

Raymond Kelly Richardson  
*Superintendent*

To: Eileen Donoghue  
City Manager

Barry Golner  
*Deputy Superintendent*

From: Raymond Kelly Richardson  
Superintendent of Police

Daniel R. Larocque  
*Deputy Superintendent*

Date: May 15, 2019

Re: Out of State Travel

I respectfully request your permission to send three members of the Lowell Police Department to attend the “Enhancing Existing Partnerships to Hold Dangerous Abusers Accountable” Conference. The conference is being held in San Diego, California. The conference will be held July 30, 2019 – August 1, 2019. All expenses will be paid for by the Office of Violence Against Women “Improving Criminal Justice Responses” grant.

**Conference:** Enhancing Existing Partnerships to Hold Dangerous Abusers Accountable

**Location:** San Diego, CA

**Dates to Travel:** July 29, 2019 through August 2, 2019

**Flight:** Approximately \$666.67 round trip x 3 people = \$2,000.00

**Hotel:** Town and Country San Diego, \$196.28 per night x 4 nights x 3 rooms = \$2,355.36

**Conference Cost:** Free

**Mileage/Fuel/Toll/Parking:** \$35.00 per day x 5 days = \$175.00

**Transportation:** Taxi to and from San Diego International Airport: \$35.00 x 2 = \$70

**Per Diem:** \$50 per person/per day x 5 days x 3 people = \$750.00

**Number of people:** 1

Raymond Kelly Richardson  
*Superintendent*

To: Eileen Donoghue  
City Manager

Barry Golner  
*Deputy Superintendent*

From: Raymond Kelly Richardson  
Superintendent of Police

Daniel R. Larocque  
*Deputy Superintendent*

Date: May 13, 2019

Re: Out of State Travel

I respectfully request your permission to send one member of the Lowell Police Department to attend the 2019 Harold Rogers Prescription Drug Monitoring Program (PDMP) National Meeting. The conference is being held in Washington, DC. All expenses for the conference will be paid for by the "Harold Rogers Prescription Drug Monitoring Program: Data-Driven Responses to Prescription Drug Abuse" grant.

**Conference:** Harold Rogers Prescription Drug Monitoring Program National Meeting

**Location:** Washington, DC

**Dates to Travel:** June 25, 2019 through June 28, 2019

**Flight:** Approximately \$550.00 per person

**Hotel** \$855.00 (\$285.00 per night x 3 nights) plus taxes – Hyatt Regency Crystal City, Reagan National Airport

**Conference Cost:** \$0 total

**Mileage/Fuel/Toll/Parking:** \$40.00 (\$10.00 per day x 4 days)

**Transportation to Hotel-Airport:** \$30.00 x 2 = \$60.00

**Per Diem:** \$50 per person/per day (\$200.00)

**Number of people:** 1

Eileen M. Donoghue  
*City Manager*

Kara Keefe Mullin  
*Assistant City Manager*

May 17, 2019

Mayor William Samaras  
and  
Members of the City Council

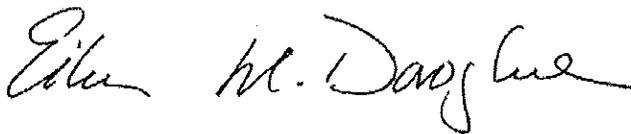
SUBJECT: OUT OF STATE TRAVEL

Dear Mayor Samaras and Members of the City Council:

I respectfully request your permission to allow Christopher McWhite, Sr. Building Inspector – Plans Reviewer in the Division of Development Services to attend the International Code Council Mandatory Board Meeting and Code Development Hearings in Albuquerque, NM. The conference takes place Friday, April 26, 2019 through Sunday, May 5, 2019 and provides an opportunity to earn continuing education units and is mandatory as Mr. McWhite is a Region 6 Representative for the ICC.

All expenses will be paid out of the 148A account from Building Code fines. Thank you for your consideration.

Sincerely,



Eileen M. Donoghue  
City Manager

EMD/ns

cc: Diane N. Tradd, Assistant City Manager/DPD Director  
Eric Slagle, Director – Development Services  
Christopher McWhite, Local Inspector – Plans Review  
Everlidis Desmond, Senior Finance Officer