

Eileen M. Donoghue
City Manager

Kara Keefe Mullin
Assistant City Manager

September 27, 2018

Mayor William Samaras
and
Members of the City Council

SUBJECT: Out of State Travel Request – Department of Planning and Development

Dear Mayor Samaras and Members of the City Council:

I respectfully request permission for Christine McCall, Senior Planner, to travel Thursday, October 18th and Friday, October 19th to Hartford, Connecticut to attend Southern New England American Planning Association. This annual two day planning conference is hosted by the Connecticut, Rhode Island, and Massachusetts chapters of APA.

Conference expenses will be \$255.00 and be paid for out of the Department of Planning and Development budget.

Sincerely,



Eileen M. Donoghue
City Manager

EMD/ns

cc: Diane N. Tradd, Assistant City Manager/DPD Director
R. Eric Slagle, Director, Division of Development Services
Christine McCall, Senior Planner
Everlidis Desmond, Senior Finance Officer



MASSHIRE
LOWELL CAREER CENTER

107 Merrimack Street Lowell, MA 01852 978.458.2503

TO: Eileen Donoghue, City Manager
FROM: Shannon Norton, Executive Director *SN*
DATE: September 25, 2018
SUBJECT: Out of State Travel Request

I am respectfully requestng to have permission to send three staff members to the National Association of Workforce Development Professional's Youth Symposium in Chicago from December 12th-14th. This symposium provides workforce professionals a chance to attend workshops related to working with young adults 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.

One hundred percent of the expenses related to this trip will be reimbursed from the MassHire Lowell Career Center'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:	Youth Symposium for Workforce Professionals
Registration:	\$535 each
Location:	Chicago
Dates of Travel:	December 11-14
Air Transportation:	\$153 (per person)
Hotel:	\$169 (per person, per night)
Per Diem:	\$50.00 per day x 4 days (per person)
Number of Persons: T	Three

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



MASSHIRE
LOWELL CAREER CENTER

107 Merrimack Street · Lowell, MA 01852 · 978.458.2503

TO: Eileen Donoghue, City Manager
FROM: Shannon Norton, Executive Director SN
DATE: September 21, 2018
SUBJECT: Out of State Travel Request

I am respectfully requestng to have permission to send a staff person to Washington D.C. to present as a panelist for the FDIC's Youth Employment Programs and Deposit Accounts panel for the FDIC Advisory Committee on Economic Inclusion on October 24th at the FDIC headquarters. There will be a reception on the evening of October 23rd. The dates of travel will be October 23rd-24th.

The FDIC will be paying for all expenses related to this trip. The travel arrangements will be made through the FDIC's Washington office.

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

Raymond Kelly Richardson
Superintendent

Deborah Friedl
Deputy Superintendent

To: Eileen Donoghue
City Manager

From: Raymond Kelly Richardson
Superintendent of Police

Date: September 24, 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: November 5, 2018 through November 9, 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