



## LEGISLATIVE MEMORANDUM

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

**FROM:** Suzanne Sherman, City Manager

**THRU:** Mariano Augello, Chief of Police

**DATE:** August 13, 2024

**RE:** Consideration of travel and training for specified City employees (Police Department).

### SUMMARY:

The Police Department would like for Council to acknowledge and approve travel as noted below:

#### Fiscal Year '24 Travel:

The following travel requests were not included on the master spreadsheet of FY24 travel that was approved by City Council September 2023. Pursuant to Administrative Code G.20.4, Travel for City Business Restriction that arises unexpectedly and is required by the circumstances to be completed prior to the next regular meeting of the City Council, the City Manager or Deputy City Manager may approve travel, and it will subsequently be placed on the next City Council Agenda. Therefore, the Police Department is requesting Council acknowledgement and approval for travel as noted below:

Lieutenant Marlena Hentschel will be traveling to Atlanta, GA June 11-14, 2024 to attend the FLOCK Forward Conference 2024. This training will be held approximately 514 miles away. The purpose of this conference/training is to get up-to-date technology and updates on the Real-Time Crime Centers (RTCC's) that the Police Department has recently implemented. The Registration Cost is estimated at \$350.00, the Lodging Cost is estimated at \$765.00, the Airline/Baggage Cost is estimated at \$670.00, The Transportation/Parking Cost for the Airport is estimated at \$100.00, and the per diem is estimated at \$136.00. The approximate cost is estimated at \$2,021.00. This will be paid out of the Uniform Services Division Account (5012). The Police Department sent the information to the City Manager on May 29, 2024 and was approved on May 29, 2024.

Detective Roger Damon will be traveling to Dallas, TX August 11 – 15, 2024, to attend the Crimes Against Children Conference. This training conference will provide practical and interactive instruction to those fighting crimes against children and helping children to heal. This training will

be held approximately 1,159 miles away. The Registration Cost is estimated at \$0.00, the Lodging Cost is estimated at \$0.00, the Airline/Luggage Cost is estimated at \$0.00, the Transportation/Airport Parking Cost is estimated at \$275.00, and the Per Diem is estimated at \$219.00 with an approximate total of \$494.00. This will be paid out of the Investigations Division Account (5013). The Police Department sent the information to the City Manager on August 5, 2024 and was approved on August 6, 2024.

Wellness Coordinator Ashley Harrell and Lieutenant Virginia Kilmer will be traveling to Prince William, VA August 19 – 22, 2024, to attend the Tour and Educational visit of the Prince William County Police Department wellness program. Fit-to-Enforce will prepare and train the following personnel to become instructors in the Fit-to-Enforce program, which focuses on improving the quality of fitness training. This educational tour will improve our department's wellness program by drawing on the established and exemplary wellness program of Prince William County, which is a model for first responders. This training will be held approximately 868 miles away. The Registration Cost is estimated at \$0.00, the Lodging Cost is estimated at \$906.36, the Airline/Luggage Cost is estimated at \$1,640.00, the Transportation Cost is estimated at \$155.00, and the Per Diem is estimated at \$296.00 with an approximate total of \$2,997.36. This will be paid out of the Executive Division Account (5010) and the Community Services Division Account (5018). The Police Department sent the information to the City Manager on August 5, 2024 and was approved on August 5, 2024.

Wellness Coordinator Ashley Harrell, Officer Halley Branch, Corporal Michael Floyd and Corporal Dalton Melius will be traveling to Memphis, TN September 15 – 21, 2024, to attend the Fit-To-Enforce Fitness Instructor Course. This training will improve our department's wellness program by drawing on the established and exemplary fitness program, modeled for first responders. This training is a train-the-trainer course. This training will be held approximately 920 miles away. The Registration Cost is estimated at \$3,980.00, the Lodging Cost is estimated at \$2,028.72, the Airline/Luggage Cost is estimated at \$2,200.00, the Rental Car Cost is estimated at \$750.00, and the Per Diem is estimated at \$1,316.00 with an approximate total of \$10,27.72. This will be paid out of the Executive Division Account (5010), the Uniform Services Division Account (5012) and the Donations Account (5070). The Police Foundation has agreed to donate the cost for 2 of the 4 personnel to attend this training. The Police Department sent the information to the City Manager on August 5, 2024 and was approved on August 6, 2024.

#### Fiscal Year '25 Travel:

The following travel requests will be travel that is included on the master spreadsheet of FY25 travel that is currently under review and in the budget process with City Council but will not be approved until September 2024. The training and travel included would occur during the first quarter of FY24, October 2024 to December 2024, and would need City Council's approval prior to

the approval of the FY25 Budget to register and book this travel. Therefore, the Police Department would like for Council to acknowledge and approve travel as noted below:

Commander Jeff Spears will be traveling to Quantico, VA September 28, 2024 – December 13, 2024, to attend the FBI National Academy (FBI-NA) Class 292 Session. This training is one of the premier law enforcement training programs in the world. It provides advanced investigative, management, and fitness training to senior officers who are proven leaders within their organization. It is an achievement to be chosen for the FBI National Academy. The training will be held approximately 858 miles away. The Registration Cost is estimated at \$500.00, the Lodging/Parking Cost is estimated at \$294.27, The Uniform Cost is estimated at \$550.00, and the per diem is estimated at \$133.00. The approximate cost is estimated at \$1,477.27. These costs will be paid from the Executive Division Account (5010) and the Support Services Division Account (5011). The costs of this travel will be divided between FY24 and FY25 Budgets.

Communications Manager Magan Salender and Communications Training Officer Anna Grinwis will be traveling to Orlando, FL September 30, 2024 – October 3, 2024, to attend the Criminal Justice Information Services (CJIS) Annual Training Symposium. This training will provide a forum for learning, networking, communication, discussion, and information exchange for criminal justice agencies in Florida. The training will be held approximately 79 miles away. The Registration Cost is estimated at \$750.00, the Lodging/Parking Cost is estimated at \$1,398.00, and the per diem is estimated at \$318.00. The approximate cost is estimated at \$2,466.00. These costs will be paid from the Communications Division Account (5019). The costs of this travel will be divided between FY24 and FY25 Budgets.

Accreditation Project Specialist Alyssa Snedeker will be traveling to Fort Myers, FL September 29, 2024 – October 4, 2024, to attend the Florida Police Accreditation Coalition (FLAPAC) Week. This training will provide a forum for learning, networking, communication, discussion, updates, and information exchange for the Florida accreditation process. The training will be held approximately 193 miles away. The Registration Cost is estimated at \$225.00, the Lodging/Parking Cost is estimated at \$970.00, and the per diem is estimated at \$349.00. The approximate cost is estimated at \$1,544.00. These costs will be paid from the Executive Division Account (5010). The costs of this travel will be divided between FY24 and FY25 Budgets

**REQUESTING DEPARTMENTS:**

Police

**FISCAL IMPACT:**

The total cost of travel for FY24 is estimated at \$18,991.24 and is available in 001-5010-521-4001 (\$4,352.70); 001-5010-521-5501 (\$1,720); 001-5011-521-5204 (\$550); 001-5012-521-4001

(\$2,550); 001-5012-521-5501 (\$1,345); 001-5013-521-4001 (\$494); 001-5018-521-4001 (\$1,576.18); 001-5019-521-4001 (\$516); 001-5019-521-5501 (\$750); 001-5070-521-4001 (\$3,147.36); and 001-5070-521-5501 (\$1,990).

The total cost of travel for FY25 is estimated at \$2,283.11 and is available in 001-5010-521-4001 (\$1,083.11); and 001-5019-521-4001 (\$1,200).

**STAFF RECOMMENDATION:**

Motion to acknowledge and approve travel as mentioned above.

**ATTACHMENTS:**

1. Travel Authorization Packets