



LEGISLATIVE MEMORANDUM

TO: Honorable Mayor and Members of the City Council

FROM: Suzanne Sherman, City Manager

THRU: John Pearson, Chief Building Official

DATE: August 1, 2024

RE: Consideration of travel and training for specified City employees (Building Department).

SUMMARY:

The following travel requests were not included in the September 20, 2023, approved travel and training spreadsheet for the Building Department.

The Building Department is requesting approval for Chief Building Official John Pearson and Provisional Building Inspector Daniel Hubbard to travel overnight to attend the Building Code Administrator and Inspectors Board meeting (BCAIB) in Panama City Beach. This meeting is being held on August 8th, 2024 at Embassy Suites by Hilton 16006 Front Beach Rd, Panama City Beach Florida 32413. Hotel accommodation is requested also, two nights for CBO Pearson and one night for Inspector Daniel Hubbard. The Licensure Applications will be reviewed in alphabetical order. At this time, it's expected that Dan Hubbard's application will be reviewed in the morning and John Pearson's application will be reviewed in the afternoon. Due to the location of this meeting and the travel time expected, we are requesting a 2nd night hotel stay for CBO Pearson.

Provisional Building Inspector Daniel Hubbard submitted his Plumbing Inspector and Building Inspector applications to Building Code Administrator and Inspectors Board. CBO Pearson also submitted his application for Building Plans Examiner. It is necessary for both to attend this meeting should the Board have any questions or concerns regarding the details of the applications being submitted. BCAIB releases the names of the applicants that are to appear before the board only 2.5 weeks prior to the meeting. At this time, we are expecting the Board will be reviewing the applications on August 8th, 2024.

Meal & Incidentals for John Pearson and Daniel Hubbard will be a total of \$177. Hotel stay for John Pearson and Daniel Hubbard will be a total of \$719.98. The total estimated cost of travel for both employees is \$896.98. Funds are available in Building Department Education Surplus account#451-0000-220-1024.

Honorable Mayor and Members of the City Council

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REQUESTING DEPARTMENTS:

Building

FISCAL IMPACT:

Total cost of travel is estimated at \$896.98 and is available in the Building Department Education & Surplus Fund Account #451-0000-220-1024.

STAFF RECOMMENDATION:

Motion to approve travel as mentioned above for the Building department.

ATTACHMENTS:

1. Travel backup