

Eileen M. Donoghue
City Manager

Kara Keefe Mullin
Assistant City Manager

October 30, 2019

Mayor William Samaras
and
Members of the City Council

SUBJECT: OUT OF STATE TRAVEL

Dear Mayor Samaras and Members of the City Council:

I respectfully request your permission to allow a member of the Development Services staff – Nicolas Catizone, Wire Inspector, to attend the International Association of Electrical Inspectors, Eastern Section Annual Meeting in Syracuse, NY. The conference takes place September 27, 2019 through September 29, 2019 and provides an opportunity to earn continuing education units and is mandatory as Mr. Catizone is an officer for the IAEL.

The expenses are paid for through the DPD Training Reimbursement account. Thank you for your consideration.

Sincerely,

Eileen M. Donoghue
City Manager

EMD/ns

cc: Diane N. Tradd, Assistant City Manager/DPD Director
Eric Slagle, Director – Development Services
Christopher McWhite, Local Inspector – Plans Review
Everlidis Desmond, Senior Finance Officer