

2. Consideration of travel and training for specified City employees (Building Department). (AGENDA REVISION)



LEGISLATIVE MEMORANDUM

TO: Honorable Mayor and Members of the City Council

FROM: Suzanne Sherman, City Manager

THRU: John Pearson, Chief Building Official

DATE: September 19, 2024

RE: Consideration for travel and training- Building Department (AGENDA REVISION)

SUMMARY:

The Building Department is requesting approval for Deputy Building Official Scott Stafford to travel overnight to attend Building Code Administrators & Inspectors Board Meeting (BCAIB) located at 1100 SE 17th St in Fort Lauderdale, FL on October 3rd, 2024. Hotel accommodations are being requested as well for 1 night.

The BCAIB releases the names of the applicants that are to appear before the board only 1-2 weeks prior to the meeting, resulting in the delay of submission to Council. It is necessary for Scott Stafford to attend this meeting should the BCAIB have any questions or concerns regarding the details of his application being submitted. Meals and incidentals are estimated at \$53. Hotel and parking accommodations are estimated to be \$222. The total estimated cost of travel will be \$275. Funds are available in the Building Department Education Surplus account #451-0000-220-1024.

REQUESTING DEPARTMENTS:

Building

FISCAL IMPACT:

Total cost of travel is estimated at \$275 and is available in the Building Department Education Surplus Fund No. 451-0000-220-1024

STAFF RECOMMENDATION:

Motion to approve travel as mentioned above.

ATTACHMENTS:

Honorable Mayor and Members of the City Council

Legislative Memorandum

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1. Travel backup



CITY OF PALM BAY, FLORIDA

Travel Request/Advance Request

Contact/Ext x3415

Control #

Request Date: 9/13/2024

Name:	Scott Stafford	Destination:	1100 SE 17th St Ft. Lauderdale		
Department/Division:	Building	Departure	10/2/2024	Return	10/3/2024
Account To Be Charged:	451-0000-220-1024	Time of:	3:00pm	5:00pm	
Account To Be Charged:		Estimated Cost:	before mileage reimbursement \$275.00		
Purpose of Travel (Specify Conference, School or Other Reason) - ATTACH ITINERARY					
Attend the Building Code Administrator and Inspectors Board Meeting in Fernandina Beach Florida for staff member to obtain licensure approval from the board.					
Date Approved By Council:					
Transportation: boldface or circle choice(s)	POV - Estimated Mileage City Vehicle				
Common Carrier (complete below)					
PREPAID EXPENSES	VENDOR/ADDRESS	EXPLANATION	AMOUNT	FINANCE USE ONLY	
Registration	BCAIB Meeting			Vendor #	Check #
Due Date					Date
Hand Carry Y N			\$0.00		
Lodging	Embassy Suites by Hilton Fort	Rate \$189.00		Vendor #	Check #
Due Date P Card		# Nights 1			Date
Hand Carry Y N			\$189.00		
Common Carrier (if applicable)		Parking Fee		Vendor #	Check #
Due Date					Date
Hand Carry Y N			\$33.00		
Other Expenses				Vendor #	Check #
Due Date					Date
Hand Carry Y N			\$0.00		
Other Expenses				Vendor #	Check #
Due Date					Date
Hand Carry Y N			\$0.00		
PER DIEM ADVANCE: Advanced or Upon Return (circle one)				Vendor #	Check #
Refer to www.gsa.gov for rates - attach proof of rate					
(Lodging prepaid - receipt required)					
Breakfast 0	@	\$0.00			Date
Lunch 1	@	\$17.00			
Dinner 1	@	\$31.00			
Incidentals 1	@	\$5.00			
			\$53.00		

TRAVEL APPROVALS

Department Head 9/13/24 Date

Finance Date

(if applicable)

City Manager Date

You're all set, Scott!

Confirmation number: 85111773

We sent the details to s....d@palmbayflorida.org.

Hotel Information



Embassy Suites by Hilton Fort Lauderdale 17th Street

1100 SE 17th Street
Fort Lauderdale, Florida 33316 USA
+1 954-527-2700

Stay Information

2 OCT WED — **3** OCT THU

Check-in: 4:00 PM

Check-out: 11:00 AM

Early check-in cannot be guaranteed. Contact the hotel to inquire about early check-in or late check-out.

Guest information

Scott Stafford

Hilton Honors#:

1 room for 1 adult

1 King Bed Nonsmoking - Flexible Rate

Total room charge \$189.00

Total taxes \$24.57

Total for stay: \$213.57

Payment  1042 Sep 2027

Guarantee policy

There is a Credit Card required for this reservation.

If you use a debit/credit card to check in, a hold may be placed on your card account for the full anticipated amount to be owed to the hotel, including estimated incidentals, through your date of check-out and such hold may not be released for 72 hours from the date of check-out or longer at the discretion of your card issuer.

Cancellation policy

Free cancellation before 11:59 PM local hotel time on 01 Oct 2024.

At check in, the front desk will verify your check-out date. Rates quoted are based on check-in date and length of stay. Should you choose to depart early, price is subject to change.

We reserve the right to cancel or modify reservations where it appears that a customer has engaged in fraudulent or inappropriate activity or under other circumstances where it appears that the reservations contain or resulted from a mistake or error.

Totals listed here are estimated based on current taxes and exchange rates (if applicable) and do not include additional fees/charges that may be incurred during your stay.

Optional services for an additional charge

Self parking

\$33.00 / night

Valet parking

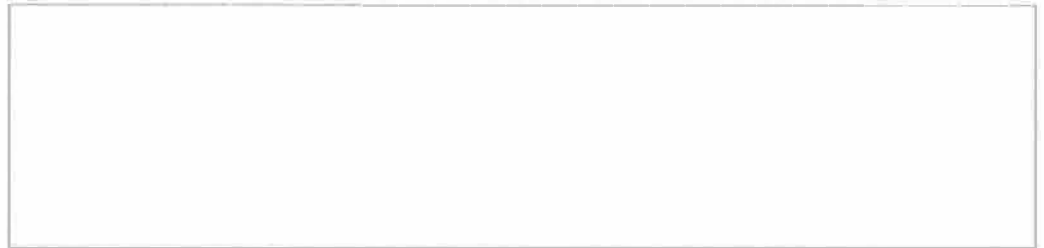
\$38.00 / night

Pets

Pets allowed, \$75.00 non-refundable fee, \$75(1-4n), \$125(5+n)2petsMax, dog/cat only

- A** 3713 Lakeview Dr, Sebastian, Florida, United States
- B** 1100 SE 17th St, Fort Lauderdale, Florida, United States

2 hr 21 min , 143 miles
 Light traffic (13 min delay)
 Via I-95 S

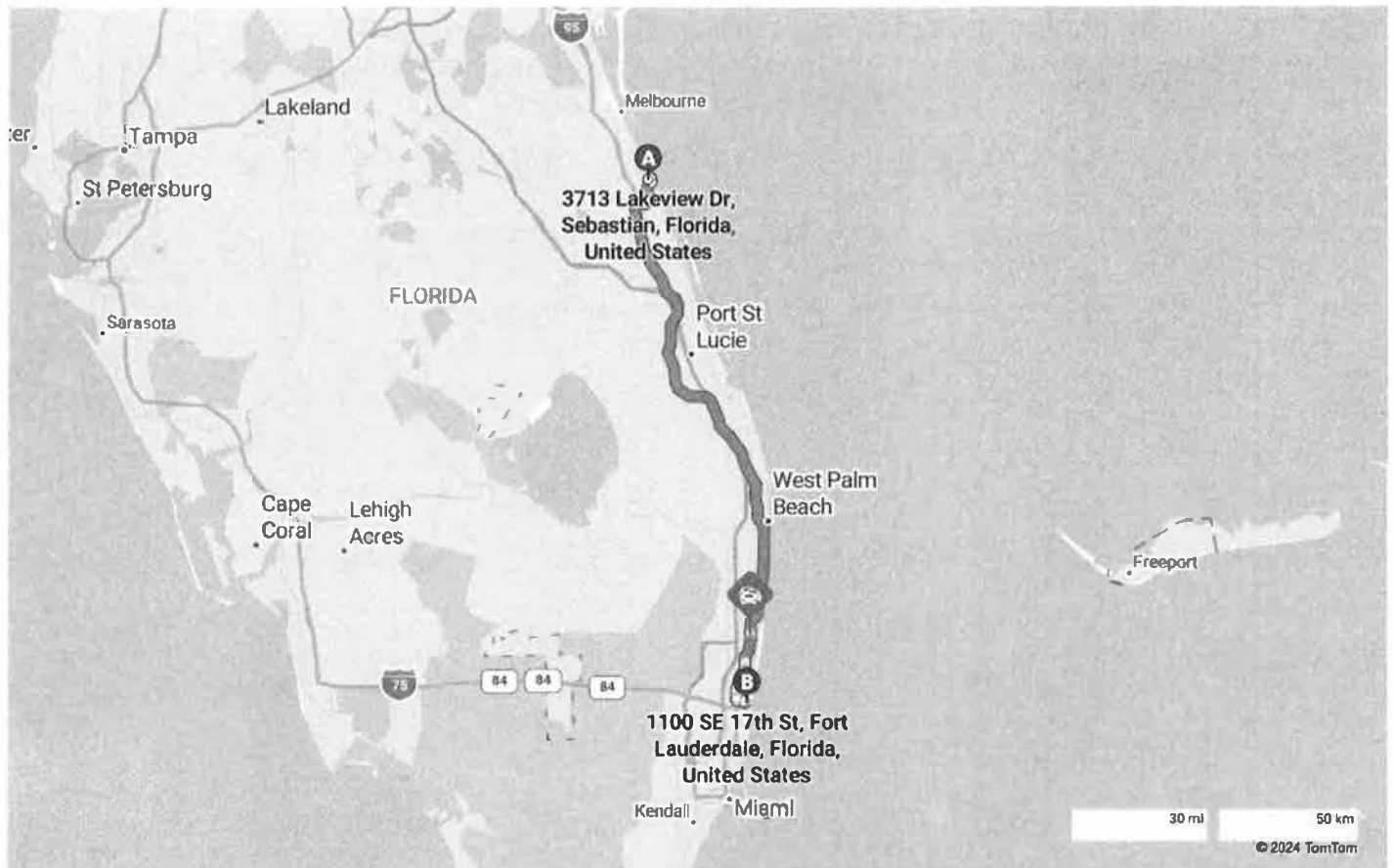


- A** 3713 Lakeview Dr, Sebastian, Florida, United States

↑	1.	Head east on Lakeview Dr toward Mika Ln	0.1 mi
↶	2.	Turn left onto Holly St	0.1 mi
↵	3.	Bear left onto Riverview Dr	0.3 mi
↗	4.	Turn right onto Main St	0.4 mi
↗	5.	Turn right onto US-1 S / FL-5 / US Highway 1 ▲ Moderate congestion	1.1 mi
↗	6.	Turn right onto Roseland Rd	4.7 mi
↗	7.	Bear right onto Sebastian Blvd / County Hwy-512	1.3 mi
↑	8.	Keep straight to get onto FL-512 / Sebastian Blvd	2.5 mi
↶	9.	Take the ramp on the left for I-95 South and head toward West Palm Beach	0.4 mi
	10.	Merge onto I-95 S ▲ Minor congestion	128.8 mi, 1 hr 49 min
↗	11.	At Exit 26 , head on the ramp right and follow signs for FL-736	0.6 mi
↶	12.	Turn left onto FL-736 / Davie Blvd	1.6 mi
↗	13.	Turn right onto S Andrews Ave	0.5 mi
↶	14.	Turn left onto SE 17th St	46 ft

↑	15. Keep straight to get onto SE 17th St	0.3 mi
↑	16. Continue on FL-A1A / SE 17th St	0.3 mi
↗	17. Turn right Embassy Suites by Hilton Fort Lauderdale 17th Street on the corner	98 ft
↖	18. Turn left Embassy Suites by Hilton Fort Lauderdale 17th Street on the corner • <i>Private Road</i>	66 ft
<p>Arrive at your destination on the right</p> <p>19. The last intersection before your destination is FL-A1A / SE 17th St If you reach SE 18th St, you've gone too far</p>		

B 1100 SE 17th St, Fort Lauderdale, Florida, United States



A 3713 Lakeview Dr, Sebastian, Florida, Unit...



B 1100 SE 17th St, Fort Lauderdale, Florida, ...



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FY 2024 Per Diem Rates for ZIP Code 33316

Meals & Incidental Expenses (M&IE) rates and breakdown

Primary Destination	County	M&IE Total	Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel
Fort Lauderdale	Broward	\$69	\$16	\$17	\$31	\$5	\$51.75