

TO: Kevin J. Murphy
City Manager

FROM: Shannon Norton Calles, Executive Director *SNC*
Career Center of Lowell

DATE: February 2, 2018

SUBJECT: Out of State Travel Request

I am respectfully requesting to send four staff members to the National Association of Workforce Development Professionals annual conference in Phoenix, Arizona from May 20-May 23rd. This conference provides workforce professionals a chance to attend workshops related to our field and network with peers from around the country. Professional Development is required under our main source of Federal Funds the Workforce Innovation and Opportunity Act. In addition, our workshop facilitator has been chosen to present at this conference.

One hundred percent of the expenses related to this trip will be reimbursed from the Career Center of Lowell's grant appropriation. No City of Lowell generated tax dollars shall be used for the travel expenses related to this conference.

I have supplied a breakdown of the estimated costs below.

Purpose: Annual Conference of Workforce Professionals
Registration: \$575 each
Location: Phoenix
Dates of Travel: May 20-23
Air Transportation: \$450 (per person)
Hotel: \$175 (per person, per night)
Per Diem: \$50.00 per day x 4 days (per person)
Number of Persons: Four

Please contact me with any questions and or comments. Thank you for your consideration.

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: January 30, 2018

Re: Out of State Travel

I respectfully request your permission to send a member of the Lowell Police Department to the DEA Drug Unit Commanders Academy in Quantico, VA. The DEA Training Academy is for state and local law enforcement agencies. The course of study is for law enforcement leaders and coordinate specialized narcotics and dangerous drug law enforcement, asset forfeiture, and intelligence training programs. The cost of this travel will come from the Law Enforcement Trust Fund.

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

Training: DEA Drug Unit Commanders Academy
Location: Quantico, VA
Dates to Travel: April 1, 2018 through April 13, 2018
Hotel: \$0 per night/per person/plus tax
Conference Cost: \$0 per person
Airline Costs: \$350.00 per person/plus tax
Per Diem: \$50 per day/if needed
Gas/Toll: will return with receipts
Number of people: 1

William M. Taylor
Superintendent

Deborah Friedl
Deputy Superintendent

Raymond Kelly Richardson
Deputy Superintendent

To: Kevin J. Murphy
City Manager

From: William Taylor
Superintendent of Police

Date: January 29, 2018

Re: Out of State Travel

I respectfully request your permission to send two members of the Lowell Police Department to the DEA Basic Narcotics School in East Greenwich, RI. This training will cover many topics relating to today's challenges regarding illegal narcotic in law enforcement. The cost for this travel will come from the Law Enforcement Trust Fund

Thank you for your time in this matter.

Purpose: DEA Basic Narcotics School
Registration Fee: \$0 per person
Location: East Greenwich, RI
Dates of Travel: March 19, 2018 through March 30, 2018
Air Transportation: \$0 per person
Hotel: \$149.00 per person/per night/plus tax
Car Rental/Mileage/Gas: will return with receipts
Per Diem: \$50 per person/per day
Number of people: 2