



Department of Neighborhood Services

Preston D. Cole
Commissioner

Thomas Mishefske
Operations Director

Michael Mazmanian
Operations Director

October 4, 2018

Alderwoman Milele A. Coggs, Chair
Finance and Personnel Committee
Office of the City Clerk
Room 205, City Hall

Re: Authorizing Attendance at Conventions by Employees of City Departments

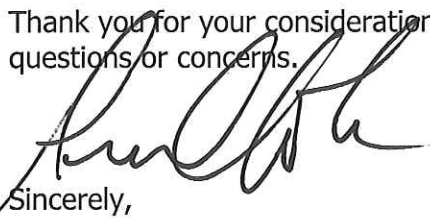
Dear Alderwoman Coggs,

I am requesting substitution of previously authorized travel pursuant to MCO 350-181-3-b-4.

I had previously requested to attend the International Downtown Association conference in San Antonio, TX from October 24-26, 2018. Given the role of the Department of Neighborhood Services (DNS) in the local building community, as well as my projections for future departmental initiatives, I feel my time will be better spent at the Greenbuild International Conference and Expo.

The 2018 Greenbuild International Conference and Expo is in Chicago, IL from November 14-16. No additional funding is requested.

Thank you for your consideration. Please feel free to contact me at 414-286-2543 with any questions or concerns.



Sincerely,

Preston D. Cole
Commissioner, Department of Neighborhood Services

