



## LEGISLATIVE MEMORANDUM

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

**FROM:** Suzanne Sherman, City Manager

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

**DATE:** July 11, 2024

**RE:** Consideration for approval of travel and training - Building Department (\$1,490).

### **SUMMARY:**

The 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 September 9 - 13, 2024. Hotel accommodations will also be requested for four (4) nights.

This overnight travel was not in the Fiscal Year 2024 approved travel and training spreadsheet. Mayra Leakakos was transferred to the Building Department on April 1, 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.

Meal & Incidentals will be estimated at \$46.80 per day for five (5) days, totaling \$234. Hotel for four (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.

### **REQUESTING DEPARTMENTS:**

Building Department

### **FISCAL IMPACT:**

Total cost of travel and training is estimated at \$1,490 and is available in the Building Department Education Surplus Fund account # 51-0000-220-1024.

### **STAFF RECOMMENDATION:**

Motion to approve travel as noted above.

Honorable Mayor and Members of the City Council

Legislative Memorandum

Page | 2

**ATTACHMENTS:**

1. Travel Documentation