

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



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

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ATTACHMENTS:

1. Travel Documentation

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 9th – 13th 2024. Hotel accommodations are being requested as well for 4 nights.

Mayra Leakakos was transferred to the Building Department April 1st 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.

Storms



In the event of an approaching hurricane or other emergency situation, please go to: 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

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

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 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

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

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

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 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

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



Fairfield Inn & Suites Palm Beach

2870 South Ocean Boulevard Palm Beach,
Florida 33480 USA

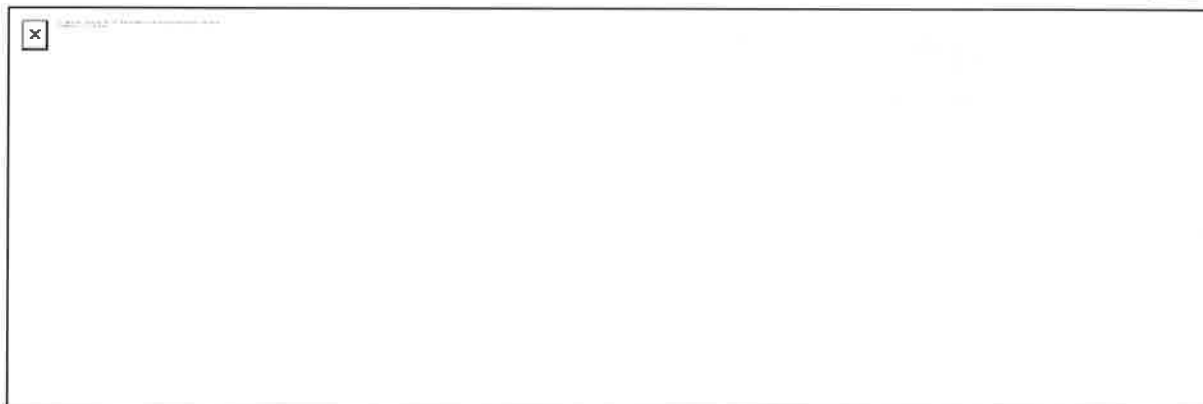
+1-561-582-2585

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](#)

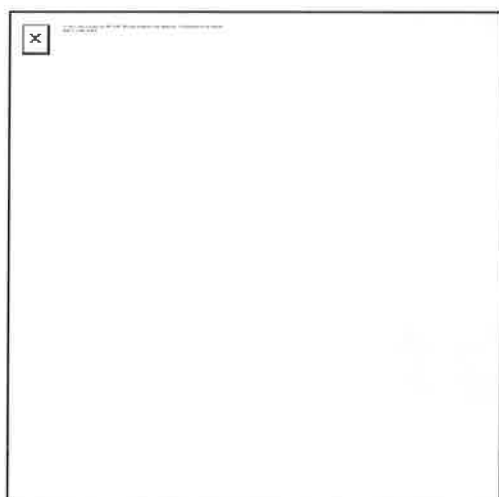
Important Information About Your Stay



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.

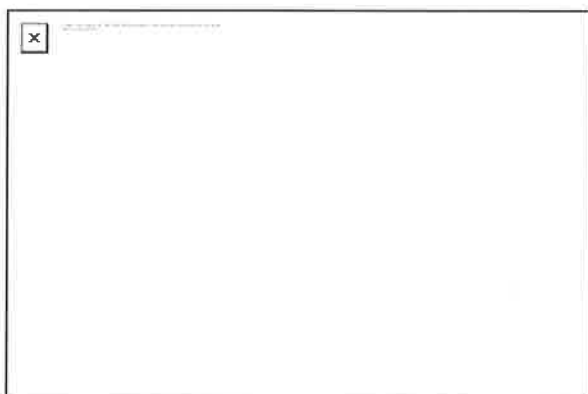


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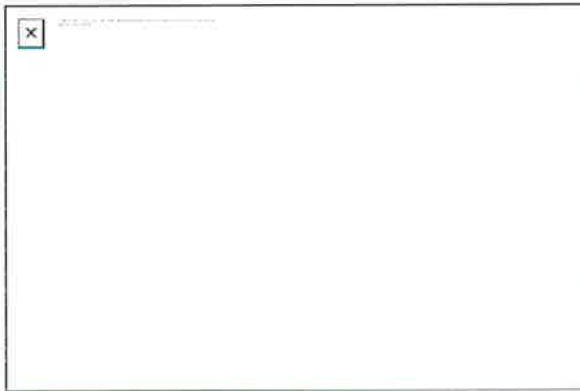
Enhance your stay



Inspiring Experiences

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

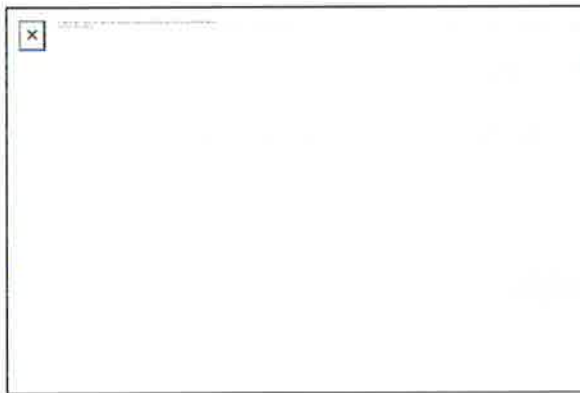
Book Activities



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.

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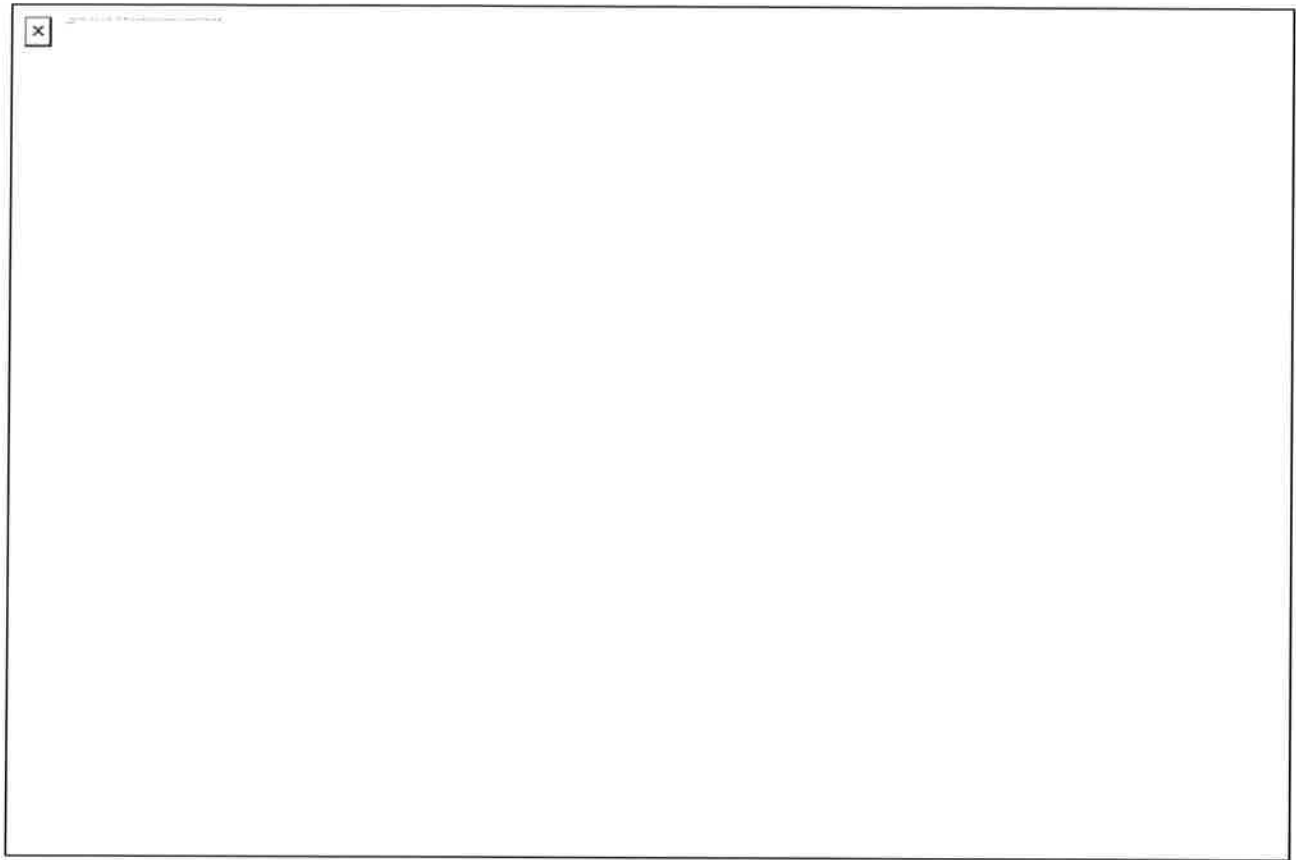
So Much More Awaits

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
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Totals

Total for Stay (all rooms)	684.78 USD
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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.

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Mobile Check-In

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

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**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



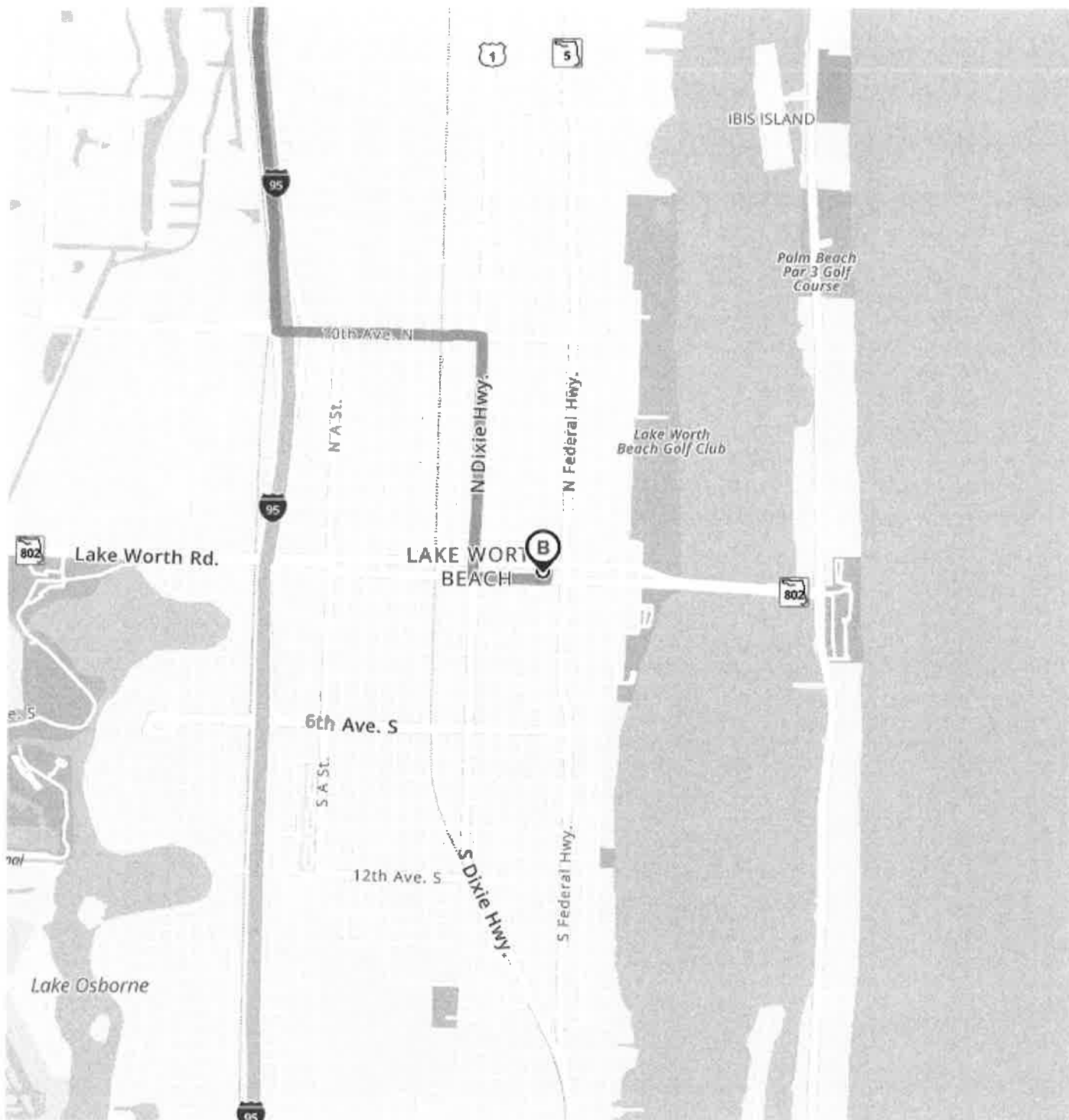
Turn left. Go for 69 ft.

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

