

DATE: September 10, 2026
TO: 911 Emergency Response Advisory Committee
FROM: Cody Shadle, City of Reno Public Safety Dispatch, Director shadlec@reno.gov
775-334-2370
SUBJECT: REQUEST FOR REIMBURSEMENT FOR THE ATTENDANCE OF ONE DISPATCHER AND ONE SUPERVISOR TO THE 2026 ANNUAL APCO CONFERENCE IN SAN ANTONIO, TX. [For Possible Action] - A review, discussion and possible action to approve, deny or otherwise modify a request to reimburse the costs associated with sending one dispatcher and one supervisor to the 2026 annual APCO Conference in San Antonio, TX; not to exceed \$6,015.25.

SUMMARY

REQUEST FOR EQUIPMENT REIMBURSEMENT FOR CITY OF RENO PUBLIC SAFETY DISPATCH PRIMARY 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 sending one dispatcher and one supervisor to the 2026 annual APCO Conference in San Antonio, TX; not to exceed \$6,015.25.

NRS APPLICABLE: *NRS 244A.7645* Provides approval of costs associated with purchasing, leasing or renting the equipment and software necessary to operate the enhanced telephone system, including, without limitation, equipment and software that identify the number from which a call is made, upgrade and replacement of equipment necessary for the operation of the enhanced telephone system.

STAKEHOLDER REVIEW(s)

Stakeholder is a primary Public Safety Answering Points (PSAP) – City of Reno Public Safety Dispatch.

PREVIOUS ACTION & BACKGROUND

On September 18th, 2025, the Washoe County E911 Emergency Response Advisory Committee approved reimbursement to the City of Reno Public Safety Dispatch for the cost of sending two dispatchers to the 2025 annual NENA Conference in Long Beach, CA, for a total of \$5,392.48.

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.

The 2026 APCO Conference was held in San Antonio, TX. The cost breakdown is as follows: registration was \$750.00 per attendee; airfare was \$591.35 per attendee; lodging was \$1,241.25 per attendee; per diem, meals, and incidental expenses were \$413.00 per attendee, travel to and from airport and hotel was \$24.05; for a total expense of \$6,015.25.

RECOMMENDATION

It is recommended that the E911 Emergency Response Advisory Committee approve the request to reimburse the costs associated with sending one dispatcher and one supervisor to the 2026 annual APCO Conference in San Antonio, TX; not to exceed \$6,015.25.

POSSIBLE MOTION

Move that the E911 Emergency Response Advisory Committee approve the request to reimburse the costs associated with sending one dispatcher and one supervisor to the 2026 annual APCO Conference in San Antonio, TX; not to exceed \$6,015.25.

City of Reno

Travel Expense Report

Employee Name Craig Land	Vendor # 11826	Date 8/24/2026
Employee Mailing Address 6474 Edisto Sun Valley, NV 89433	Department/Division Public Safety Dispatch	

Course/Conference Title 2026 APCO Conference

Begin Travel Status Date: 8/1/2026 Time: 5:00am	End Travel Status Date: 8/6/2026 Time: 1:10pm
Destination(s) San Antonio, TX	Mode of Transportation Commercial Airline/Uber

Required Supporting Documents	☒ Travel Request Packet ☒ Course Badge/Certificate	☒ Final Lodging/Rental Car Receipt ☒ Out of Pocket Expense Receipts	☒ All applicable Memos ☒ Flight Info/Receipt
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Receipts (except for per diem) and mapped route (if mileage claimed) are required.

Date	Transportation			City Paid Airfare and Other Transport	Per Diem				City Paid Lodging	Total
	Mileage				Meals			Incidental		
	Trip Mileage	Mileage Rate	Total Mileage		Brkfast	Lunch	Dinner			
8/1/2026			-	591.35	18.00	20.00	31.00	5.00	248.25	\$ 913.60
8/2/2026			-		18.00	20.00	31.00	5.00	248.25	322.25
8/3/2026			-		18.00	20.00	31.00	5.00	248.25	322.25
8/4/2026			-		18.00	20.00	31.00	5.00	248.25	322.25
8/5/2026			-		18.00	20.00	31.00	5.00	248.25	322.25
8/6/2026			-		18.00	20.00	-	5.00		43.00
			-							-
			-							-
			-							-
			-							-
Total			-	591.35	108.00	120.00	155.00	30.00	1,241.25	2,245.60

Out of Pocket Expenses - Include description and attach the original receipt (do not list expense above)									
Type	Amt	Type	Amt	Type	Amt	Type	Amt	Type	Amt
Registration ☒ Paid by City ☐ Paid by Employee									
750.00									
Total Claim Amount									
2,995.60									
Expenses Listed Above Paid with City Credit Card or City Check (will be subtracted from Total Claim Amount)									
2,995.60									
Net Amount Due Employee									
\$ -									
Commodity Code 861.05	Fund Impacted GENERAL FUND	Account Number to Charge Travel Expenses 00100-0880-0880-7484-0000						Project Code	

Employee Signature & Date I hereby certify that this is a true and correct claim for necessary expenses incurred by me on behalf of the City of Reno. I have confirmed the report is in compliance with Travel Policy 306, and that no other payment has been received by me other than listed.
 Date:

Department Head Signature & Date I hereby certify that this claim is a just, due and unpaid obligation against the City of Reno, and I am authorized to approve payment for said claim.
 Date: 8/26/26

City of Reno

Travel Request Form

Employee Name Craig Land	Vendor # 11826	Date 7/6/2026
Employee Mailing Address 6474 Edisto Sun Valley, NV 89433	Department/Division Public Safety Dispatch	
Purpose 2026 APCO Conference and Expo		

Travel Information

Begin Travel Status Date: 8/1/2026 Time: 5:00	End Travel Status Date: 8/6/2026 Time: 13:10:00 PM
Destination(s) San Antonio, TX	Mode of Transportation Commercial airline/Lyft/Uber

Training Information

Course Title APCO 2026	
Location of Course Henry B. Gonzalez Convention Center	Course Dates To-From 8/2/26-8/5/26
Is this course required to maintain a certification required by current position? ☐ Yes ☒ No Do you serve on the Board of Directors of a Committee of the organization sponsoring the meeting or will you be making a presentation? ☐ Yes ☒ No —————> If "yes" to any of the above, please explain on a separate sheet.	

Estimated Costs

Per Diem	Days	Rate	Total
Lodging	5	210.00	\$ 1,050.00
Meals Breakfast	6	18.00	108.00
Lunch	6	20.00	120.00
Dinner	5	31.00	155.00
Incidental	6	5.00	30.00
			413.00
Transportation Costs			
Airfare, Shuttle, Taxi			591.35
Rental Car*			
Registration Fees			750.00
Other			
Total Estimated Costs			2,804.35
How much, if any, of this will be funded/reimbursed by a grant or another entity			2,804.35
Name of Grant or Entity Washoe County 9-1-1 Emergency Response Advisory Committee			
*Must include memo signed by the City Manager with justification as to why rental car is needed			
Account to which training/travel should be charged		00100-0880-0880-7484-0000	

Fund Impacted GENERAL FUND

Employee Signature & Date I have read Travel Policy 306 and confirm that this request is in compliance. <div style="text-align: center; margin-top: 20px;"> </div> Date:	Authorized Signature & Date Department Head Approval <div style="text-align: center; margin-top: 20px;"> </div> Date: 7/7/2026	Unusual Travel Verification ☐ Leaving continental U.S. ☐ Exceeds 5 business days ☐ Costs exceed \$5,000 If YES to any, special approval is required
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An expense claim must be completed and submitted to Finance within 10 working days of your return.



C I T Y O F
RENO

Memorandum

DATE: 07/21/2026

TO: Jackie Bryant, City Manager

THROUGH: Cody Shadle, Director, Public Safety Dispatch

FROM: Joanna Aitken, Management Assistant, Public Safety Dispatch

DEPT: Public Safety Dispatch

SUBJECT: Travel Training Request

The following is a request and justification for travel training approval for Dispatch Supervisor Linda Maines and Dispatcher Craig Land to attend the 2026 APCO Conference in San Antonio, TX August 1-6, 2026. Breakdown of travel costs as follows: round trip airfare \$591.35; lodging for five nights \$1,241.25; per diem and incidentals \$413.00; conference registration \$750.00; for a total of \$2,995.60 per attendee.

Dispatch travel/training funds [00100-0880-0880-7484-0000] will be used for this conference.

Overview: The APCO Conference is an annual event and provides critical training on 9-1-1 technology, networking with experts, education on product capabilities and current events in the field.

This conference is eligible for reimbursement through the Washoe County 9-1-1 Emergency Response Advisory Committee.

San Antonio Marriott Rivercenter on the River Walk
101 Bowie Street
San Antonio, TX 78205 US
+1 210 223 1000

Summary of Charges

Guest Information	CRAIG LAND PLEASE COMPLETE RENO, NV 89512 US	Dates of Stay	08/01/2026 - 08/06/2026
		Room Number	1912
		Guest Number	56158
		Member Number	542
		Group Number	17467

Date	Description	Reference	Charges	Credits
07/30/2026	ADVDP-MC			1,251.18
08/01/2026	ROOM	1912, 1	210.00	
08/01/2026	STATE TX	1912, 1	12.76	
08/01/2026	COUNTYTX	1912, 1	3.72	
08/01/2026	CITY TAX	1912, 1	19.14	
08/01/2026	TPID FEE	1912, 1	2.63	
08/02/2026	ROOM	1912, 1	210.00	
08/02/2026	STATE TX	1912, 1	12.76	
08/02/2026	COUNTYTX	1912, 1	3.72	
08/02/2026	CITY TAX	1912, 1	19.14	
08/02/2026	TPID FEE	1912, 1	2.63	
08/03/2026	ROOM	1912, 1	210.00	
08/03/2026	STATE TX	1912, 1	12.76	
08/03/2026	COUNTYTX	1912, 1	3.72	
08/03/2026	CITY TAX	1912, 1	19.14	
08/03/2026	TPID FEE	1912, 1	2.63	
08/04/2026	ROOM	1912, 1	210.00	
08/04/2026	STATE TX	1912, 1	12.76	
08/04/2026	COUNTYTX	1912, 1	3.72	
08/04/2026	CITY TAX	1912, 1	19.14	
08/04/2026	TPID FEE	1912, 1	2.63	
08/05/2026	ROOM	1912, 1	210.00	
08/05/2026	STATE TX	1912, 1	12.76	
08/05/2026	COUNTYTX	1912, 1	3.72	
08/05/2026	CITY TAX	1912, 1	19.14	
08/05/2026	TPID FEE	1912, 1	2.63	

Questions about your bill? Please contact your hotel directly at +1 210 223 1000

San Antonio Marriott Rivercenter on the River Walk
101 Bowie Street
San Antonio, TX 78205 US
+1 210 223 1000

Summary of Charges

Date	Description	Reference	Charges	Credits
08/06/2026	CCARD-MC			9.93
Total balance				-19.86 USD

Important Information

Authenticity of Hotel Bills

Marriott retains official records of all charges and credits to your account and will honor only these records.

Privacy

Your privacy is important to us. For full details, please view our [Privacy Statement](#).

Credit of Marriott Bonvoy Points

After a stay, it may take up to seven days for Marriott Bonvoy points to be credited to your account.

City of Reno

Thanks for flying with us!

Trip summary

✈ Flight

CONFIRMATION #

CGYQU4

AUG 1 - 9

RNO ✈ SAT

FLIGHT TOTAL

\$591.35

8/1 - San Antonio

AUG 1 - 9

Reno/Tahoe, NV to San Antonio, TX

Confirmation # CGYQU4

Internal Reference # none

PASSENGERS	EST. POINTS	FLIGHT	EXTRAS	FARE/SEATS
Craig Land	+3,020 ^{PTS}	RNO ✈ PHX	✎ Standard seat	<u>Choice</u> Seat 18C
		PHX ✈ SAT	✎ Standard seat	<u>Choice</u> Seat 20B
		SAT ✈ SAN	✎ Standard seat	<u>Choice</u> Seat 20E
		SAN ✈ RNO	✎ Standard seat	<u>Choice</u> Seat 16F

Upgrade or modify seats

Departing 8/1/26 Saturday



DEPARTS

5:00 AM

RNO
Reno/Tahoe, NV - RNO

ARRIVES

6:45 AM

PHX
Phoenix, AZ - PHX

stop 1, Phoenix, AZ - PHX

DEPARTS

7:50 AM

PHX
Phoenix, AZ - PHX

ARRIVES

12:00 PM

SAT
San Antonio TX - SAT

FLIGHT
3727  
SCHEDULED AIRCRAFT
Boeing 737-800
Subject to change

TRAVEL TIME
1hr 45min

FLIGHT
991  
SCHEDULED AIRCRAFT
Boeing 737-800
Subject to change

TRAVEL TIME
2hr 10min

Choice
(Passenger x1) **\$272.57**

SUBTOTAL
\$272.57

Returning 8/9/26 Sunday



DEPARTS

7:35 AM

SAT
San Antonio TX - SAT

ARRIVES

8:25 AM

SAN
San Diego, CA - SAN

stop 1, San Diego, CA - SAN

DEPARTS

11:25 AM

SAN
San Diego CA - SAN

ARRIVES

1:10 PM

RNO
Reno/Tahoe, NV - RNO

FLIGHT
4143  
SCHEDULED AIRCRAFT
Boeing 737-700
Subject to change

TRAVEL TIME
2hr 50min

FLIGHT
2067  
SCHEDULED AIRCRAFT
Boeing 737-700
Subject to change

TRAVEL TIME
1hr 45min

Choice
(Passenger x1) **\$230.64**

SUBTOTAL
\$230.64

Taxes & fees **\$88.14**

Flight total **\$591.35**

Icon legend

 WiFi available |  Live TV available |  Change planes

Helpful Information:

- * **No-show policy:** If you do not plan to travel on your flight, you must cancel your reservation at least 10 minutes prior to the flight's original scheduled departure time. If you do not cancel your reservation at least 10 minutes before the flight's original scheduled departure time, your reservation will be canceled and your funds and points may be forfeited. [Learn more](#)

- Please read the [fare rules](#) associated with this purchase
- When booking with Rapid Rewards points, your points balance may not immediately update in your account.
- For more information regarding Cash + Points, visit [Southwest.com/rrterms](https://www.southwest.com/rrterms)
- **REAL ID Requirement:** Do you have a REAL ID? Beginning May 7, 2025, you will need a state-issued REAL ID compliant license or identification card, or another acceptable form of ID (such as a U.S. Passport), to fly within the United States. Visit www.tsa.gov for a list of acceptable forms of ID and additional information regarding REAL ID requirement.

Book your hotel with us and earn up to 10,000 points per night.

Where are you headed? *

San Antonio International Airport

Check-in date *

08/01/2026

Check-out date *

→ 08/09/2026

**La Quinta Inn & Suites by
Wyndham San Antonio Airport**
2.5★ property

from **\$86/night**
Earn 8,900 Rapid Rewards® points

**DoubleTree by Hilton San
Antonio Airport**
3★ property

from **\$103/night**
Earn 4,900 Rapid Rewards® points

**Wyndham Garden San Antonio
Airport**
3★ property

from **\$89/night**
Earn 7,700 Rapid Rewards® points

[Search Hotels](#) 

Payment summary

PAYMENT INFORMATION

AMOUNT PAID



MasterCard 1407
XXXXXXXXXXXX1407
Expiration 8/26

CARD HOLDER
Joanna Aitken

BILLING ADDRESS
**PO Box 1900
Reno, NV US 89505**

\$591.35

Total charged

SUBTOTAL	\$503.21
TAXES & FEES	\$88.14
TOTAL DOLLARS	\$591.35

[Show price breakdown](#)



***** Please do not reply to this e-mail. It was sent from an automated system. *****

Dear Craig,

Thank you for registering for APCO 2026, August 2-5, San Antonio, TX. Your registration has been confirmed and your receipt is below. Please save this email for future reference.

To purchase a spouse/guest registration or to add additional events, go to your [registration dashboard](#). You may only add a spouse/guest registration if you purchased a full registration.

Express Registration Check-in:

To pick up your badge and registration materials, go to the registration area located in the Henry B. Gonzalez Convention Center lobby during the following hours:

Saturday, August 1	1:00 p.m. to 6:00 p.m.
Sunday, August 2	7:30 a.m. to 5:00 p.m.
Monday, August 3	7:00 a.m. to 4:30 p.m.
Tuesday, August 4	7:00 a.m. to 4:30 p.m.
Wednesday, August 5	8:00 a.m. to 12:00 p.m.

Exhibit Hall hours are as follows:

Monday, August 3	10:00 a.m. to 5:00 p.m.
Tuesday, August 4	10:00 a.m. to 3:00 p.m.

Hotel Reservations:

Book your hotel reservation now through our [one-step reservation process](#).

If more than one hotel room is needed or you are a part of a special block, please visit

<https://www.apco2026.org/hotel-travel/>. We encourage you to make your reservation as soon as possible as hotel rooms will sell out.

[Professional Development Session Recordings](#)

Experience all 132 session recordings for a discounted rate! The recordings are a compilation of digital audio recordings and synchronized slides accessible on-demand anytime. Skip the line and purchase now. Recordings will be available after the conference concludes.

Special Needs?:

Should you need any special accommodations, please contact us at apcoevents@apcointl.org with your request.

Cancellation/Refund/Transfer Policy:

Cancellations, in whole or in part, must be made in writing, and may be subject to cancellation fees. Requests must be submitted via e-mail to APCO@maritz.com

- a) If received on or before July 3, 2026 (30 days prior to the event): Full refund provided.
- b) If received between July 4 and July 17, 2026 (15-29 days before event): Approved refunds are subject to a \$75 administrative fee.
- c) If received after July 17, 2026 (within 15 days of the event): Cancellations will not be accepted, and event fees will not be refunded

No refunds will be made after 5:00 pm EDT July 17, 2026, or for no-shows.

Substitutions may be made at any time. If you wish to substitute a participant, please contact APCO@maritz.com at the earliest opportunity. Substitutions will be subject to a \$25 administrative charge plus any difference in pricing.

View our [Registration Terms & Conditions](#) regarding cancellations, refunds, transfers, payment processing and payment methods.

Visa Letter of Invitation

Visa letters will be issued as necessary to international attendees once registration is paid in full. Please note that visa letters will be issued only to qualified attendees who pay for a **full registration**. If you require a letter, please email apcoevents@apcointl.org. You will be requested to verify employment or company information.

For more details and up to the minute conference information visit www.apco2026.org. Thanks and we look forward to seeing you in San Antonio!

Sincerely,

APCO International



Add to Calendar

Event Name: **APCO 2026**

Event Date: Sunday 08/02/2026 - Wednesday 08/05/2026

Receipt

Profile

Confirmation ID: 3597

Craig Land

City of Reno Public Safety Dispatch

Po Box 1900

5195 Spectrum Blvd

Reno, NV 89505-1900

Registration Details

Craig Land

Registration Type: Full Conference, Early

Description	Item Total
Registration (Qty: 1)	\$750.00
New Attendee Reception (Qty: 1) AUG 2 2026 5:30PM	\$0.00
Total Registration Fees:	\$750.00
Total Registration Paid:	(\$750.00)
Current Balance:	\$0.00

Financial Summary

Total of All Fees:	\$750.00
Total Amount Applied to All Fees:	(\$750.00)
Total Balance Due:	\$0.00

Payment History

Payment #1

05/11/2026 — \$750.00 [Payment]
Joanna Aitken / MasterCard / *****1407

Payment Allocation

05/11/2026 — Applied: Craig Land's Registration	\$750.00
Total Amount Applied:	\$750.00
Total Amount Not Used:	\$0.00

Payment Totals

Total Payments:	\$750.00
Total Refunds:	\$0.00
Total Net Paid:	\$750.00



U.S. General Services Administration

FY 2026 per diem rates for san antonio, Texas

Daily lodging rates (excluding taxes) | October 2025 - September 2026

Primary destination	County	2025 Oct	Nov	Dec	2026 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
San Antonio	Bexar	\$137	\$137	\$137	\$137	\$161	\$161	\$137	\$137	\$137	\$137	\$137	\$137



U.S. General Services Administration

FY 2026 per diem rates for san antonio, Texas

Meals and incidental expenses (M&IE) rates and breakdown

Primary destination	County	M&IE total	Breakfast	Lunch	Dinner	Incidental expenses	First and lastday of travel
San Antonio	Bexar	\$74	\$18	\$20	\$31	\$5	\$55.50



CRAIG

Land

Public Safety Dispatcher

City of Reno Public Safety Dispatch

Reno, NV

3597



Registration Sponsored by

MOTOROLA SOLUTIONS

Full Conference

City of Reno

Travel Expense Report

Employee Name Linda Maines	Vendor # 14186	Date 8/24/2026
Employee Mailing Address 7140 Draco Sparks, NV 89436	Department/Division Public Safety Dispatch	

Course/Conference Title 2026 APCO Conference

Begin Travel Status Date: 8/1/2026 Time: 5:00am	End Travel Status Date: 8/6/2026 Time: 3:10pm
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Destination(s) San Antonio, TX	Mode of Transportation Commercial Airline/Uber
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Required Supporting Documents	☒ Travel Request Packet ☒ Course Badge/Certificate	☒ Final Lodging/Rental Car Receipt ☒ Out of Pocket Expense Receipts	☒ All applicable Memos ☒ Flight Info/Receipt
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Receipts (except for per diem) and mapped route (if mileage claimed) are required.

Date	Transportation			City Paid Airfare and Other Transport	Per Diem				City Paid Lodging	Total
	Mileage				Meals			Incidental		
	Trip Mileage	Mileage Rate	Total Mileage							
					Brkfast	Lunch	Dinner			
8/1/2026			-	591.35	18.00	20.00	31.00	5.00	248.25	\$ 913.60
8/2/2026			-		18.00	20.00	31.00	5.00	248.25	322.25
8/3/2026			-		18.00	20.00	31.00	5.00	248.25	322.25
8/4/2026			-		18.00	20.00	31.00	5.00	248.25	322.25
8/5/2026			-		18.00	20.00	31.00	5.00	248.25	322.25
8/6/2026			-		18.00	20.00	-	5.00		43.00
			-							-
			-							-
			-							-
			-							-
Total			-	591.35	108.00	120.00	155.00	30.00	1,241.25	2,245.60

Out of Pocket Expenses - Include description and attach the original receipt (do not list expense above)									
Type	Amt	Type	Amt	Type	Amt	Type	Amt	Type	Amt
lyft	24.05								
									24.05

Registration	☒ Paid by City ☐ Paid by Employee	750.00
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Total Claim Amount	3,019.65
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Expenses Listed Above Paid with City Credit Card or City Check (will be subtracted from Total Claim Amount)	2,995.60
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Net Amount Due Employee	\$ 24.05
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Commodity Code 861.05	Fund Impacted GENERAL FUND	Account Number to Charge Travel Expenses 00100-0880-0880-7484-0000	Project Code
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Employee Signature & Date I hereby certify that this is a true and correct claim for necessary expenses incurred by me on behalf of the City of Reno. I have confirmed the report is in compliance with Travel Policy 306, and that no other payment has been received by me other than listed.
 Date: 8/26/2026

Department Head Signature & Date I hereby certify that this claim is a just, due and unpaid obligation against the City of Reno, and I am authorized to approve payment for said claim.
 Date: 8/26/26

City of Reno

Travel Request Form

Employee Name	Linda Maines	Vendor #	14186	Date	7/6/2026
Employee Mailing Address	7140 Draco Sparks, NV 89436	Department/Division	Public Safety Dispatch		
Purpose	2026 APCO Conference and Expo				

Travel Information

Begin Travel Status	Date: 8/1/2026 Time: 5:00	End Travel Status	Date: 8/6/2026 Time: 16:40
Destination(s)	San Antonio, TX	Mode of Transportation	Commercial airline/Lyft/Uber

Training Information

Course Title	APCO 2026		
Location of Course	Henry B. Gonzalez Convention Center	Course Dates To-From	8/2/26-8/5/26
Is this course required to maintain a certification required by current position?		☐ Yes	☒ No
Do you serve on the Board of Directors of a Committee of the organization sponsoring the meeting or will you be making a presentation?		☐ Yes	☒ No
→ If "yes" to any of the above, please explain on a separate sheet.			

Estimated Costs

Per Diem	Days	Rate	Total
Lodging	5	210.00	\$ 1,050.00
Meals	Breakfast	6 18.00	108.00
	Lunch	6 20.00	120.00
	Dinner	5 31.00	155.00
	Incidental	6 5.00	30.00
			413.00
Transportation Costs			
Airfare, Shuttle, Taxi			591.35
Rental Car*			
Registration Fees			750.00
Other			
Total Estimated Costs			2,804.35
How much, if any, of this will be funded/reimbursed by a grant or another entity			2,804.35

Name of Grant or Entity Washoe County 9-1-1 Emergency Response Advisory Committee

***Must include memo signed by the City Manager with justification as to why rental car is needed**

Account to which training/travel should be charged 00100-0880-0880-7484-0000

Fund Impacted **GENERAL FUND**

Employee Signature & Date

I have read Travel Policy 306 and confirm that this request is in compliance.



Date: 7/8/2026

Authorized Signature & Date

Department Head Approval



Date: 7/7/26

Unusual Travel Verification

- ☐ Leaving continental U.S.
- ☐ Exceeds 5 business days
- ☐ Costs exceed \$5,000

If YES to any, special approval is required

An expense claim must be completed and submitted to Finance within 10 working days of your return.



C I T Y O F
RENO

Memorandum

DATE: 07/21/2026

TO: Jackie Bryant, City Manager

THROUGH: Cody Shadle, Director, Public Safety Dispatch

FROM: Joanna Aitken, Management Assistant, Public Safety Dispatch

DEPT: Public Safety Dispatch

SUBJECT: Travel Training Request

The following is a request and justification for travel training approval for Dispatch Supervisor Linda Maines and Dispatcher Craig Land to attend the 2026 APCO Conference in San Antonio, TX August 1-6, 2026. Breakdown of travel costs as follows: round trip airfare \$591.35; lodging for five nights \$1,241.25; per diem and incidentals \$413.00; conference registration \$750.00; for a total of \$2,995.60 per attendee.

Dispatch travel/training funds [00100-0880-0880-7484-0000] will be used for this conference.

Overview: The APCO Conference is an annual event and provides critical training on 9-1-1 technology, networking with experts, education on product capabilities and current events in the field.

This conference is eligible for reimbursement through the Washoe County 9-1-1 Emergency Response Advisory Committee.



LINDA
Maines

Public Safety Dispatch Trainee
City of Reno Public Safety Dispatch
Reno, NV

3598



Registration Sponsored by
MOTOROLA SOLUTIONS

Full Conference

Mobile App Download:
Search for eventScribe app by CadmusCD in app store.
Download and search for APCO 2026
Username: mainesl@reno.gov
Password: 3598



MARRIOTT RIVERCENTER

GUEST FOLIO

1651	MAINES/L	210.00	08/06/26	11:00	56214	17467
ROOM	NAME	DATE	DEPART	TIME	ACCT#	GROUP
QU	CITY OF RENO DISPATCH		08/01/26	12:34		
TYPE		ARRIVE	TIME			
265						
ROOM	ADDRESS	PAID BY			MBV#:	
CLERK						
DATE	REFERENCES	CHARGES	CREDITS	BALANCES DUE		
07/30	ADVDP-MC		1251.18			
08/01	ROOM	1651.1	210.00			
08/01	STATE TX	1651.1	12.76			
08/01	COUNTYTX	1651.1	3.72			
08/01	CITY TAX	1651.1	19.14			
08/01	TPID FEE	1651.1	2.63			
08/02	ROOM	1651.1	210.00			
08/02	STATE TX	1651.1	12.76			
08/02	COUNTYTX	1651.1	3.72			
08/02	CITY TAX	1651.1	19.14			
08/02	TPID FEE	1651.1	2.63			
08/03	ROOM	1651.1	210.00			
08/03	STATE TX	1651.1	12.76			
08/03	COUNTYTX	1651.1	3.72			
08/03	CITY TAX	1651.1	19.14			
08/03	TPID FEE	1651.1	2.63			
08/04	GREAT RM	10049063	22.00			
08/04	ROOM	1651.1	210.00			
08/04	STATE TX	1651.1	12.76			
08/04	COUNTYTX	1651.1	3.72			
08/04	CITY TAX	1651.1	19.14			
08/04	TPID FEE	1651.1	2.63			
08/05	ROOM	1651.1	210.00			
08/05	STATE TX	1651.1	12.76			
08/05	COUNTYTX	1651.1	3.72			
08/05	CITY TAX	1651.1	19.14			
08/05	TPID FEE	1651.1	2.63			
08/06	VS CARD			312.07		

SETTLED TO: VISA CURRENT BALANCE .00

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This statement is your only receipt. You have agreed to pay in cash or by approved personal check or to authorize us to charge your credit card. All amounts charged to you. The amounts shown in the credit column represent any credit card entry. All reference amounts above will be charged to the credit card number set forth above. The credit card company will bill in the usual manner. For any reason the credit card company does not make payment on this account, you will owe us such amount. If you are billed in the usual manner and made within 25 days after check-out, you will owe us interest from the check-out date on any unpaid amount at the rate of 3% per month ANNUAL RATE 36% or the maximum allowed by law plus the reasonable cost of collection, including attorney fees.

Lyft Standard fare (9 mi, 11m)	\$20.38
Texas Surcharge	\$0.53
Tip	\$3.14

 Visa *8045	\$24.05
Total charge	

 Personal	>
Visa *8045	

Your payment method has already been charged.
Changing profiles will not affect the payment method used.

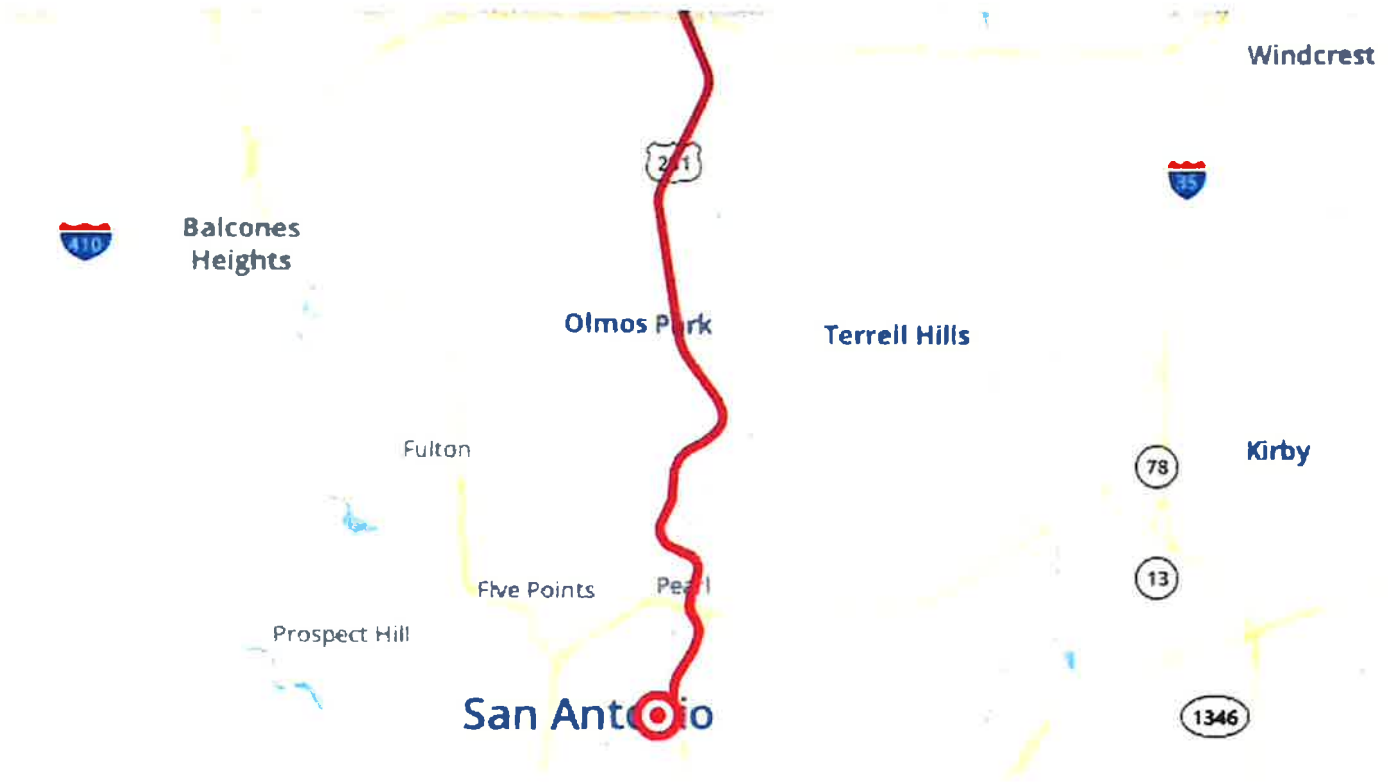
Resend receipt to email	>
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15:13

5G



Ride on 8/1/26, 12:21 PM



Rideshare Zone 1

San Antonio, TX 78216

Pickup

12:21

San Antonio Marriott Rivercenter

San Antonio, TX 78205-3901

Drop-off

12:32

Payment



***** Please do not reply to this e-mail. It was sent from an automated system. *****

Dear Linda,

Thank you for registering for APCO 2026, August 2-5, San Antonio, TX. Your registration has been confirmed and your receipt is below. Please save this email for future reference.

To purchase a spouse/guest registration or to add additional events, go to your [registration dashboard](#). You may only add a spouse/guest registration if you purchased a full registration.

Express Registration Check-in:

To pick up your badge and registration materials, go to the registration area located in the Henry B. Gonzalez Convention Center lobby during the following hours:

Saturday, August 1	1:00 p.m. to 6:00 p.m.
Sunday, August 2	7:30 a.m. to 5:00 p.m.
Monday, August 3	7:00 a.m. to 4:30 p.m.
Tuesday, August 4	7:00 a.m. to 4:30 p.m.
Wednesday, August 5	8:00 a.m. to 12:00 p.m.

Exhibit Hall hours are as follows:

Monday, August 3	10:00 a.m. to 5:00 p.m.
Tuesday, August 4	10:00 a.m. to 3:00 p.m.

Hotel Reservations:

Book your hotel reservation now through our [one-step reservation process](#).

If more than one hotel room is needed or you are a part of a special block, please visit

<https://www.apco2026.org/hotel-travel/>. We encourage you to make your reservation as soon as possible as hotel rooms will sell out.

[Professional Development Session Recordings](#)

Experience all 132 session recordings for a discounted rate! The recordings are a compilation of digital audio recordings and synchronized slides accessible on-demand anytime. Skip the line and purchase now. Recordings will be available after the conference concludes.

Special Needs?:

Should you need any special accommodations, please contact us at apcoevents@apcointl.org with your request.

Cancellation/Refund/Transfer Policy:

Cancellations, in whole or in part, must be made in writing, and may be subject to cancellation fees. Requests must be submitted via e-mail to APCO@maritz.com

- a) If received on or before July 3, 2026 (30 days prior to the event): Full refund provided.
- b) If received between July 4 and July 17, 2026 (15-29 days before event): Approved refunds are subject to a \$75 administrative fee.
- c) If received after July 17, 2026 (within 15 days of the event): Cancellations will not be accepted, and event fees will not be refunded

No refunds will be made after 5:00 pm EDT July 17, 2026, or for no-shows.

Substitutions may be made at any time. If you wish to substitute a participant, please contact APCO@maritz.com at the earliest opportunity. Substitutions will be subject to a \$25 administrative charge plus any difference in pricing.

View our [Registration Terms & Conditions](#) regarding cancellations, refunds, transfers, payment processing and payment methods.

Visa Letter of Invitation

Visa letters will be issued as necessary to international attendees once registration is paid in full. Please note that visa letters will be issued only to qualified attendees who pay for a **full registration**. If you require a letter, please email apcoevents@apcointl.org. You will be requested to verify employment or company information.

For more details and up to the minute conference information visit www.apco2026.org. Thanks and we look forward to seeing you in San Antonio!

Sincerely,

APCO International

 **Add to Calendar**

Event Name: **APCO 2026**

Event Date: Sunday 08/02/2026 - Wednesday 08/05/2026

Receipt

Profile

Confirmation ID: 3598

Linda Maines

City of Reno Public Safety Dispatch

Po Box 1900

5195 Spectrum Blvd

Reno, NV 89505-1900

Registration Details

Linda Maines

Registration Type: Full Conference, Early

Description	Item Total
Registration (Qty: 1)	\$750.00
New Attendee Reception (Qty: 1) AUG 2 2026 5:30PM	\$0.00
Total Registration Fees:	\$750.00
Total Registration Paid:	(\$750.00)
Current Balance:	\$0.00

Financial Summary

Total of All Fees:	\$750.00
Total Amount Applied to All Fees:	(\$750.00)
Total Balance Due:	\$0.00

Payment History

Payment #1

05/11/2026 — \$750.00 [Payment]
Joanna Aitken / MasterCard / *****1407

Payment Allocation

05/11/2026 — Applied: Linda Maines's Registration	\$750.00
Total Amount Applied:	\$750.00
Total Amount Not Used:	\$0.00

Payment Totals

Total Payments:	\$750.00
Total Refunds:	\$0.00
Total Net Paid:	\$750.00

City of Reno

Thanks for flying with us!

Trip summary

 Flight

CONFIRMATION #
CH5DB3

AUG 1
RNO  **SAT**

FLIGHT TOTAL
\$318.21

8/1 - San Antonio

AUG 1

Reno/Tahoe, NV to San Antonio, TX

Confirmation # CH5DB3

Internal Reference # none

PASSENGERS	EST. POINTS	FLIGHT	EXTRAS	FARE/SEATS
Linda Maines	+1,636 ^{PTS}	RNO → PHX	✓ Standard seat	Choice Seat 17D
		PHX → SAT	✓ Standard seat	Choice Seat 20A

[Upgrade or modify seats](#)

Taxes & fees	\$45.64
Flight total	\$318.21

Book your hotel with us and earn up to 10,000 points per night.



Where are you headed? *

San Antonio International Airport

Check-in date *

08/01/2026

Check-out date *

→ 08/03/2026



**La Quinta Inn & Suites by
Wyndham San Antonio Airport**

2.5★ property

from **\$89/night**

Earn 2,300 Rapid Rewards® points



**DoubleTree by Hilton San
Antonio Airport**

3★ property

from **\$99/night**

Earn 3,200 Rapid Rewards® points



Marriott San Antonio Airport

4★ property

from **\$127/night**

Earn 2,200 Rapid Rewards® points

[Search Hotels](#)

Payment summary

PAYMENT INFORMATION

AMOUNT PAID



MasterCard 1407

XXXXXXXXXXXX1407

Expiration: 3/26

CARD HOLDER

Joanna Aitken

BILLING ADDRESS

PO Box 1900

Reno, NV US 89505

\$318.21

Total charged

SUBTOTAL

\$272.57

TAXES & FEES

\$45.64

TOTAL DOLLARS

\$318.21

[Show price breakdown](#)

City of Reno

Thanks for flying with us!

Trip summary

✈ Flight

CONFIRMATION #
CH99SW

AUG 8
SAT ✈ RNO

FLIGHT TOTAL
\$273.14

8/8 - Reno/Tahoe

AUG 8
San Antonio, TX to Reno/Tahoe, NV

Confirmation # CH99SW

Internal Reference # none

PASSENGERS	EST POINTS	FLIGHT	EXTRAS	FARE/SEATS
Linda Maines	+1,384 ^{PT5}	SAT ✈ LAS	✎ Standard seat	<u>Choice</u> Seat 23A
		LAS ✈ RNO	✎ Standard seat	<u>Choice</u> Seat 17F

Upgrade or modify seats

Taxes & fees\$42.50

Flight total\$273.14

Book your hotel with us and earn up to 10,000 points per night.



Where are you headed? *

Q Reno-Tahoe International Airport

Check-in date *

08/08/2026

Check-out date *

→ 08/10/2026



Grand Sierra Resort & Casino

4★ property

from **\$224**/night
Earn 5,300 Rapid Rewards® points



Silver Legacy Reno- A Caesars Rewards Destination

4★ property

from **\$227**/night
Earn 6,100 Rapid Rewards® points



Circus Circus Reno - A Caesars Rewards Destination

4★ property

from **\$169**/night
Earn 5,400 Rapid Rewards® points

[Search Hotels](#)

Payment summary

PAYMENT INFORMATION



MasterCard 1407

XXXXXXXXXXXX
Expiration 12/23

CARD HOLDER
Joanna Aitken

BILLING ADDRESS
**PO Box 1900
Reno, NV US 89505**

AMOUNT PAID

\$273.14

Total charged

SUBTOTAL	\$230.64
TAXES & FEES	\$42.50
TOTAL DOLLARS	\$273.14

[Show rate breakdown](#)



U.S. General Services Administration

Meals and incidental expenses (M&IE) rates and breakdown

Primary destination	County	M&IE total	Breakfast	Lunch	Dinner	Incidental expenses	First and lastday of travel
San Antonio	Bexar	\$74	\$18	\$20	\$31	\$5	\$55.50



U.S. General Services Administration

FY 2026 per diem rates for san antonio, Texas

Primary destination	County	2025 Oct	Nov	Dec	2026 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
San Antonio	Bexar	\$137	\$137	\$137	\$137	\$161	\$161	\$137	\$137	\$137	\$137	\$137	\$137