



## 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 of training and travel request for the Building Department (\$1,013).

### SUMMARY:

The following overnight travel was not included in the Fiscal Year 2024 Approved Training & Travel spreadsheet.

The Building Department is requesting approval for Senior Plans Examiner, Tommy Burleson, to travel overnight to attend the Educational Seminar for Florida Association of Plumbing-Gas-Mechanical Inspectors, Inc. (FAPGMI). This seminar is located at the Holiday Inn S-Harbourside 401 Second St., Indian Rocks Beach, FL 33785 from September 23 - 25, 2024. Hotel accommodations will be requested for three (3) nights.

At this seminar, Mr. Burleson will obtain prevalent information that will contribute to current building codes to ensure maximum building safety to life, health and property through education and training along with closer cooperation between inspectors and contractors.

Meal & Incidentals will be estimated at \$32 per day for four (4) days, totaling \$128. The estimated cost for the hotel will be estimated at \$145 per night for three (3) nights, totaling \$435. The registration is \$450. The total estimated cost of travel will be \$1,013. Funds are available in Building Department Education Surplus account #451-0000-220-1024.

### REQUESTING DEPARTMENTS:

Building Department

Honorable Mayor and Members of the City Council

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**FISCAL IMPACT:**

The total cost of travel and training is estimated at \$1,013 and is available in the Building Department Education Surplus account #451-0000-220-1024.

**STAFF RECOMMENDATION:**

Motion to approve travel as mentioned above.

**ATTACHMENTS:**

1. Travel backup