

REGISTRATION INFORMATION

FBC-LEO
P.O. Box 1757
Tallahassee, FL 32302
(850) 222-9684

TRAVEL EXPENSE STATEMENT

HOTEL INFORMATION

Embassy Suites by Hilton Tampa
3705 Spectrum Blvd
Tampa, FL 33612
(813) 977-7066

DATE: 3/13/2026

1. TRAVELER'S NAME: Richard D. Chess
2. DEPARTURE DATE: 4/15/2026
3. RETURN DATE: 4/17/2026
4. DESTINATION: Tampa, FL
5. CODE CHARGE: 0011300-540200
6. AMT BUDGETED: 10,400.00

DEPARTMENT: City Manager
DEPARTURE TIME: 1:00 PM
RETURN TIME: 1:00 PM
PURPOSE: Attend annual conference for local elected minority officials.

7. BALANCE AVAILABLE: **\$8,414.64**


Expenses must comply with City Code of Ord 1-158.
Per Diem Allowance \$50.00 or \$12.50 per quarter day.
Class A Travel 24-hour day.

	PREPAID EXPENSES	CREDIT CARD	ESTIMATED CASH EXPENSES	ACTUAL CASH EXPENSES
* REGISTRATION FEE:		275.00		
* HOTEL BILL: Confirmation # (\$210.00 per night including taxes)		476.70		
BAGGAGE ALLOWANCE (\$5 PER PERSON)				
* COMMUNICATION:				
* FARES: AIR FARE				
* TAXI, BUS				
* CAR RENTAL				
* MILEAGE @ 0.70 302			211.40	
* GASOLINE EXPENSE				
* PARKING FEES (Hotel \$13.000 no self parking)			26.00	
* MISC. EXPENSES				
MEALS				
BREAKFAST @ \$8.00				
2 LUNCH @ \$8.00			16.00	
2 DINNER @ \$20.00			40.00	
SPECIAL LUNCHEON/BANQUET				
15% GRATUITIES			8.40	

BREAKFAST = When travel begins before 6:00 a.m. and extends beyond 8:00 a.m.
LUNCH = When travel begins before 12:00 noon and extends beyond 2:00 p.m.
DINNER = When travel begins before 6:00 p.m. and extends beyond 8:00 p.m.

TOTALS	0.00	751.70	301.80	
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ADVANCE CASH RECEIVED: _____
REFUND DUE CITY: _____
REFUND DUE EMPLOYEE: _____

TRAVEL APPROVED BY: _____
DEPARTMENT SUPERVISOR

CITY MANAGER
(220 WITH CITY MANAGER SIGNATURE ACCEPTED)

3/17/2026

EXPENSES ARE ALSO INCLUDED FOR THE FOLLOWING PERSONS:

* RECEIPT REQUIRED
REV 1/25 DLN



THE SUNRISE CITY
FORT PIERCE
Florida

REQUEST FOR LEAVE OF ABSENCE (220 FORM)

***NOTE TO ALL DEPARTMENT HEADS: ALL REQUESTS FOR LEAVE OF ABSENCE IN A PAY PERIOD SHOULD BE IN YOUR OFFICE NO LATER THAN THE MONDAY FOLLOWING THE END OF THE PAY PERIOD.**

NAME OF EMPLOYEE: Richard D. Chess	TITLE: City Manager
DEPARTMENT: City Manager	DIVISION:
EFFECTIVE DATE: 4/15/2026	TIME: 1:00 p.m.
TERMINATION DATE: 4/17/2026	TIME: 1:00 p.m.

TYPE OF LEAVE	TOTAL HOURS	TYPE OF LEAVE	TOTAL HOURS
VACATION WITH PAY (AL)		ADMIN LEAVE WITH PAY	16
SICK LEAVE WITH PAY (SL)		CIVIL LEAVE (COURT DUTY)	
LEAVE WITHOUT PAY (LW)		COMPENSATORY TIME OFF	
INJURY LEAVE (LP)		OTHER (EXPLAIN BELOW)	

COMMENTS: FBC-LEO 2026 Conference

 EMPLOYEE SIGNATURE

DATE ____ / ____ / ____

 SUPERVISOR SIGNATURE

DATE ____ / ____ / ____

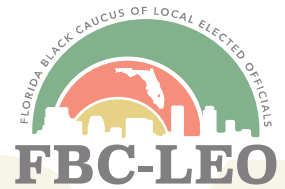
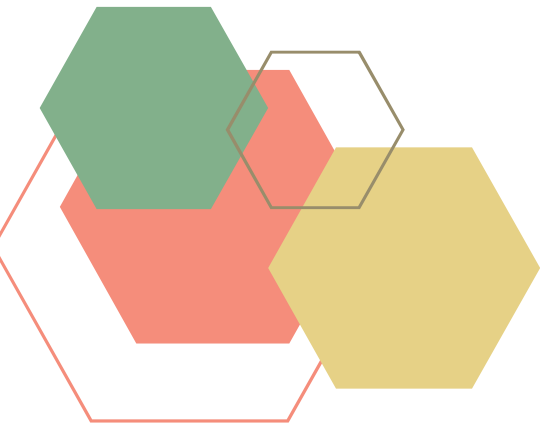
 DEPARTMENT HEAD SIGNATURE

DATE ____ / ____ / ____

R.D.C.

 CITY MANAGER SIGNATURE
 (For travel approval)

DATE 3 / 17 / 2026



Florida Black Caucus of Local Elected Officials 2026 Annual Conference

April 15-17, 2026

Embassy Suites by Hilton Tampa U.S.F. Busch Gardens

Leading with Purpose. Governing with Impact.

CONFERENCE REGISTRATION

Deadline: April 9, 2026

HOTEL RESERVATIONS

Deadline: March 16, 2026 (space is limited)

Paid registration is required to receive housing information. Sign up early; the block will fill up!

BE A PART OF FBC-LEO!

The Florida Black Caucus of Local Elected Officials (FBC-LEO) is a nonpartisan network of local elected officials that advocate for positions and programs benefiting municipal government. FBC-LEO provides a valuable forum to implement ideas to better communities and promote harmony and cooperation among its members and collaborators. This diverse, minority-driven organization encourages educational and issue-sharing opportunities among its more than 100 members.

REGISTRATION AND HOUSING COSTS:

• **Members and Non-Members: \$275.00**

A \$50.00 registration fee increase will be assessed for registrations after April 9, 2026. The registration fee covers admission to all conference sessions, the networking luncheon, and the President's Dinner. No official activities are scheduled for guests or spouses. NOTE: Registration for member or nonmember is defined as any elected government official or any government employee.

• **Non-Government: \$325.00**

A \$50.00 registration fee increase will be assessed for registrations after April 9, 2026. The registration fee covers admission to all conference sessions, the networking luncheon, and the President's Dinner. No official activities are scheduled for guests or spouses.

• **Conference Housing Information:**

The 2026 FBC-LEO Annual Conference will be held at the Embassy Suites by Hilton Tampa U.S.F. Busch Gardens, 3705 Spectrum Blvd., Tampa, FL 33612.

The room rate is **\$189.00** per night, which includes a complimentary made-to-order breakfast (6:30 a.m. - 9:30 a.m.), a complimentary evening reception (6:00 p.m. - 7:30 p.m.), and a discounted self-parking rate of \$13.00 per day.

You will receive a link to make your hotel reservation in your annual conference registration confirmation. Telephone reservations will not be accepted by the hotel at this time.

Hotel Reservation Deadline: March 16, 2026

Please note that space is limited and the hotel may sell out before this date. Your paid registration is required to receive housing information.

ONLINE REGISTRATION – CREDIT CARD ONLY

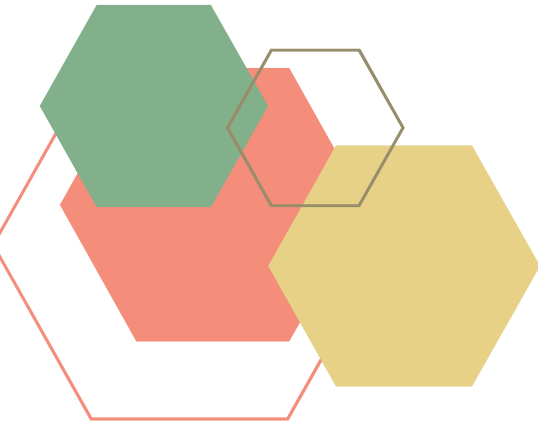
Click here to register online and pay with a credit card. FBC-LEO accepts Visa, Mastercard, and American Express.

MAIL REGISTRATION – CHECKS ONLY

Complete the FBC-LEO Annual Conference Registration Form if paying by check (make check payable to FBC-LEO). Mail the registration form to the Florida Black Caucus of Local Elected Officials, P.O. Box 1757, Tallahassee, FL 32302, no later than **April 9, 2026**.

QUESTIONS

Contact Lily Etemadi, Director of Events & Experience, at letemadi@flcities.com or 850.701.3605.



2026 CONFERENCE SCHEDULE AT-A-GLANCE

Florida Black Caucus of Local Elected Officials

FBC-LEO Annual Conference Agenda *(subject to change)*

For the most up-to-date session and speaker descriptions, visit fbcleo.org.

The registration fee covers all networking events, conference sessions, and the President's Dinner.

WEDNESDAY, APRIL 15, 2026

- 5:30 p.m. - 6:30 p.m. FBC-LEO Board Meeting
- 6:30 p.m. - 8:00 p.m. Welcome Reception

THURSDAY, APRIL 16, 2026

- 8:00 a.m. - 5:00 p.m. Registration Desk Open
- 9:00 a.m. - 9:15 a.m. New Member/First Time Attendee Session
- 9:30 a.m. - 10:30 a.m. Welcome and Business Meeting
- 10:45 a.m. - 11:45 a.m. Opening Keynote Address and Program
- 12:00 p.m. - 1:15 p.m. Networking Luncheon
- 1:30 p.m. - 4:45 p.m. Afternoon Sessions
- 6:30 p.m. - 9:30 p.m. President's Dinner

FRIDAY, APRIL 17, 2026

- 8:00 a.m. - 11:00 a.m. Registration Desk Open
- 9:00 a.m. - 11:00 a.m. Closing Program
- 11:00 a.m. Conference Adjourns

Florida League of Cities

PO Box 1757
 301 S Bronough St Suite 300
 Tallahassee, FL 32302-1757

INVOICE

Invoice Number: R139697

Bill To: Richard D. Chess, MBA
 City Manager
 Fort Pierce
 100 N US Highway 1
 Fort Pierce, FL 34950-4205

Ship To: Richard D. Chess, MBA
 City Manager
 Fort Pierce
 100 N US Highway 1
 Fort Pierce, FL 34950-4205

Account No.	Purchase Order No.	Order Date	Order Number	Terms	Invoice Date
56310		3/13/2026	173814.00	Net 30	3/13/2026

Qty	Description	Unit Price	Extended Price			
1	2026 FBC-LEO Annual Conference 4/15/2026 9:00:00 AM - 4/17/2026 11:00:00 AM Tampa, FL, United States FBCLEOAC26/REGISMF - Full Registration - Member and Nonmember Rate	275.00	275.00			
Line Item Total		Other	Tax	Subtotal	Amount Received	Amount Due
275.00			0.00	275.00	275.00	0.00



Embassy Suites by Hilton Tampa USF Near Busch Gardens

3705 Spectrum Boulevard, Tampa FL 33612 (813) 977-7066

Confirmation #80637147

Richard Chess

Your reservation for Apr-15-2026 has been confirmed.

Wednesday **Apr 15** Check In: 4:00 PM

Friday **Apr 17** Check Out: 11:00 AM