

DATE: February 24, 2020
TO: 911 Emergency Response Advisory Committee
FROM: Lisa Rose-Brown, Sparks Police Department, Police Services Manager, 775-353-2304 lrosebrown@cityofsparks.us
THROUGH: Pete Krall, Chief of Police
SUBJECT: PUBLIC SAFETY TRAINING CONFERENCE FOR SPARKS POLICE DEPARTMENT PSAP (Public Safety Answering Point) [For possible action] – A review, discussion and possible action to approve, deny or otherwise modify a request to reimburse the costs associated with attending the Navigator Conference hosted by the International Academies of Emergency Dispatch, April 26-May 1,2020 in an amount not to exceed \$5,000.00

SUMMARY

PUBLIC SAFETY TRAINING CONFERENCE FOR SPARKS POLICE DEPARTMENT PSAP (Public Safety Answering Point) [For possible action] – A review, discussion and possible action to approve, deny or otherwise modify a request to reimburse the costs associated with attending the Navigator Conference hosted by the International Academies of Emergency Dispatch, April 26-May 1,2020 in an amount not to exceed \$5,000.00.

NRS APPLICABLE:

NRS 244A.7645 provides approval of costs associated with maintenance, upgrade and replacement of equipment necessary for the operation of the enhanced telephone system.

STAKEHOLDER REVIEW(s)

Stakeholder is the primary Public Safety Answering Points (PSAPs) for Sparks Police Department.

PREVIOUS ACTION & BACKGROUND

Yearly a request is made for funding for staff from each of the three (3) primary PSAP's to attend four Dispatch Training Conferences. Navigator is one of these pre-approved conferences. This conference will provide critical training on 9-1-1 technology, operations, policies and education issues.

FISCAL IMPACT

The Enhanced 911 Fund is a special revenue fund which receives revenue pursuant to NRS 244A.7643 in the form of telephone surcharges collected to support the emergency reporting system. Budget authority exists within the E911 Fund to the travel and training to 4 public safety training conferences.

RECOMMENDATION

It is recommended that the E911 Emergency Response Advisory Committee approve the request to reimburse Sparks Police Department PSAP the costs associated with attending the Navigator Conference April 26-May 1,2020 in an amount not to exceed \$5,000.00.

POSSIBLE MOTION

Move to approve the recommendation that the E911 Emergency Response Advisory Committee approve the request to reimburse Sparks Police Department PSAP the costs associated with attending the Navigator Conference April 26-May 1,2020 in an amount not to exceed \$5,000.00.

<div style="display: flex; justify-content: space-between; align-items: center;"> <div> Travel Expense Form City of Sparks </div> </div>												
										Check Request Number		
Name (Last, First) McCoy, Lydia					Department Police					Date 2/13/20		
Travel Location Orlando				Purpose Training / Conference - Navigator								
Departure Date 4/28/20		Time 7:00 AM		Return Date 5/1/20		Time 11:45 PM		Subsistence Rate \$66.00				
Place "1-4" if P-Card or "5" Paid in advance through A/P Check Here ↓												
Date	4/28 Tue	4/29 Wed	4/30 Thu	5/1 Fri							Total	
Air Travel	629.26									1	\$629.26	
Auto Rental												
Taxi/Shuttle												
Fuel												
Registration		630.00								1	\$630.00	
Lodging		200.25	200.25	200.25							\$600.75	
Subsistence	66.00	48.18	51.48	48.18							\$213.84	
Parking/Tolls												
Misc.												
Misc.												
Misc.												
Put an "X" in the cell if the meal will be provided to the traveler by an outside source.												
Breakfast			X									
Lunch		X		X								
Dinner												
Personal Vehicle Use												
Departure:			Destination:			Miles	Rate	Subtotal				
							\$0.575					
							\$0.575			Total		
Airline Ticket Quote <small>Must include Printout with Form</small>												
										Total Travel Expenses:		\$2,073.85
										Expenses Paid by P-Card:		\$1,259.26
										Expenses Paid by Check:		
										Total Due Traveler:		\$814.59
Payments												
Advance to Traveler		Registration Check			P-Card							
Name (Last, First) McCoy, Lydia		Name			P-Card Number	Name on P-Card				Total Charged to P-card		
Department Police		Address			1	Lisa Rose-Brown				\$1,259.26		
					2							
Account		Program			3							
					4							
PE ID/ Vendor Number		PE ID/ Vendor Number			I hereby certify that all costs seem necessary and appropriate for travel.							
Amount \$814.59		Amount			Accounting's Signature							
Comments: Hotel provides free shuttle to/from airport.												
I hereby certify that this account of travel expenses is accurate and conforms with applicable regulations. The expenses are actual, reasonable, and will be personally incurred in performance of my official duties. No portion of this claim will be provided free of charge, covered by a registration fee, or paid from another source in the future.						I hereby certify that I have reviewed this travel claim and find it to be reasonable and in compliance with established travel policy.						
Traveler's Signature						Department Head's Signature						
I hereby certify that I have received the following check:						Check Number:						
Traveler's Signature						Amount:						

Rose-Brown, Lisa

From: Southwest Airlines <southwestairlines@ifly.southwest.com>
Sent: Tuesday, February 25, 2020 12:52 PM
To: Rose-Brown, Lisa
Subject: Lydia Mccoy's 04/28 Orlando trip (QOC534): Your reservation is confirmed.

Here's your itinerary and other important travel information.
[View our mobile site](#) | [View in browser](#)

Southwest[Manage Flight](#) | [Flight Status](#) | [My Account](#)**Hi Lydia,**

We're looking forward to flying together! It can't come soon enough. Below you'll find your itinerary, important travel information, and trip receipt. See you onboard soon!

APRIL 28 - MAY 1**RNO → MCO**

Reno/Tahoe to Orlando

Confirmation # QOC534

Confirmation date: 02/25/2020

PASSENGER	Lydia Mccoy
RAPID REWARDS #	Join or Log in
TICKET #	5262175822427
EXPIRATION¹	February 24, 2021
EST. POINTS EARNED	3,231

Rapid Rewards® points are only estimations.

Your itinerary

Flight 1: Tuesday, 04/28/2020 Est. Travel Time: 8h 20m [Wanna Get Away®](#)**FLIGHT
0377****DEPARTS****RNO 07:00AM**

Reno/Tahoe

**ARRIVES****SAN 08:30AM**

San Diego

Stop: ✈✈Change planes

FLIGHT # 1363	DEPARTS		ARRIVES
	SAN 10:40AM		MCO 06:20PM
	San Diego		Orlando

Flight 2: Friday, 05/01/2020 Est. Travel Time: 8h 45m [Wanna Get Away®](#)

FLIGHT # 0496	DEPARTS		ARRIVES
	MCO 06:20PM		DAL 08:00PM
	Orlando		Dallas (Love)

Stop: ✈✈ Change planes

FLIGHT # 0726	DEPARTS		ARRIVES
	DAL 08:45PM		RNO 12:05AM
	Dallas (Love)		Reno/Tahoe

Stop: San Diego no plane change

Payment information

Total cost

Air - QOC534

Base Fare	\$	538.20
U.S. Transportation Tax	\$	40.36
U.S. 9/11 Security Fee	\$	11.20
U.S. Flight Segment Tax	\$	21.50
U.S. Passenger Facility Chg	\$	18.00
Total	\$	629.26

Payment

Mastercard ending in 7201

Date: February 25, 2020

Payment Amount: \$629.26

Fare Rules: If you decide to make a change to your current itinerary it may result in a fare increase. In the case you're left with travel funds from this confirmation number, you're in luck! We're happy to let you use them towards a future flight for the individual named on the ticket, as long as the new travel is completed by the expiration date.

Your ticket number: 5262175822427

Prepare for takeoff

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Download app now



24 hours before your departure:

Check-in on Southwest.com® or using the Southwest Mobile App. Use your mobile device and receive a mobile boarding pass.



30 minutes before your departure:

Arrive at the gate prepared to board.



10 minutes before your departure:

This is the last opportunity to board your flight if you are present in the gate area and have met all check-in requirements.

If you do not plan to travel on your flight: Things happen, we understand! Please let us know at least 10 minutes prior to your flight's scheduled departure if you won't be traveling. If you don't notify us, you may be subject to our No Show Policy.

[See more travel tips](#)

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EarlyBird Check-In® reserves your boarding position at 36 hours before your flight, earlier than regular check-in.

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PLUS earn 1,200 Rapid Rewards® points.

dollar.
CAR RENTAL

*Taxes/fees excluded. Terms apply.

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Choose a hotel in Orlando.

[Book hotel >](#)



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Get all the answers before you leave for the airport.

[Prepare now >](#)

5262175822427: NONREF/NONTRANSFERABLE STANDBY REQ UPGRADE TO Y -BG WN RNO WN X/SAN WN ORL288.17WN X/DFW WN RNO250.03USD538.20END ZP RNO4.30SAN4.30MCO4.30DAL4.30SAN4.30 XF RNO4.5SAN4.5MCO4.5DAL4.5

RLBVWNRO|RLBVWNRO
MLBVWNRO|MLBVWNRO

No Show Policy: you must notify Southwest® at least ten (10) minutes prior to your flight's scheduled departure if you do not plan to travel on your flight. Customers who fail to cancel reservations for a Wanna Get Away® fare segment at least 10 minutes prior to travel and who do not board the flight will be considered a no show, and all remaining unused Wanna Get Away funds will be forfeited. All remaining unused Business Select® and Anytime funds will be converted to reusable travel funds. If you no show your reward travel reservation, the points will be redeposited to the purchaser's Rapid Rewards account. Any taxes and fees associated with your reward travel reservation will be held for future use in the form of reusable travel funds under the name of the traveler(s).

Prohibition on Multiple/Conflicting Reservations: to promote seat availability for our Customers, Southwest prohibits multiple reservations for the same Passenger departing from the same city on the same date, or any multiple reservations containing conflicting or overlapping itineraries (such as departures for the same Customer from multiple cities at the same time). Furthermore, without advance notice to the Passenger or purchaser, Southwest may cancel such reservations, or any other reservations that it believes, in its sole discretion, were made without intent to travel. With the exception of Southwest gift cards, funds from proactively canceled reservations by Southwest will be returned to the original form of payment. Reservations paid for with a Southwest gift card will have the amount applied from the gift card held as travel funds for use by the Customer on a future Southwest Airlines flight.

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¹To view movies and select on-demand TV content, download the Southwest app from the Google Play Store or Apple App Store before your flight.

³Due to licensing restrictions, on WiFi-enabled international flights Free Live TV and iHeartRadio may not be available for the full duration of flight.

²Messaging service only allows access to iMessage and WhatsApp (must be downloaded before the flight).

⁴Internet access for \$8 a day per device on WiFi-enabled aircraft. Price is subject to change. May not be available full duration of flight. In order to provide a top-notch WiFi experience, we prohibit access to certain high-bandwidth applications and websites, including Netflix, HBO GO® and VoIP. We also prohibit access to certain obscene or offensive content.

*Available only on WiFi-enabled aircraft. Limited-time offer. Where available.

† All travel involving funds from this Confirmation Number must be completed by the expiration date.

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Southwest Airlines
2702 Love Field Drive
Dallas, TX 75235
1-800-I-FLY-SWA (1-800-435-9792)

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Rose-Brown, Lisa

From: McCoy, Lydia
Sent: Thursday, February 20, 2020 5:39 PM
To: Rose-Brown, Lisa
Subject: FW: Registration Confirmed - NAVIGATOR 2020

Sent from my Verizon, Samsung Galaxy smartphone

----- Original message -----

From: Nikele Schwendiman <navigator@emergencydispatch.org>
Date: 2/20/20 4:54 PM (GMT-08:00)
To: "McCoy, Lydia" <lmccoy@cityofsparks.us>
Subject: Registration Confirmed - NAVIGATOR 2020



Dear LYDIA,

Your registration has been confirmed. Please save this email for future reference. You can login to your account at any time to verify registration, make changes, cancel registration and request refunds. You will use your email address as the user name and your confirmation number as the password.

To book your hotel room using our discounted rate you can follow the link below:
www.mydisneygroup.com/navigator20

Need a receipt? [Print the invoices](#)

Event: NAVIGATOR 2020

Attending: LYDIA McCOY

Number in Party: 2

Time: 6:30 PM

Date: April 28, 2020

Confirmation Number: M2NK6LPC988

Current Registration:

Registration Information:

Registration Items

LYDIA McCOY 3-Day Passport

Sessions

LYDIA McCOY	Exhibit Hall Gala Reception	28-Apr-2020 6:00 PM
LYDIA McCOY	Opening Session	29-Apr-2020 8:30 AM
LYDIA McCOY	Exclusive Exhibit Hall Time	29-Apr-2020 10:30 AM
LYDIA McCOY	Lunch in Exhibit Hall	29-Apr-2020 11:15 AM
LYDIA McCOY	Bringing Disney to Your Dispatch Center	29-Apr-2020 12:15 PM
LYDIA McCOY	Imagine Listening: Your Worst Day is Our Everyday	29-Apr-2020 1:30 PM
LYDIA McCOY	Break	29-Apr-2020 2:30 PM
LYDIA McCOY	Both Sides of the Radio: Dispatcher and Fire Captain	29-Apr-2020 2:45 PM
LYDIA McCOY	Grace Under Pressure: Peak Performance Under Stress	29-Apr-2020 2:45 PM
LYDIA McCOY	What to Send on a Fire Alarm: Part 2	29-Apr-2020 4:00 PM
LYDIA McCOY	The Hero's Choice	29-Apr-2020 4:00 PM
LYDIA McCOY	Attendee Party	29-Apr-2020 7:30 PM
LYDIA McCOY	FPDS Update	30-Apr-2020 9:00 AM
LYDIA McCOY	Wild and Crazy Police Calls	30-Apr-2020 9:00 AM
LYDIA McCOY	From Dispatch to Mayday: Dispatch can Make the Difference	30-Apr-2020 9:00 AM
LYDIA McCOY	911 Therapy Dogs Making a Positive Difference	30-Apr-2020 9:00 AM
LYDIA McCOY	Gas Leak/Gas Odor: Protocol 60 and Disaster	30-Apr-2020 9:00 AM
LYDIA McCOY	NFPA and ISO Standards Update for the Comm. Center	30-Apr-2020 11:30 AM
LYDIA McCOY	How to Become a Mentor in 911	30-Apr-2020 11:30 AM
LYDIA McCOY	Commanding the Rescue Scene: Hurry up and Wait	30-Apr-2020 1:45 PM
LYDIA McCOY	Women in 911 (WIN) with NENA Chairs	30-Apr-2020 1:45 PM
LYDIA McCOY	Sink, Swim, or Swept Away?	30-Apr-2020 3:00 PM
LYDIA McCOY	The Resilient Dispatcher: How to Thrive in Your 911 Career	30-Apr-2020 4:15 PM
LYDIA McCOY	Reducing Risk When Responding to Ringing	01-May-2020 8:00 AM
LYDIA McCOY	Supporting Calltakers' Mental Health	01-May-2020 8:00 AM

LYDIA McCOY	Your 911 Environment: The Good, the Bad, and the Dirty	01-May-2020 8:00 AM
LYDIA McCOY	Protect in Place vs. Evacuate in Dispatch: Which is Correct?	01-May-2020 10:30 AM
LYDIA McCOY	Women in 911 (WIN) with NENA Chairs	01-May-2020 10:30 AM
LYDIA McCOY	Setting Your Own Call Processing Standard	01-May-2020 11:45 AM
LYDIA McCOY	Dispatcher's Role: Officer Survival and Scene Safety	01-May-2020 11:45 AM
LYDIA McCOY	I'm Not Just a Dispatcher	01-May-2020 11:45 AM
LYDIA McCOY	Closing Lunch	01-May-2020 1:00 PM

Additional Information

LYDIA McCOY What is your job function?
Comm. Center Supervisor/Manager
Primary Service Area
Urban
Size of Comm. Center (measured by call stations)
4 to 8
Years of Comm. Center Experience
6 to 10
Is this your first NAVIGATOR conference?
No

[Click here](#)

We look forward to seeing you there.



Sincerely,

Nikele Schwendiman

IAED

navigator@emergencydispatch.org

If you no longer want to receive emails from NAVIGATOR 2020 please [Opt-Out](#) .

Your payment for the NAVIGATOR 2020 event has been successfully processed. Please save this email for your records.

Transaction Information

Item	Transaction Information	Quantity	Amount
3-Day Passport		1	\$575.00
Attendee Party		1	\$25.00
Closing Lunch		1	\$30.00
Transaction Total			\$630.00

Registration Confirmation Number: M2NK6LPC988

[View your registration](#)

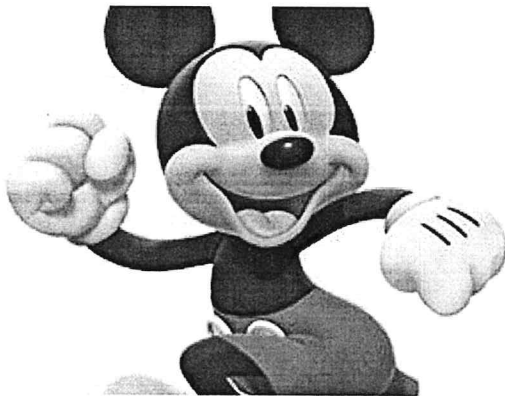
If you have any questions about this transaction or email, please contact Nikele Schwendiman directly at navigator@emergencydispatch.org.

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cvent

Rose-Brown, Lisa

From: Walt Disney World Resort <groupcampaigns@pkghlrss.com>
Sent: Tuesday, February 18, 2020 9:27 AM
To: Rose-Brown, Lisa
Subject: Walt Disney World Resort Reservation Confirmation

Follow Up Flag: Follow up
Flag Status: Flagged



Disney Destinations, LLC

Navigator 2020 ~ Apr 29, 2020 - May 1, 2020 ~ Disney's Coronado Springs Resort

Dear Lydia McCoy,

We are pleased to confirm your reservation at Disney's Coronado Springs Resort, as part of Navigator 2020. Should we have any questions regarding your payment, a Walt Disney World Group Specialist will contact you via phone. If for any reason your travel plans change, simply [modify your reservation](#).

For your convenience, Disney's Magical Express at Walt Disney World® Resort offers complimentary motorcoach transportation to and from Orlando International Airport for attendees staying at a Disney Resort hotel. To enjoy this service, please [submit a request](#).

Before your visit, take advantage of *My Disney Experience*. *My Disney Experience* takes your visit to Walt Disney World® Resort to an all-new level, making it uniquely yours, so you can enjoy every moment with family, friends and colleagues. Click here to start planning with [My Disney Experience](#).

We look forward to your arrival!

Your Reservation Details

Confirmation Number:	32MQQFLJ
Date Booked:	Feb 18, 2020
Reservation Name:	Lydia McCoy
Arrival Date:	Apr 28, 2020
Departure Date:	May 1, 2020
Room Type:	Preferred Room
Number of Rooms:	1
Number of Guests:	Adults 1, Children 0

Date	Guest(s)	Status	Rate
Apr 28, 2020	1	Confirmed	178.00
Apr 29, 2020	1	Confirmed	178.00
Apr 30, 2020	1	Confirmed	178.00

Per Night Rate:

Additional Guest Rate	
Second Guest	0.00
Third Guest	15.00
Fourth Guest	15.00

Please note additional guest fees only applies to those 18 years and older.

Requests:

Total Charge: 534.00

Room Rates shown do not include 12.50% tax rate for Resorts in Orange County (subject to change). Total charges presented on the website will include all room fees and taxes. (6% Florida State Accommodation, 6% Orange County Accommodation, 0.5% Orange County Surtax)

Tax Disclosure:

Check-In after 3:00 PM/Check-out before 11:00 AM

Important Notes:

***At time of booking, a total of one night room and taxes are charged.
***Room type, location, and view are not guaranteed and subject to change.

DEPOSIT REQUIREMENTS: If a deposit is not received, the reservation will be automatically cancelled. If the credit card does not process, a Walt Disney World Group Specialist will be contacting you within 24-48 hours to obtain an alternate form of payment. Once your reservation is confirmed, we kindly ask that you do not modify or add another form of payment via your online booking site, as it will not update on the reservation. Please call our Group Reservations Office directly at 407-939-4686. Please note the remaining balance will be charged upon arrival to the Resort. If you would like to pay for all of the nights of your stay in advance to expedite your check-in process, please call 407-939-4686 and reference your confirmation number. Deposit requirements are subject to change and additional deposits may be required.

CANCELLATION POLICY: To receive a refund of your deposit, including credit card deposit transactions, we must receive notice of cancellation from you at least five days before your arrival date. To cancel a room reservation, call (407) 939-4686. Please note that if you are holding any other types of reservations, such as dining reservations, those reservations will not be cancelled unless you also advise us to cancel them.

CHANGES TO RESERVATIONS: Changes to a reservation, including but not limited to travel dates, length of stay or hotel accommodations, are subject to availability at the time the change is made and the guest is responsible for paying any increase in price resulting from the change.

RESORT CHECK-IN/CHECK-OUT. Check-in time is generally after 3 p.m. (some hotels have check-in after 4 p.m.) and check-out time is before 11 a.m. Delays may occur during peak check-in periods.

ROOM LOCATION AND INFORMATION: Adjacent rooms, connecting rooms, and specific room locations, types of bedding must be specifically requested and are subject to availability at the time of check-in. Such requests cannot be guaranteed. Specific room types or locations may result in additional charges.

Disney Resort Hotels are smoke-free environments. Smoking is allowed only in designated outdoor smoking locations. A room recovery fee will be charged for smoking in guest rooms, on balconies or on patios.

Please be advised that at Disney Resort hotels, notwithstanding your use of a sign on your door, a request by you to forgo housekeeping services or any other request made by you, the Disney Resort hotel and its staff reserve the right to enter your room for any purpose including, but not limited to, performing maintenance and repairs or checking on the safety and security of guests and property. The hotel staff will give reasonable notice prior to entry by knocking and announcing the intent to enter the room.

REMITTING PAYMENTS FOR DEPOSITS: For payment of deposit by check, please write your reservation number on the face of the check. All checks must have a pre-printed name, address and account number for acceptance and must be payable in U.S. funds to Disney Destinations, LLC. Only credit cards will be accepted for payments 10 days or less before your arrival date. NO POST-DATED CHECKS WILL BE ACCEPTED FOR PAYMENT. **DO NOT SEND CASH** For credit card deposit payments, please call (407) 939-4686. Please use the following addresses for sending payment; do not send checks directly to the resort.

If sending via United States Postal Service (USPS):
ATTN: Group Reservations
PO Box 10123
Lake Buena Vista, FL 32830

If sending via UPS, FedEx, or other courier:
ATTN: Group Reservations
5422 Carrier Drive Suite
100 Orlando, FL 32819
Phone: (407) 939-4686

ROOM RATES: Confirmed room rates are guaranteed as long as your reservation is not changed (except for changes in tax rates or other governmental charges).

TAX EXEMPTION: As required by the Florida Department of Revenue, in order for your reservation to qualify for tax exemption, you must present a valid copy of your Florida Consumer's Certificate of Exemption to the front desk at check in. If this policy is not followed, your reservation will revert to a taxed reservation.

We reserve the right to cancel or modify a room reservation (even if that reservation has been confirmed) if the room reservation includes or resulted from a mistake or error of any kind, including but not limited to, a mistake or error in the rate, resort or room type, or where it appears that a guest has engaged in fraudulent or misleading activity in making the room reservation.

NON-TRANSFERRABLE: Room reservations are not transferable and reservation name changes may not be permitted.

PLEASE NOTE THE FOLLOWING:

- For reservation information, to inquire about extending your stay or for other reservation modifications BEFORE ARRIVAL, please call (407) 939-4686.
- All rates are in U.S. dollars.
- Additional adult charges may apply for more than two adults per room.
- Final payment is due upon arrival.
- Reservations may only be made and are only guaranteed for a length of stay of less than 30 days. We reserve the right to decline, accept or cease to retain any guest, subject to applicable law.
- All room reservations and transactions are made and consummated in the State of Florida. Room reservations and transactions and these terms and conditions will be governed by the laws of the State of Florida, without giving effect to any principles of conflicts of law.
- Booking information may be disclosed to the Group referenced above and its agents.
- All terms and conditions, including but not limited to deposit requirements and cancellation and refund policies, are subject to change by us without notice.
- DISNEY'S MAGICAL EXPRESS transportation is available for select Walt Disney World® Resort room reservations. Guests must make a reservation before arriving at Orlando International Airport by calling (407) 939-4686. Consistent with airline baggage policies, the liability of Disney Entities (as defined below) for loss of or damage to guest baggage or property arising out of Disney's Magical Express transportation is limited to a maximum of \$3,400 per guest, regardless of the number of bags or amount of property (however this policy will not affect the applicability of Fla. Stat. Section 509.111 relating to loss of or damage to guest property at hotels). Disney Entities will have no liability for the loss of or damage to cash financial instruments, precious metals, silverware, jewelry, works of art, medicine, computer/photographic/video/audio equipment, cell phones or other valuables. "Disney Entities" means Walt Disney World Resort, a division of Walt Disney Parks and Resorts U.S., Inc., its parent and other affiliated or related companies, and the directors, officers, employees, subcontractors, agents and representatives of

each. No pets will be transported by Disney's Magical Express transportation, except for service animals.

This email was sent to lmccoy@cityofsparks.us

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Disney Destinations Marketing | Attention: Email Compliance | 1375 Buena Vista Drive | PO Box 10000 | Lake Buena Vista, FL 32830.

casl.disneydestinations@disneyonline.com

Please note that the email address this message is sent from, is not monitored, and we ask that you do not reply as your message will not be responded to. Thank you.

As to Disney artwork/properties: ©Disney

<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;"> Travel Expense Form City of Sparks </div> </div>											
										Check Request Number	
Name (Last, First) Holbrook, Mary					Department Police				Date 2/13/20		
Travel Location Orlando				Purpose Training / Conference - Navigator							
Departure Date 4/27/20		Time 2:00 PM		Return Date 5/1/20		Time 11:45 PM		Subsistence Rate \$66.00			
Place "1-4" if P-Card or "5" Paid in advance through A/P Check Here ↓											
Date	4/27 Mon	4/28 Tue	4/29 Wed	4/30 Thu	5/1 Fri						Total
Air Travel	609.26									1	\$609.26
Auto Rental											
Taxi/Shuttle											
Fuel											
Registration		630.00								1	\$630.00
Lodging		200.25	200.25	200.25							\$600.75
Subsistence		66.00	48.18	51.48	48.18						\$213.84
Parking/Tolls											
Misc.											
Misc.											
Misc.											
Put an "X" in the cell if the meal will be provided to the traveler by an outside source.											
Breakfast				X							
Lunch			X		X						
Dinner											
Personal Vehicle Use											
Departure:			Destination:			Miles	Rate \$0.575	Subtotal			
							\$0.575			Total	
						Airline Ticket Quote					
						Must include Printout with Form					
						Total Travel Expenses:				\$2,053.85	
						Expenses Paid by P-Card:				\$1,239.26	
						Expenses Paid by Check:					
						Total Due Traveler:				\$814.59	
Payments											
Advance to Traveler		Registration Check			P-Card						
Name (Last, First) Holbrook, Mary		Name			P-Card Number 1	Name on P-Card Lisa Rose-Brown				Total Charged to P-card \$1,239.26	
Department Police		Address			2						
Account		Program			3						
					4						
PE ID/ Vendor Number		PE ID/ Vendor Number			I hereby certify that all costs seem necessary and appropriate for travel.						
Amount \$814.59		Amount			Accounting's Signature						
Comments: Mary is flying one night early and will be paying for the additional night, which would be 4/27/20 (not shown). Hotel provides free shuttle to/from airport.											
I hereby certify that this account of travel expenses is accurate and conforms with applicable regulations. The expenses are actual, reasonable, and will be personally incurred in performance of my official duties. No portion of this claim will be provided free of charge, covered by a registration fee, or paid from another source in the future.						I hereby certify that I have reviewed this travel claim and find it to be reasonable and in compliance with established travel policy.					
Traveler's Signature						Department Head's Signature 					
I hereby certify that I have received the following check:						Check Number:					
Traveler's Signature						Amount:					

Rose-Brown, Lisa

From: Southwest Airlines <southwestairlines@ifly.southwest.com>
Sent: Monday, February 24, 2020 5:31 PM
To: Rose-Brown, Lisa
Subject: Mary Holbrook's 04/27 Orlando trip (NTJPNO): Your reservation is confirmed.

Here's your itinerary and other important travel information.
[View our mobile site](#) | [View in browser](#)

Southwest
[Manage Flight](#) | [Flight Status](#) | [My Account](#)
**Hi Mary,**

We're looking forward to flying together! It can't come soon enough. Below you'll find your itinerary, important travel information, and trip receipt. See you onboard soon!

APRIL 27 - MAY 1**RNO ✈ MCO**

Reno/Tahoe to Orlando

Confirmation # NTJPNO


Confirmation date: 02/24/2020

PASSENGER	Mary Holbrook
RAPID REWARDS #	Join or Log in
TICKET #	5262175522071
EXPIRATION¹	February 24, 2021
EST. POINTS EARNED	3,119

Rapid Rewards® points are only estimations.

Your itinerary

Flight 1: Monday, 04/27/2020 Est. Travel Time: 6h 45m [Wanna Get Away®](#)

FLIGHT # 0259	DEPARTS		ARRIVES
	RNO 02:35PM Reno/Tahoe		DEN 05:45PM Denver

Stop: ✈✈ Change planes

FLIGHT # 0835	DEPARTS DEN 06:50PM Denver		ARRIVES MCO 12:20AM Orlando
--------------------------------	--	---	---

Flight 2: Friday, 05/01/2020 Est. Travel Time: 8h 45m [Wanna Get Away®](#)

FLIGHT # 0496	DEPARTS MCO 06:20PM Orlando		ARRIVES DAL 08:00PM Dallas (Love)
--------------------------------	---	---	---

Stop: ✈✈ Change planes

FLIGHT # 0726	DEPARTS DAL 08:45PM Dallas (Love)		ARRIVES RNO 12:05AM Reno/Tahoe
--------------------------------	---	---	--

Stop: San Diego no plane change

Payment information

Total cost

Air - NTJPNO

Base Fare	\$	519.59
U.S. Transportation Tax	\$	38.97
U.S. 9/11 Security Fee	\$	11.20
U.S. Flight Segment Tax	\$	21.50
U.S. Passenger Facility Chg	\$	18.00
Total	\$	609.26

Payment

Mastercard ending in 7201

Date: February 24, 2020

Payment Amount: \$609.26

Fare Rules: If you decide to make a change to your current itinerary it may result in a fare increase. In the case you're left with travel funds from this confirmation number, you're in luck! We're happy to let you use them towards a future flight for the individual named on the ticket, as long as the new travel is completed by the expiration date.

Your ticket number: 5262175522071

Prepare for takeoff

Download the Southwest® app now.
Get Free inflight entertainment.

For free movies¹, TV², music², messaging³, plus all your travel details, be sure you have our app before your flight.



Download app now



Download app now



24 hours before your departure:

Check-in on Southwest.com® or using the Southwest Mobile App. Use your mobile device and receive a mobile boarding pass.



30 minutes before your departure:

Arrive at the gate prepared to board.



10 minutes before your departure:

This is the last opportunity to board your flight if you are present in the gate area and have met all check-in requirements.

If you do not plan to travel on your flight: Things happen, we understand! Please let us know at least 10 minutes prior to your flight's scheduled departure if you won't be traveling. If you don't notify us, you may be subject to our No Show Policy.

[See more travel tips](#)

Don't miss out on automatic check-in



EarlyBird Check-In® reserves your boarding position at 36 hours before your flight, earlier than regular check-in.

[Get it now >](#)



Rentals as low as \$20 per day*
PLUS earn 1,200 Rapid Rewards® points.

*Taxes/fees excluded. Terms apply.

dollar.
CAR RENTAL

[Book car >](#)



Earn up to 10,000 Rapid Rewards® points per night

Choose a hotel in Orlando.

[Book hotel >](#)



Have questions about your upcoming trip?

Get all the answers before you leave for the airport.

[Prepare now >](#)

5262175522071: NONREF/NONTRANSFERABLE STANDBY REQ UPGRADE TO Y -BG WN RNO WN X/DEN WN ORL250.03WN X/DFW WN RNO269.56USD519.59END ZP RNO4.30DEN4.30MCO4.30DAL4.30SAN4.30 XF RNO4.5DEN4.5MCO4.5DAL4.5

MLBVWNRO|MLBVWNRO
OLBUWNRO|OLBUWNRO

No Show Policy: you must notify Southwest® at least ten (10) minutes prior to your flight's scheduled departure if you do not plan to travel on your flight. Customers who fail to cancel reservations for a Wanna Get Away® fare segment at least 10 minutes prior to travel and who do not board the flight will be considered a no show, and all remaining unused Wanna Get Away funds will be forfeited. All remaining unused Business Select® and Anytime funds will be converted to reusable travel funds. If you no show your reward travel reservation, the points will be redeposited to the purchaser's Rapid Rewards account. Any taxes and fees associated with your reward travel reservation will be held for future use in the form of reusable travel funds under the name of the traveler(s).

Prohibition on Multiple/Conflicting Reservations: to promote seat availability for our Customers, Southwest prohibits multiple reservations for the same Passenger departing from the same city on the same date, or any multiple reservations containing conflicting or overlapping itineraries (such as departures for the same Customer from multiple cities at the same time). Furthermore, without advance notice to the Passenger or purchaser, Southwest may cancel such reservations, or any other reservations that it believes, in its sole discretion, were made without intent to travel. With the exception of Southwest gift cards, funds from proactively canceled reservations by Southwest will be returned to the original form of payment. Reservations paid for with a Southwest gift card will have the amount applied from the gift card held as travel funds for use by the Customer on a future Southwest Airlines flight.

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Offer valid through March 31, 2020 11:59:59 p.m. CST. This discount for the purchase of points is only valid while a Member is currently logged into **Southwest.com**® on this purchase page. Rapid Rewards® Member will save 20% when they purchase 2,000 points or save 25% when they purchase 5,000 points or save 30% when they purchase 10,000 points. A valid credit card is required to buy points. Transactions are non-refundable and non-reversible. Purchased points do not count towards A-List, A-List Preferred, or Companion Pass qualification. Prices are in U.S. dollars and include all applicable taxes. Please allow up to 72 hours for points to post to the applicable Rapid Rewards account. All Rapid Rewards rules and regulations apply and can be found at **Southwest.com/rterms**. Southwest® reserves the right to amend, suspend, or change the Rapid Rewards program and/or Rapid Rewards program rules at any time without notice. Rapid Rewards Members do not acquire property rights in accrued points. The number of Rapid Rewards points needed for a particular Southwest flight is set by Southwest and will vary depending on destination, time, day of travel, demand, fare type, point redemption rate, and other factors, and is subject to change at any time until the booking is confirmed.

¹To view movies and select on-demand TV content, download the Southwest app from the Google Play Store or Apple App Store before your flight.

²Due to licensing restrictions, on WiFi-enabled international flights Free Live TV and iHeartRadio may not be available for the full duration of flight.

³Messaging service only allows access to iMessage and WhatsApp (must be downloaded before the flight).

⁴Internet access for \$8 a day per device on WiFi-enabled aircraft. Price is subject to change. May not be available full duration of flight. In order to provide a top-notch WiFi experience, we prohibit access to certain high-bandwidth applications and websites, including Netflix, HBO GO® and VoIP. We also prohibit access to certain obscene or offensive content.

*Available only on WiFi-enabled aircraft. Limited-time offer. Where available.

† All travel involving funds from this Confirmation Number must be completed by the expiration date.

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See Southwest Airlines Co. Notice of Incorporation

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Southwest Airlines
2702 Love Field Drive
Dallas, TX 75235
1-800-I-FLY-SWA (1-800-435-9792)

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To: Holbrook, Mary <mholbrook@cityofsparks.us>

Subject: Registration Confirmed - NAVIGATOR 2020



Dear MARY,

Your registration has been confirmed. Please save this email for future reference.

You can login to your account at any time to verify registration, make changes, cancel registration and request refunds. You will use your email address as the user name and your confirmation number as the password.

To book your hotel room using our discounted rate you can follow the link below:
www.mydisneygroup.com/navigator20

Need a receipt? [Print the invoices](#)

Event: NAVIGATOR 2020

Attending: MARY HOL

Number in Party: 2

Time: 6:30 PM

Date: April 28, 2020

Confirmation Number: WXN7J9ZRK5F

Current Registration:

Registration Information:

Registration Items

MARY	3-Day Passport
HOL	

Sessions

MARY	Exhibit Hall Gala Reception	28-Apr-2020 6:00 PM
HOL		
MARY	Opening Session	29-Apr-2020 8:30 AM
HOL		

MARY HOL	Exclusive Exhibit Hall Time	29-Apr-2020 10:30 AM
MARY HOL	Lunch in Exhibit Hall	29-Apr-2020 11:15 AM
MARY HOL	Listening Back: How to Incorporate Call Audio into Your Training Program and Continued Education	29-Apr-2020 12:15 PM
MARY HOL	Imagine Listening: Your Worst Day is Our Everyday	29-Apr-2020 1:30 PM
MARY HOL	Break	29-Apr-2020 2:30 PM
MARY HOL	Both Sides of the Radio: Dispatcher and Fire Captain	29-Apr-2020 2:45 PM
MARY HOL	What to Send on a Fire Alarm: Part 2	29-Apr-2020 4:00 PM
MARY HOL	Attendee Party	29-Apr-2020 7:30 PM
MARY HOL	From Dispatch to Mayday: Dispatch can Make the Difference	30-Apr-2020 9:00 AM
MARY HOL	The Power of (Controlled) Chaos	30-Apr-2020 10:15 AM
MARY HOL	NFPA and ISO Standards Update for the Comm. Center	30-Apr-2020 11:30 AM
MARY HOL	How to Become a Mentor in 911	30-Apr-2020 11:30 AM
MARY HOL	Women in 911 (WIN) with NENA Chairs	30-Apr-2020 1:45 PM
MARY HOL	Sink, Swim, or Swept Away?	30-Apr-2020 3:00 PM
MARY HOL	The Resilient Dispatcher: How to Thrive in Your 911 Career	30-Apr-2020 4:15 PM
MARY HOL	Your 911 Environment: The Good, the Bad, and the Dirty	01-May-2020 8:00 AM
MARY HOL	Working in a Coal Mine?	01-May-2020 9:15 AM
MARY HOL	Protect in Place vs. Evacuate in Dispatch: Which is Correct?	01-May-2020 10:30 AM
MARY HOL	I'm Not Just a Dispatcher	01-May-2020 11:45 AM

MARY Closing Lunch 01-May-2020 1:00 PM
 HOL

Additional Information

MARY What is your job function?
 HOL Comm. Center Supervisor/Manager
 Primary Service Area
 Urban
 Size of Comm. Center (measured by call stations)
 4 to 8
 Years of Comm. Center Experience
 11 to 20
 Is this your first NAVIGATOR conference?
 Yes

[Click here](#)

We look forward to seeing you there.



Sincerely,

Nikele Schwendiman

IAED

navigator@emergencydispatch.org

If you no longer want to receive emails from NAVIGATOR 2020 please [Opt-Out](#).

Your payment for the NAVIGATOR 2020 event has been successfully processed. Please save this email for your records.

Transaction Information

Item	Transaction Information	Quantity	Amount
3-Day Passport	\$575.00	1	\$575.00
Attendee Party	\$25.00	1	\$25.00
Closing Lunch	\$30.00	1	\$30.00
Transaction Total			\$630.00

Registration Confirmation Number: WXN7J9ZRK5F

[View your registration](#)

If you have any questions about this transaction or email, please contact Nikele Schwendiman directly at navigator@emergencydispatch.org.

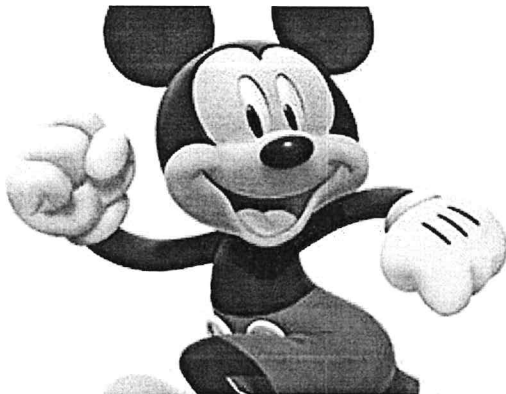
powered by

cvent

Rose-Brown, Lisa

From: Walt Disney World Resort <groupcampaigns@pkghlrs.com>
Sent: Tuesday, February 18, 2020 9:23 AM
To: Rose-Brown, Lisa
Subject: Walt Disney World Resort Reservation Confirmation

Follow Up Flag: Follow up
Flag Status: Flagged



Disney Destinations, LLC

Navigator 2020 ~ Apr 29, 2020 - May 1, 2020 ~ Disney's Coronado Springs Resort
Dear Mary Holbrook,

We are pleased to confirm your reservation at Disney's Coronado Springs Resort, as part of Navigator 2020. Should we have any questions regarding your payment, a Walt Disney World Group Specialist will contact you via phone. If for any reason your travel plans change, simply [modify your reservation](#).

For your convenience, Disney's Magical Express at Walt Disney World® Resort offers complimentary motorcoach transportation to and from Orlando International Airport for attendees staying at a Disney Resort hotel. To enjoy this service, please [submit a request](#).

Before your visit, take advantage of *My Disney Experience*. *My Disney Experience* takes your visit to Walt Disney World® Resort to an all-new level, making it uniquely yours, so you can enjoy every moment with family, friends and colleagues. Click here to start planning with [My Disney Experience](#).

We look forward to your arrival!

Your Reservation Details

Confirmation Number:	32MQQFK5
Date Booked:	Feb 18, 2020
Reservation Name:	Mary Holbrook
Arrival Date:	Apr 28, 2020
Departure Date:	May 1, 2020
Room Type:	Preferred Room
Number of Rooms:	1
Number of Guests:	Adults 1, Children 0

Date	Guest(s)	Status	Rate
Apr 28, 2020	1	Confirmed	178.00
Apr 29, 2020	1	Confirmed	178.00
Apr 30, 2020	1	Confirmed	178.00

Per Night Rate:

Additional Guest Rate	
Second Guest	0.00
Third Guest	15.00
Fourth Guest	15.00

Please note additional guest fees only applies to those 18 years and older.

Requests:

Total Charge: 534.00

Room Rates shown do not include 12.50% tax rate for Resorts in Orange County (subject to change). Total charges presented on the website will include all room fees and taxes. (6% Florida State Accommodation, 6% Orange County Accommodation, 0.5% Orange County Surtax)

Tax Disclosure:

Check-In after 3:00 PM/Check-out before 11:00 AM

Important Notes:

***At time of booking, a total of one night room and taxes are charged.
***Room type, location, and view are not guaranteed and subject to change.

DEPOSIT REQUIREMENTS: If a deposit is not received, the reservation will be automatically cancelled. If the credit card does not process, a Walt Disney World Group Specialist will be contacting you within 24-48 hours to obtain an alternate form of payment. Once your reservation is confirmed, we kindly ask that you do not modify or add another form of payment via your online booking site, as it will not update on the reservation. Please call our Group Reservations Office directly at 407-939-4686. Please note the remaining balance will be charged upon arrival to the Resort. If you would like to pay for all of the nights of your stay in advance to expedite your check-in process, please call 407-939-4686 and reference your confirmation number. Deposit requirements are subject to change and additional deposits may be required.

CANCELLATION POLICY: To receive a refund of your deposit, including credit card deposit transactions, we must receive notice of cancellation from you at least five days before your arrival date. To cancel a room reservation, call (407) 939-4686. Please note that if you are holding any other types of reservations, such as dining reservations, those reservations will not be cancelled unless you also advise us to cancel them.

CHANGES TO RESERVATIONS: Changes to a reservation, including but not limited to travel dates, length of stay or hotel accommodations, are subject to availability at the time the change is made and the guest is responsible for paying any increase in price resulting from the change.

RESORT CHECK-IN/CHECK-OUT. Check-in time is generally after 3 p.m. (some hotels have check-in after 4 p.m.) and check-out time is before 11 a.m. Delays may occur during peak check-in periods.

ROOM LOCATION AND INFORMATION: Adjacent rooms, connecting rooms, and specific room locations, types of bedding must be specifically requested and are subject to availability at the time of check-in. Such requests cannot be guaranteed. Specific room types or locations may result in additional charges.

Disney Resort Hotels are smoke-free environments. Smoking is allowed only in designated outdoor smoking locations. A room recovery fee will be charged for smoking in guest rooms, on balconies or on patios.

Please be advised that at Disney Resort hotels, notwithstanding your use of a sign on your door, a request by you to forgo housekeeping services or any other request made by you, the Disney Resort hotel and its staff reserve the right to enter your room for any purpose including, but not limited to, performing maintenance and repairs or checking on the safety and security of guests and property. The hotel staff will give reasonable notice prior to entry by knocking and announcing the intent to enter the room.

REMITTING PAYMENTS FOR DEPOSITS: For payment of deposit by check, please write your reservation number on the face of the check. All checks must have a pre-printed name, address and account number for acceptance and must be payable in U.S. funds to Disney Destinations, LLC. Only credit cards will be accepted for payments 10 days or less before your arrival date. NO POST-DATED CHECKS WILL BE ACCEPTED FOR PAYMENT. ****DO NOT SEND CASH**** For credit card deposit payments, please call (407) 939-4686. Please use the following addresses for sending payment; do not send checks directly to the resort.

If sending via United States Postal Service (USPS):
ATTN: Group Reservations
PO Box 10123
Lake Buena Vista, FL 32830

If sending via UPS, FedEx, or other courier:
ATTN: Group Reservations
5422 Carrier Drive Suite
100 Orlando, FL 32819
Phone: (407) 939-4686

ROOM RATES: Confirmed room rates are guaranteed as long as your reservation is not changed (except for changes in tax rates or other governmental charges).

TAX EXEMPTION: As required by the Florida Department of Revenue, in order for your reservation to qualify for tax exemption, you must present a valid copy of your Florida Consumer's Certificate of Exemption to the front desk at check in. If this policy is not followed, your reservation will revert to a taxed reservation.

We reserve the right to cancel or modify a room reservation (even if that reservation has been confirmed) if the room reservation includes or resulted from a mistake or error of any kind, including but not limited to, a mistake or error in the rate, resort or room type, or where it appears that a guest has engaged in fraudulent or misleading activity in making the room reservation.

NON-TRANSFERRABLE: Room reservations are not transferable and reservation name changes may not be permitted.

PLEASE NOTE THE FOLLOWING:

- For reservation information, to inquire about extending your stay or for other reservation modifications BEFORE ARRIVAL, please call (407) 939-4686.
- All rates are in U.S. dollars.
- Additional adult charges may apply for more than two adults per room.
- Final payment is due upon arrival.
- Reservations may only be made and are only guaranteed for a length of stay of less than 30 days. We reserve the right to decline, accept or cease to retain any guest, subject to applicable law.
- All room reservations and transactions are made and consummated in the State of Florida. Room reservations and transactions and these terms and conditions will be governed by the laws of the State of Florida, without giving effect to any principles of conflicts of law.
- Booking information may be disclosed to the Group referenced above and its agents.
- All terms and conditions, including but not limited to deposit requirements and cancellation and refund policies, are subject to change by us without notice.
- DISNEY'S MAGICAL EXPRESS transportation is available for select Walt Disney World® Resort room reservations. Guests must make a reservation before arriving at Orlando International Airport by calling (407) 939-4686. Consistent with airline baggage policies, the liability of Disney Entities (as defined below) for loss of or damage to guest baggage or property arising out of Disney's Magical Express transportation is limited to a maximum of \$3,400 per guest, regardless of the number of bags or amount of property (however this policy will not affect the applicability of Fla. Stat. Section 509.111 relating to loss of or damage to guest property at hotels). Disney Entities will have no liability for the loss of or damage to cash financial instruments, precious metals, silverware, jewelry, works of art, medicine, computer/photographic/video/audio equipment, cell phones or other valuables. "Disney Entities" means Walt Disney World Resort, a division of Walt Disney Parks and Resorts U.S., Inc., its parent and other affiliated or related companies, and the directors, officers, employees, subcontractors, agents and representatives of

each. No pets will be transported by Disney's Magical Express transportation, except for service animals.

This email was sent to mholbrook@cityofsparks.us

Stop all types of future promotional email from *Disney Destinations, LLC* regarding its products or services. We may still send you emails regarding transactions with us, such as further information about your purchase, membership or vacation.

Disney Destinations Marketing | Attention: Email Compliance | 1375 Buena Vista Drive | PO Box 10000 | Lake Buena Vista, FL 32830.

casl.disneydestinations@disneyonline.com

Please note that the email address this message is sent from, is not monitored, and we ask that you do not reply as your message will not be responded to. Thank you.

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