

Raymond Kelly Richardson
Superintendent

Deborah Friedl
Deputy Superintendent

To: Eileen Donoghue
City Manager

From: Raymond Kelly Richardson
Superintendent of Police

Date: August 29, 2018

Re: Out of State Travel

I respectfully request your permission to send two members of the Lowell Police Department to the Command Leadership Institute in Hampton, NH. This training is part one of a three-step leadership series that makes up the FBI-LEEDA Trilogy. Students will be engaged in such topics as discipline, liability, overcoming team dysfunction and leadership style. The cost of this travel will come from the Law Enforcement Trust Fund and/or the Training Account.

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

Training: Command Leadership Institute

Location: Hampton, NH

Dates to Travel: September 10, 2018 through September 14, 2018

Hotel: \$0 per night/per person/plus tax

Conference Cost: \$650.00 per person

Airline Costs: \$0 per person/plus tax

Per Diem: \$50 per day/if applies

Gas/Toll: will return with receipts if applies

Number of people: 2

Raymond Kelly Richardson
Superintendent

Deborah Friedl
Deputy Superintendent

To: Eileen Donoghue
City Manager

From: Raymond Kelly Richardson
Superintendent of Police

Date: August 29, 2018

Re: Out of State Travel

I respectfully request your permission to send a member of the Lowell Police Department to the Social Media Investigations Training in Concord, NH. This training will include topics such as tools to assist in the search, legal issues regarding social media investigations and how to document your search and findings. This travel is no cost to the city and the detective is only looking to attend on work time.

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

Training: Social Media Investigations Training

Location: Concord, NH

Dates to Travel: September 11, 2018 through September 13, 2018

Hotel: \$0 per night/per person/plus tax

Conference Cost: \$0 per person

Airline Costs: \$0 per person/plus tax

Per Diem: \$50 per day/if needed

Gas/Toll: will return with receipts

Number of people: 1

Raymond Kelly Richardson
Superintendent

Deborah Friedl
Deputy Superintendent

To: Eileen Donoghue
City Manager

From: Raymond Kelly Richardson
Superintendent of Police

Date: August 29, 2018

Re: Out of State Travel

I respectfully request to send Maryann Ballotta from the police department the 2018 125th Annual International Association of Chiefs of Police (IACP) Conference in Orlando, FL. This conference brings together the most influential people in law enforcement. Maryann Ballotta has been requested to present at this year's IACP conference regarding the opioid epidemic and some of the successful strategies we use in the City of Lowell. Ms. Ballotta's travel will be paid for by the Department of Justice and whatever not covered will be paid for through a grant.

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

Training: 2018 IACP Annual Conference

Location: Orlando, FL

Dates to Travel: October 5, 2018 through October 10, 2018

Hotel: \$0 per night

Conference Cost: \$500.00 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: 1

James Donison, P.E.
Commissioner of Public Works

Date: September 6, 2018
TO: Eileen Donoghue, City Manager
FROM: Jim Donison, P.E., DPW Commissioner

Re: Out of State Travel

I respectfully request your permission to attend the "Public Works Summit 2018" in Scottsdale, AZ on 11/14/18 through 11/16/18.

I have applied for and have been approved to attend the Public Works Summit who will pay for all expenses. The summit will involve meeting with public works directors from all around the country to learn what's working for them and what's not, and also with suppliers to get to know the senior people behind the products and services that make DPW departments operational.

I have supplied a breakdown of costs below.

Training: Public Works Summit 2018
Location: Scottsdale, AZ
Date to Travel: November 14-16/2018
Hotel: \$0
Conference Cost: \$0
Airline Costs: \$0
Per Diem: \$0
Car Rental/Gas/Toll/Shuttle: \$0 (city vehicle)
Number of people: 1

Please feel free to contact me if you have any questions regarding this response.

Thank you

Since 1844, Lowell's public library.

Victoria B. Woodley
Director

Board of Trustees
Eileen Donoghue
City Manager
President Ex-Officio
Marianne Gries
Chair
Suzanne Frechette
Alison Gervais
Sara Marks
Anne Mulhern
Nancy Pitkin
Donna Richards

Date: September 6, 2018
To: Eileen Donoghue, City Manager
From: Victoria Woodley, Library Director *VW*
Cc: Kerran Vigroux, Director Health & Human Services
Re: Permission to attend an out of state NELA Conference for: Victoria Woodley,
Library Director; Allison Zaya, Reference Librarian; and Lauren Eldred, Children's
Librarian

The Pollard Library staff named above is requesting permission to attend the 2018 New England Library Association (NELA)/ Rhode Island Library Association (RILA) Joint Conference in Warwick, Rhode Island. The Conference will take place October 21-23 at the Crown Plaza Hotel in Warwick.

Allison Zaya is a member of the NELA Executive Board and is required to attend the annual conferences. Victoria Woodley will be conducting a panel discussion on Disaster Planning in libraries at the conference. Lauren Eldred wishes to attend many of the children-oriented programs available at the conference.

NELA was officially chartered in 1963. The New England Library Association is a regional organization whose membership represents a wide range of library-related interests. Its objectives are to initiate, plan and support regional activities; to encourage the exchange of ideas; and to cooperate with regional and national agencies having related interests. NELA's programs, conferences, and workshops are widely used by library staff at our own library. The Library encourages its staff to attend library conferences throughout the year to bring back information they gleaned to effect innovative changes in our library.

Anticipated Expenses

Conf. registration cost: \$230.00 x 3	\$690.00	
Hotel: \$149/night x 2 rooms x 2 nights	\$596.00	(incl. lunch & breakfast)
Sunday night banquet: \$40.00 x 3	\$120.00	
Mileage: 168 m. R/T (VW)	\$ 92.00	
156 m. R/T (AZ)	\$ 85.00	
174 m. R/T (LE)	\$ 95.00	

Tolls: TBD
Per Diem: TBD

\$1678.00

The City of Lowell • Pollard Memorial Library
401 Merrimack St. • Lowell, MA 01852
P: 978.674.4120 • F: 978.970.4117
www.pollardml.org

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The Library will pay:

Mileage and tolls from account # 18100005-570702-00019 (Trans. Reimbursement)

Conf. registration and banquet costs from account # 18100005-570703-00019
(Conferences/Seminars)

Hotel and per diem costs from account #18100005-572300-00019 (Out of state travel)

I urge you to approve this out of state travel request.

Thank you in advance for your assistance.

1 attachment