



LEGISLATIVE MEMORANDUM

TO: Honorable Mayor and Members of the City Council

FROM: Lisa Morrell, City Manager

DATE: January 2, 2020

RE: Travel Request – Police Department

Per Admin Code AC 1-33 "Travel for City Business Restriction", if travel arises unexpectedly and is required by the circumstances to be completed prior to the next regular meeting of the City Council, the travel shall be approved by the City Manager and then placed on the next regular City Council Meeting. Therefore, the Police Department sent to the City Manager and was approved on December 30, 2019 and is now requesting acknowledgement and approval by Council for the following employee for travel:

Commander Lance Fisher will be traveling to Quantico, VA January 5, 2020 – March 14, 2020 to attend the 279th Session of the FBI Academy. Commander Fisher will be driving so that he will have a vehicle available to him for any incidental trips during his 10 weeks in Quantico, VA. Once he arrives and checks into the FBI Academy, all lodging and meals will be provided.

The trip from Palm Bay, FL to Quantico, VA is approximately 12 hours and 9 minutes one way so Commander Fisher will require lodging and meals for the trip to Virginia and the trip back to Palm Bay. There will be a partial travel reimbursement for the cost of the lodging, tolls and the meals during travel to and from Quantico, VA. Proper paperwork has been filed with the sponsoring FBI Field Office for reimbursement per the FBI National Academy Orientation Booklet of the following expenses: Tolls, Lodging and lodging taxes (50 miles or greater from FBI Academy and Student's residence), and Meals/Incidentals (3/4 of the GSA rate for the first and last day of travel).

The delay for submitting the paperwork was due to the fact that we were awaiting the estimated required uniform pricing from the FBI Field office which was supplied on December 23, 2019. Receiving the pricing paperwork at such a late date and with the holiday that week, it caused a delay in timely processing the paperwork.

The Academy Dues Cost is estimated at \$320.00, the Lodging Cost is estimated at \$203.00, the Uniforms Cost are estimated at \$417.22 and the per diem is estimated at \$414.00 with an approximate total of \$1,354.22. This will be paid out of the Uniform Services Divisions Account (5012).

REQUESTING DEPARTMENT:

Police Department

FISCAL IMPACT:

The total cost of travel is estimated at \$1,354.22 and is available in 001-5012-512-5401 (\$320); 001-5012-521-4001 (\$1125); and 001-5012-512-5204 (\$417.22).

RECOMMENDATION:

Motion to acknowledge and approve travel as mentioned above.

Attachment: 1) Travel information (available upon request)

NM/ts/ab