

William M. Taylor
Superintendent

Deborah Friedl
Deputy Superintendent

Raymond Kelly Richardson
Deputy Superintendent

To: Kevin Murphy
City Manager

From: William Taylor
Superintendent of Police

Date: August 15, 2017

Re: Out of State Travel

I respectfully request your permission to attend along with two other members from the police department the 2017 International Association of Chiefs of Police (IACP) Conference in Philadelphia, PA. This conference brings together the most influential people in law enforcement and highlights innovative technology, ideas, and best practices. The cost of this travel will come from the Lowell Police Law Enforcement Trust Fund, Police Training Account and possible a grant.

I have supplied a breakdown of costs below. Thank you for your time in this matter.

Training: 2017 IACP Annual Conference

Location: Philadelphia, PA

Dates to Travel: October 20 – October 25, 2016

Hotel: Ranging \$379.00 per night with one night the highest being 519.00 per night

Conference Cost: \$350.00/450.00 for members

Airline Costs: \$0 per person/plus tax

Per Diem: \$50.00 per person/per day

Car Rental/Gas/Toll: will bring receipts back

Number of People: 3

Mirán Fernandez
Chief Information Officer
Cable TV Coordinator

John Meyers
MIS Director

To: Kevin Murphy
City Manager

From: Mirán Fernandez
Chief Information Officer

Date: July 25, 2017

I respectfully request your permission to send members of MIS (along with possibly other City Department members, as appropriate) to attend various meetings at Tyler Technologies' MUNIS Division headquarters in Falmouth, Maine during Fiscal Year 2018. This will allow us the flexibility to drive up to meet with MUNIS personnel as necessary throughout the coming fiscal year.

These meetings will help the City discover new ways to boost productivity and improve services internally, as we continue to focus our efforts on using the City's MUNIS' Enterprise Resource Planning (ERP) tools as effectively as possible.

All travel to MUNIS will be coordinated in advance through your office. The only costs will be transportation related, as noted in the breakdown of costs below.

Thank you in advance for your consideration in this matter.

Training:	MUNIS
Location:	Falmouth, ME
Dates to Travel:	Various dates, during Fiscal Year 2018, as coordinated through your office.
Number of People:	May vary, depending on the material being addressed.
Hotel:	n/a
Training Cost:	n/a
Airline Cost:	n/a
Per Diem:	n/a
Transportation:	Will bring receipts.