

Eileen M. Donoghue
City Manager

Kara Keefe Mullin
Assistant City Manager

August 8, 2018

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 Andrew Shapiro, Director of Economic Development, to attend the American Planning Association (APA) Policy & Advocacy Conference in Washington, DC. The conference, which takes place September 23-25, 2018, gathers planners from around the country to discuss and learn about legislative issues that impact planning, develop engagement and advocacy tools and techniques, and learn ways to help shape policy around planning to make communities stronger.

Additionally, APA will be honoring cities that have exhibited leadership in planning initiatives, which has translated into successful economic and community development outcomes. The City of Lowell has an opportunity to be recognized for this.

I have supplied additional information and a breakdown of anticipated costs below. Thank you for your consideration.

Event: American Planning Association (APA) Policy & Advocacy Conference

Location: Washington, DC

Dates to Travel: September 23, 2018 through September 25, 2018

Hotel: \$0 – Andrew will make separate arrangements

Conference Cost: \$0 for members

Airline Costs: \$160.00

Per Diem: \$50.00 per person/per day

Transportation/subway: approximately \$50.00

Number of People: 1

Sincerely,



Eileen M. Donoghue
City Manager

EMD/ns

cc: Diane N. Tradd, Assistant City Manager/DPD Director
Andrew Shapiro, Economic Development Director

The City of Lowell
Lowell Regional Water Utility
815 Pawtucket Boulevard
Lowell, MA 01854

Mark A. Young
Executive Director
t: 978.674.1675 f: 978.970.4235
www.lowellma.gov

MEMORANDUM

To: Eileen Donoghue, City Manager

From: Mark Young, Executive Director *My*

Date: August 9, 2018

RE: Out of State Travel

Eileen, I am requesting out of state travel for Water Department Superintendent of Operations, Steven Duchesne to attend the Smart Water Summit on August 12 – 15, 2018, in Palm Springs, FL.

Steve's travel would be at no cost or obligation to the City. (See copy of the attached flyer for more information).

Thank you.