

Eileen M. Donoghue
City Manager

Kara Keefe Mullin
Assistant City Manager

November 20, 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 Claire V. Ricker, Chief Design Planner, in her capacity as the City's appointed member to the Coalition for a Better Acre Board of Directors to travel Monday December 3rd through Friday, December 7th to Pittsburgh, PA to attend the NeighborWorks Training Institute. As a congressionally chartered, nonpartisan nonprofit, NeighborWorks America is the nation's leading trainer of community-development and affordable-housing professionals.

Conference and travel expenses will be paid by the Coalition for a Better Acre.

Sincerely,



Eileen M. Donoghue
City Manager

EMD/ns

cc: Diane N. Tradd, Assistant City Manager/DPD Director
Claire V. Ricker, Chief Design Planner
Everlidis Desmond, Senior Finance Officer