \$606. Registration and Exam fee for the F.A.C.E. course is \$650. The total estimated cost of travel will be \$1490.

Funds are available in Building Department Education Surplus account#451-0000-220-1024.





the John Scott Dailey  
**FLORIDA  
INSTITUTE OF  
GOVERNMENT**  
at Florida Atlantic University

# Registration Confirmation

**WE ARE PLEASED TO CONFIRM YOUR REGISTRATION FOR THE FOLLOWING PROGRAM:**

## Fundamentals of Code Enforcement classes and exam

### Date



**September 9-13, 2024**

### Time



**8:00 a.m. – 5:00 p.m. each day**

### Location



**City of Lake Worth Beach**

15 North M Street, Lake Worth Beach, FL 33460

### Notes



Because the rooms are often very cold, may we suggest that you bring a sweater or jacket? If you are late or lost the morning of the class, please call Sarah Shannon at 561-755-0371.

### Info



If you need additional information, please call us at 561/297-3749 or email [sdean@fau.edu](mailto:sdean@fau.edu).

### Storms



In the event of an approaching hurricane or other emergency situation, please go to: [www.fau.edu/notices/](http://www.fau.edu/notices/) or call 561/297-2020 or 954/236-1800 to find out the status of FAU campuses.

Please note: An FAU campus being OPEN does not necessarily mean an IOG program will be held as scheduled because IOG staff or instructor(s) are unable to prepare materials for the workshop or reach the workshop location. Please call the IOG at 561/297-3749; we will do our best to provide updates.



## Doreen Hensel

---

**From:** Mayra Leakakos  
**Sent:** Thursday, May 23, 2024 8:05 AM  
**To:** Doreen Hensel  
**Subject:** FW: Order Confirmation (#1659173)

Here you go...

Mayra Leakakos  
**Building Code Compliance Inspector**  
Phone- (321) 479-6776

*City of Palm Bay Building Department*  
190 Malabar Rd SW Suite 105  
Palm Bay, FL 32907  
P: 321-953-8924  
F: 321-953-8925

Hours: 7:30 AM to 3:30 PM  
*Permit information may be found at the link below:*  
[www.palmbayflorida.org/BPonline](http://www.palmbayflorida.org/BPonline)

**Building Department Customer Service Survey:** *Please take a few moments to let us know how effective we were in assisting you.*

[www.palmbayflorida.org/buildingfeedback](http://www.palmbayflorida.org/buildingfeedback)

---

**From:** Noreply@touchnet.fau.edu <Noreply@touchnet.fau.edu>  
**Sent:** Thursday, May 23, 2024 8:03 AM  
**To:** Mayra Leakakos <Mayra.Leakakos@palmbayflorida.org>  
**Subject:** Order Confirmation (#1659173)

**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 have received this email from [Noreply@touchnet.fau.edu](mailto:Noreply@touchnet.fau.edu) in response to your Order.

## Order Receipt

Thank you for your registration. For any questions regarding this registration, please call (561) 297-3749.

Order:1659173

Store:Florida Institute of Government

Date/Time:May 23, 2024 at 8:03:16 AM EDT

Total:\$650.00

**Billed To:**

Doreen Hensel  
120 Malabar Rd SE  
Palm Bay, FL  
32907  
United States

**Contact Email:**

[mayra.leakakos@palmbayflorida.org](mailto:mayra.leakakos@palmbayflorida.org)

**Payment Information:**

Payment Type:Credit Card  
Credit Card Number:xxxxxxxxxxx1042  
Reference Number:20240523000022  
Card Type:Visa  
\*\*\* Card Not Present \*\*\*

**Shipping Information:**

Shipping Information:1628660  
Delivery Method:N/A-Pickup ( Processing)

Item	Stock Number	Quantity	Unit Price	Detail Total
09/09/24 - 09/13/24 - Fundamentals of Code Enforcement	ce-lvl1- 0924	1	\$750.00	\$550.00

Organization: City of Palm Bay

First Name: Mayra

Last Name: Leakakos

FACE Membership Number: 32206

-\$200.00

Title: Building Code Compliance  
Inspector

Email:  
[mayra.leakakos@palmbayflorida.org](mailto:mayra.leakakos@palmbayflorida.org)

Phone Number: +1 321 479 6776

**09/13/24 - EXAM REGISTRATION for** ce-lvl1- 1 \$150.00 \$100.00  
**Fundamentals of Code** 0924ex  
**Enforcement scheduled**  
**September 9 - 13, 2024**

Organization: City of Palm Bay

First Name: Mayra

Last Name: Leakakos

FACE Membership Number: 32206 -\$50.00

Title: Building Code Compliance  
Inspector

Email:

[mayra.leakakos@palmbayflorida.org](mailto:mayra.leakakos@palmbayflorida.org)

Phone Number: +1 321 479 6776

Subtotal: \$650.00

Tax: \$0.00

Total: \$650.00

Return Policy Agreement:

***Requests for refunds must be submitted in writing and received no later than one week prior to the class. In those cases, the registration fee, less a \$30.00 administrative charge will be refunded. No requests for refunds will be honored after that date, but substitutions are allowed. Non- attendance does not constitute a withdrawal or refund request. We reserve the right to cancel a program; in that case, the registration fee will be refunded in full.***

For questions, comments, or Order status, send email to [Noreply@touchnet.fau.edu](mailto:Noreply@touchnet.fau.edu) and refer to Order 1659173. Visit us online.





**Doreen Hensel**

---

**From:** Fairfield Inn By Marriott Reservations <reservations@res-marriott.com>  
**Sent:** Thursday, May 23, 2024 1:25 PM  
**To:** Doreen Hensel  
**Subject:** Reservation Confirmation #89172087 for Fairfield Inn & Suites Palm Beach

**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.



[ENHANCE YOUR STAY](#) | [SUMMARY OF CHARGES](#) | [CONTACT US](#)



## Fairfield Inn & Suites Palm Beach

2870 South Ocean Boulevard Palm Beach,  
Florida 33480 USA

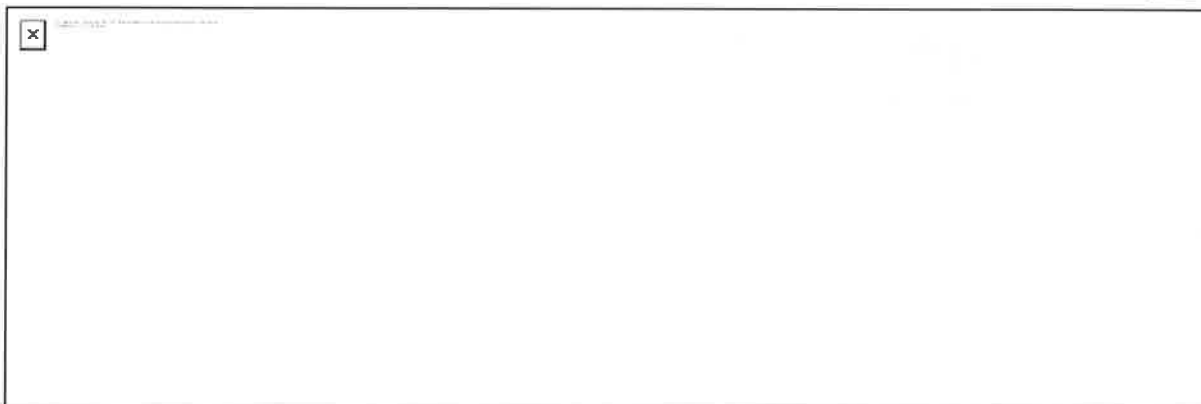
+1-561-582-2585

Thank you for booking with us, Mayra Leakakos.

You're ready to go.

Mon, Sep 09, 2024 – Fri, Sep 13, 2024

Confirmation Number: 89172087



Check-In: Monday, September 9, 2024 03:00 PM

Check-Out: Friday, September 13, 2024 12:00 PM

Number of rooms 1 Room

Guests per room 1 Adult

Guarantee Method Credit Card Guarantee, Visa

Total for Stay (all rooms) 684.78 USD

### Room 1

Room Type ☐ Guest room, 1 King

[UPGRADE ROOM ☐](#)

### Guaranteed Requests:

None

[ALL REQUESTS ☐](#)

[Modify or Cancel Reservation](#)

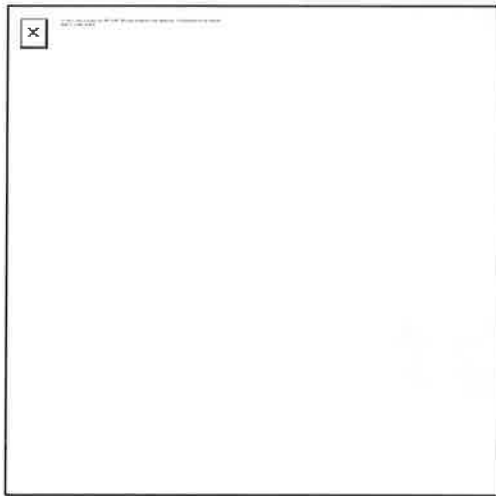
## Important Information About Your Stay



In order to prepare for your upcoming stay, we invite you to **learn more** about what to expect when you arrive and the experiences that await you.



Guests will receive housekeeping every other day; additional services available upon request.

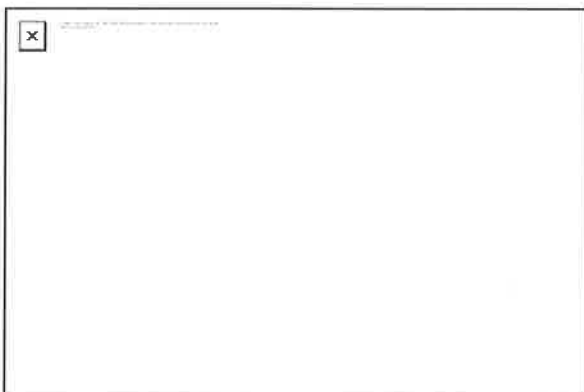


## Unlock Extraordinary Travel with the Marriott Bonvoy® App

Book thousands of hotels and experiences worldwide, check in, chat with your hotel, and more – all on the app.

**Go Now**

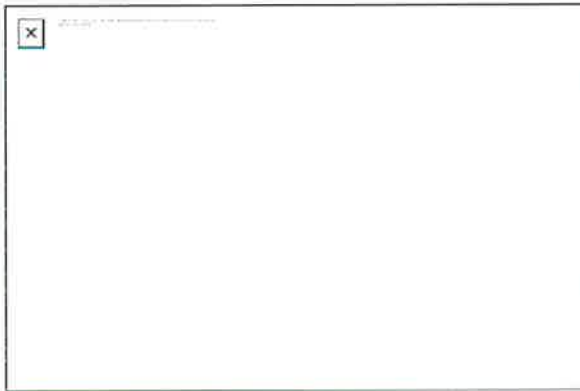
## Enhance your stay



## Inspiring Experiences

Find unique activities everyone will love, and earn points too.

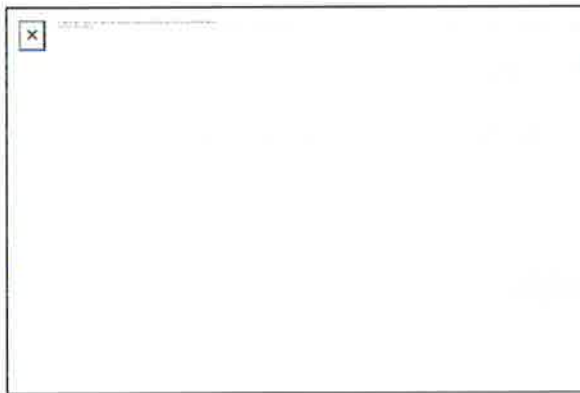
**Book Activities**



## Complimentary Breakfast

Start your day with something fresh. Wake up to a hot meal, built by you.

[Learn More](#)



## Fairfield Store

Now, you can make your favorite Fairfield by Marriott guest rooms part of your everyday routine.

[Shop Now](#)

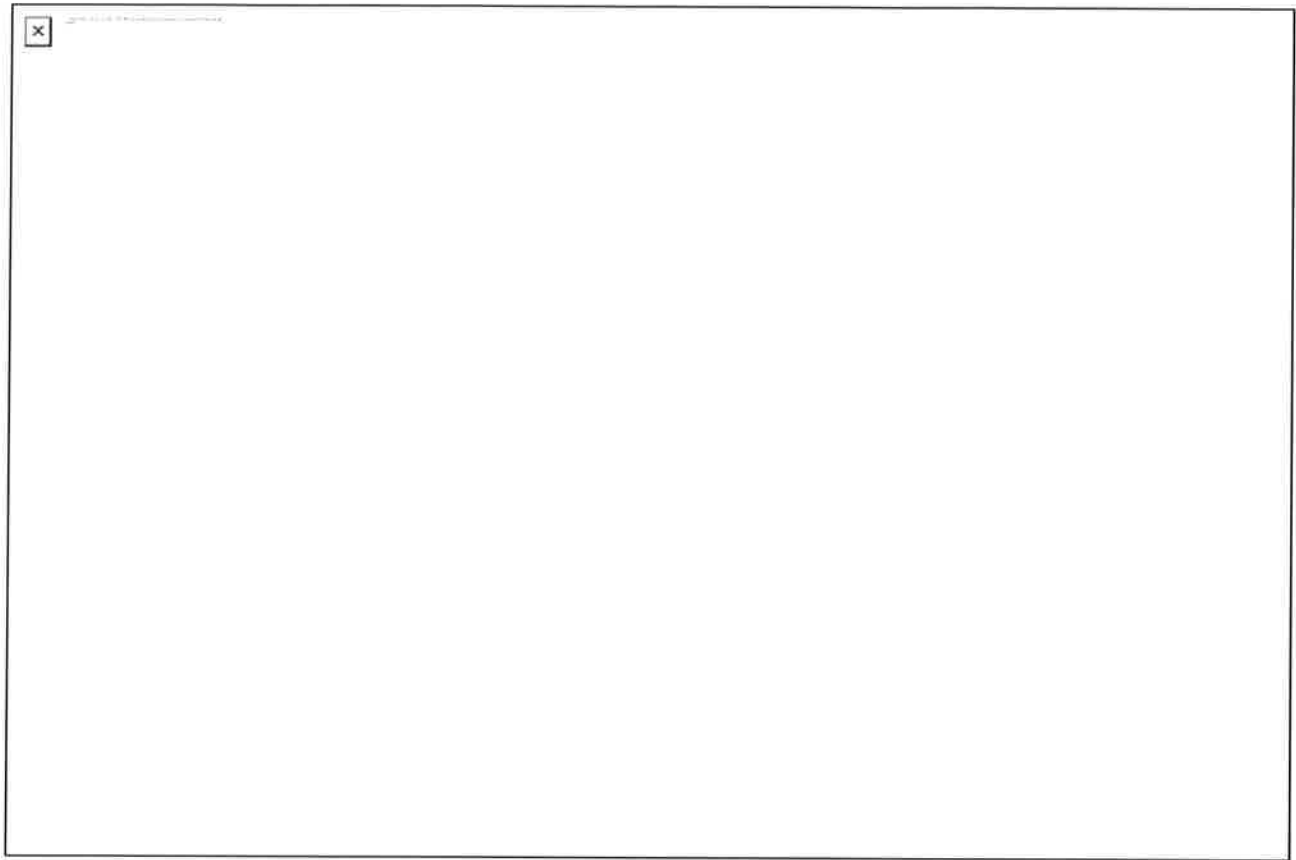
## So Much More Awaits

Mayra Leakakos, you could earn 6,060 points on this stay as a Marriott Bonvoy® member — it's free and easy to join.

Transform your points into free nights, flights, and unrivaled experiences. Plus, access contactless check-in through the mobile app, enjoy Member Rates, and get exclusive offers.

[Join Now](#)





## An Effortless Stay

From the kindness of a friendly greeting to the comfort of a good night's sleep, you'll find everything you need right here.

## Summary Of Charges

Monday, September 9, 2024 – Tuesday, September 10, 2024

---

1 Night at 144.00 USD per night per room

Flexible Rate

Tuesday, September 10, 2024 – Friday, September 13, 2024

3 Nights at 154.00 USD per night per room

Flexible Rate

Taxes & Fees (per night per room)

Estimated Government Taxes & Fees	19.70 USD
-----------------------------------	-----------

Totals

Total for Stay (all rooms)	684.78 USD
----------------------------	------------

Other Charges

Complimentary on-site parking

## Rate Details & Cancellation Policy

- You may cancel your reservation for no charge before 11:59 PM local hotel time on Friday, September 6, 2024 (3 day[s] before arrival).
- Please note that we will assess a fee of 162.72 USD if you must cancel after this deadline.
- Please note that a change in the length or dates of your reservation may result in a rate change.

#### **Rate Guarantee Limitation(s)**

- Changes in taxes or fees implemented after booking will affect the total room price.

#### **Additional Information**

- Upon check-in an authorization request will be placed on your credit or debit card (where accepted) in an amount equal to the cost of the room, tax and incidental charges for the length of your stay (up to seven nights). If your stay exceeds seven nights, an additional authorization may be requested for the entire amount of your stay (room, tax and incidentals). Upon check-out, your payment card will be charged for the actual amount incurred during your stay.

Enjoy instant benefits because you booked directly with  
US



Member Rates



Free Wi-Fi



Mobile Check-In

[Learn More](#) ▢

## **Contact Us**

Phone Numbers

Call 1-800-228-2800 in the US and Canada  
For everywhere else, call our Worldwide Telephone Numbers

FREQUENTLY ASKED QUESTIONS ▢



[Terms of Use](#)

[Privacy Policy](#)

[About Us](#)

[Find a Hotel](#)

Contact Us

This email confirmation is an auto-generated message. Replies to automated messages are not monitored. Our [Internet Customer Care](#) team is available to assist you 24 hours per day, 7 days per week.

Confirmation Authenticity

We're sending you this confirmation notice electronically for your convenience. Marriott keeps an official record of all electronic reservations. We honor our official record only and will disregard any alterations to this confirmation that may have been made after we sent it to you.

Email Unsubscribe

You may opt out of promotional emails at any time [here](#). Each email also includes a link to unsubscribe. Please note: should you unsubscribe, you will continue to receive emails such as reservation confirmations, hotel stay receipts and changes to program terms and conditions.

© 2024 MARRIOTT INTERNATIONAL, INC. ALL RIGHTS RESERVED.  
MARRIOTT PROPRIETARY INFORMATION



**2294 Kent St NE  
to 15 N M St**

**1 hr 39 min**

113.7 miles

IRS reimbursement: **\$76.21**



Head toward Fallon Blvd NE on Kent St NE. Go for 0.2 mi.

Then 0.2 miles



Turn right onto Fallon Blvd NE. Go for 1.1 mi.

Then 1.1 miles



Turn left onto Babcock St NE (SR-507 S). Go for 0.8 mi.

Then 0.8 miles



Turn right onto Malabar Rd NE (SR-514 W) toward I-95. Go for 0.4 mi.

Then 0.4 miles



Turn left toward I-95 S/Miami. Go for 0.2 mi.

Then 0.2 miles



Turn left and take ramp onto I-95 S (SR-9) toward Miami. Go for 109 mi.

Then 108.9 miles



Take exit 64 toward 10th Ave N. Go for 0.3 mi.

Then 0.3 miles



Turn left onto 10th Ave N. Go for 0.7 mi.

Then 0.7 miles



Turn right onto N Dixie Hwy (US-1). Go for 0.8 mi.

Then 0.8 miles



Turn left onto Lake Ave (SR-802 E) toward SR-A1A. Go for 0.3 mi.

Then 0.3 miles



Turn left onto N M St. Go for 112 ft.

Then 0.02 miles



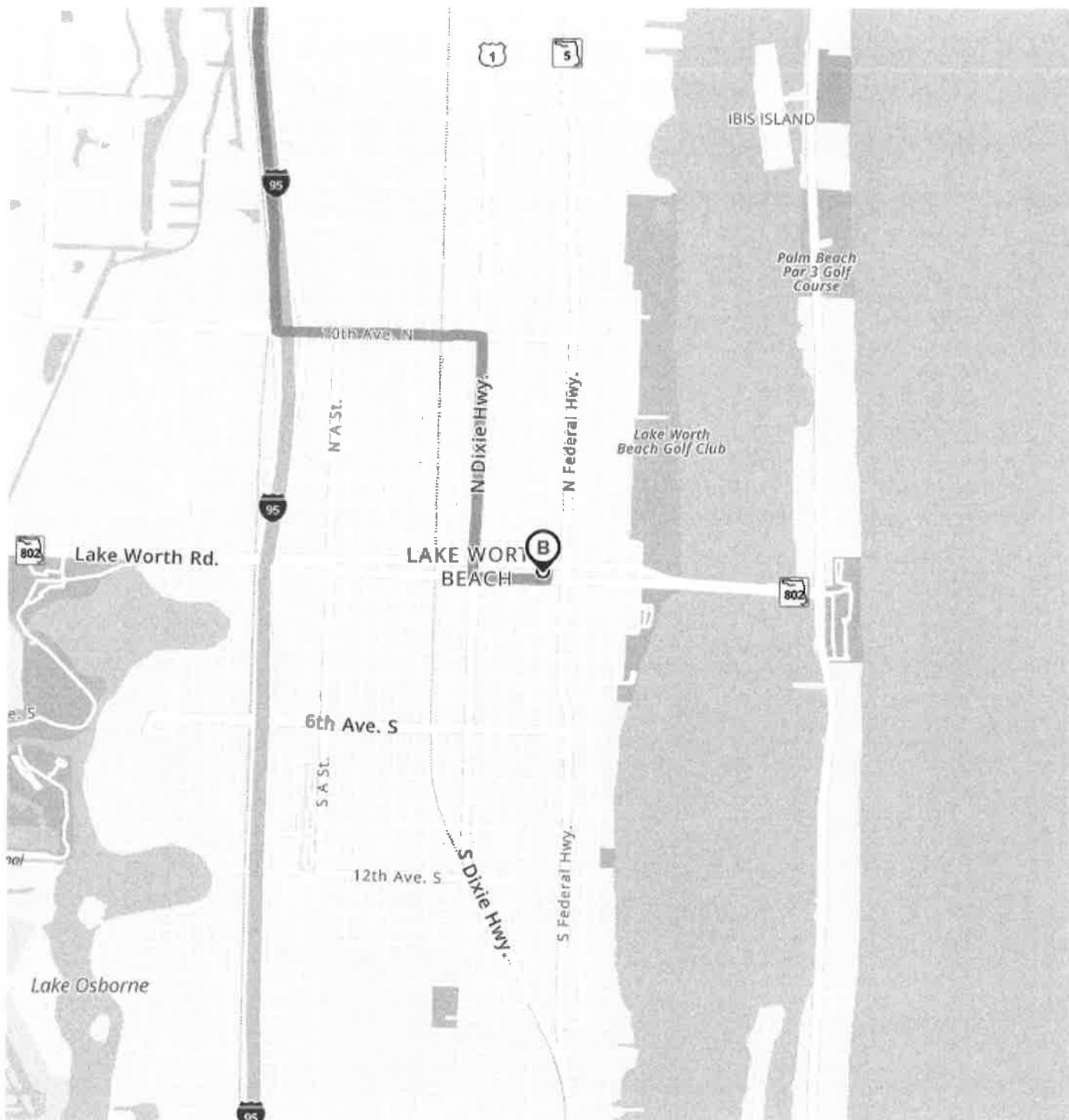
Turn left. Go for 69 ft.

Then 0.01 miles



**15 N M St**

Lake Worth Beach, FL 33460-3814





**15 N M St**  
**to 2294 Kent St NE**

**1 hr 38 min**

113.4 miles

IRS reimbursement: **\$76.00**



Head toward N M St. Go for 69 ft.

Then 0.01 miles



Turn left onto N M St. Go for 151 ft.

Then 0.03 miles



Turn left onto Lucerne Ave (SR-802 W). Go for 0.2 mi.

Then 0.2 miles



Turn right onto N Dixie Hwy (US-1 N). Go for 0.8 mi.

Then 0.8 miles



Turn left onto 10th Ave N toward I-95. Go for 0.5 mi.

Then 0.5 miles



Take ramp onto I-95 N (SR-9) toward W Palm Bch. Go for 109 mi.

Then 108.9 miles



Take exit 173 toward Hospital onto SR-514 E (Malabar Rd NE). Go for 0.8 mi.

Then 0.8 miles



Turn left onto Babcock St NE (SR-507 N). Go for 0.8 mi.

Then 0.8 miles



Turn right onto Fallon Blvd NE. Go for 1.1 mi.

Then 1.1 miles



Turn left onto Kent St NE. Go for 0.2 mi.

Then 0.2 miles



**2294 Kent St NE**  
Palm Bay, FL 32907









## FY 2024 Per Diem Rates for ZIP Code 33460

### Meals & Incidentals (M&IE) rates and breakdown

Primary Destination	County	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel
Boca Raton / Delray Beach / Jupiter	Palm Beach / Hendry	\$69	\$16	\$17	\$31	\$5	\$51.75

