



OFFICE OF THE INSPECTOR GENERAL
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February 16, 2021

The Office of the Inspector General's Response to the State's Attorney for Baltimore City

On February 9, 2021, the Office of the Inspector General (OIG) issued its Report of Investigation for OIG Case #21-0008-I. On February 12, 2021, the OIG received a response to its report from counsel to Baltimore City State's Attorney Marilyn J. Mosby, which has been posted on the OIG's website. The OIG thanks State's Attorney Mosby and her attorneys at Kramon & Graham for providing their response.

Regarding the concerns involving Board of Estimates (BOE) approval: the OIG relied upon the plain language of Administrative Manual (AM) policy, as well as an analysis of precedent. A review of precedent shows the well-established practice of submitting travel requests to the BOE for approval despite no City funds being spent. The OIG found dozens of past instances of City elected officials, Baltimore Police Department employees and other City agency employees having submitted travel requests for BOE approval in accordance with the AM 240-3 when City funds were not actually being spent (see attached). Additionally, a review of BOE minutes from the past 10 years shows the language in AM 240-3, cited in the OIG report, was regularly cited in travel requests. The application of this travel policy spans multiple administrations, and the OIG interpreted the AM policy as holding elected officials to the same standard as every other City employee, not a lesser standard.

The OIG stands behind its report. The State's Attorney wrote to the OIG requesting an investigation into her travel, gifts, and companies. The OIG agreed to conduct a full investigation and that agreement has been fulfilled. At this time, the OIG considers this investigation closed. The OIG remains fully committed to working toward a more accountable and transparent government for the Citizens of Baltimore City.

REPORT FRAUD, WASTE AND ABUSE

HOTLINE: 443-984-3476/800-417-0430 *EMAIL:* OIG@BALTIMORECITY.GOV *WEBSITE:* OIG.BALTIMORECITY.GOV

Elected Officials' Travel Requests

MINUTES

TRAVEL REQUESTS

| <u>Name</u> | <u>To Attend</u> | <u>Fund Source</u> | <u>Amount</u> |
|-------------------------------------|---|---------------------------|---------------|
| <u>Employees' Retirement System</u> | | | |
| 1. Joan M. Pratt | Government Finance Officers Association 112 th Annual Conference St. Louis, MO May 3 - 9, 2018 (Reg. Fee \$1,020.00) | Special Funds - ERS | \$2,997.15 |

The subsistence rate for this location is \$184.00 per night. The cost of the hotel is \$189.00 per night plus taxes of \$33.52 per night. The Employees' Retirement System is requesting additional subsistence of \$5.00 per day to cover the cost of the hotel and \$40.00 per day for meals and incidentals.

Baltimore City Council

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|-----------------------|--|---------------------------|---------|
| 2. Kristerfer Burnett | Ready By 21 National St. Louis, MO April 18 - 23, 2018 (Reg. Fee \$626.00) | The Wallace Foundation | \$ 0.00 |
|-----------------------|--|---------------------------|---------|

The airfare costs of \$379.96, hotel costs of \$546.92, and registration costs \$626.19 were all prepaid using Mr. Burnett's personal credit card for the total amount of \$1,553.07. The sponsor, the Wallace Foundation will reimburse Mr. Burnett for the conference up to \$2,000.00. Mr. Burnett is responsible for submitting all necessary forms and documents for reimbursement. City funds will not be expended.

Mr. Burnett will finish the conference on April 20, 2018; he will be away from his office through April 23, 2018, at his own expense.

MINUTES**TRAVEL REQUESTS**

| <u>Name</u> | <u>To Attend</u> | <u>Fund Source</u> | <u>Amount</u> |
|---------------------------------------|------------------|--------------------|---------------|
| <u>Baltimore City Council- cont'd</u> | | | |

Pursuant to AM 240-3, the Board of Estimates must take action on a Travel Request form if the City representative's absence will exceed or involves one or both weekend days. The source or type of funds used to pay for the travel has no bearing upon the requirement of approval.

Fire and Police Employees' Retirement System

| | | | |
|-------------|---|--|------------|
| 3. Joe Wade | Annual Conference & Exhibition New York, NY May 13, 17, 2018 (Reg. Fee. \$800.00) | Special Funds - Fire & Police | \$2,895.72 |
|-------------|---|--|------------|

The subsistence rate for this location is \$327.00 per day. The hotel cost is \$369.00 per night, plus hotel taxes in the amount of \$57.93 per night. The Fire and Police Employees' Retirement System is requesting additional subsistence of \$42.00 per day to cover the cost of hotel and \$40.00 per day for meals and incidentals. The registration fee of \$800.00 was prepaid by check by the Fire and Police Retirement System.

Department of Public Works

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|---------------------|---|------------------|------------|
| 4. Yugandhar Narala | Water and Waste water CIO Forum Los Angeles, CA April 29 - May 3, 2018 (Reg. Fee \$0.00) | General Funds | \$1,793.42 |
|---------------------|---|------------------|------------|

The subsistence rate for this location is \$237.00 per day. The

MINUTES

City Council

RETROACTIVE TRAVEL APPROVAL

14. **Kristerfer Burnett** **The Center for Popular Democracy Local Progress New City Councilmember Training Minneapolis, MN Dec. 15, 2017 (Reg. Fee \$0.00)** **\$ 0.00**

On December 15, 2017, Mr. Burnett traveled to Minneapolis, Minnesota to attend the Local Progress New City Councilmember Training. Local Progress paid the cost of airfare and hotel accommodations. Mr. Burnett is not seeking reimbursement for any meals/incidentals. **City funds were not expended.**

This request is late because Mr. Burnett was not provided the cost of the hotel booking until the conclusion of the travel. **The Department requests retroactive travel approval.**

UPON MOTION duly made and seconded, the Board approved the foregoing Travel Requests, Retroactive Travel Approvals, and Travel Reimbursements. The President **ABSTAINED** on item nos. 5 and 14. The Comptroller **ABSTAINED** on item nos. 3, 4, and 7.

MINUTES**TRAVEL REQUESTS**

| <u>Name</u> | <u>To Attend</u> | <u>Fund Source</u> | <u>Amount</u> |
|-------------------------------|---|--------------------|---------------|
| <u>Department of Planning</u> | | | |
| 1. Amy Gilder-Busatti | Dialogues for Change 3.0 Charlotte, NC Dec. 10 - 13, 2017 (Reg. Fee \$0.00) | N/A | \$0.00 |

The German Marshall Fund (German Marshall Fund) of the United States has invited Ms. Gilder-Busatti to participate in the fourth workshop of the Dialogues for Change 3.0. All travel expenses will be paid by the German Marshall Fund. No City funds will be expended.

Fire and Police Employees' Retirement System

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|------------------|--|--|------------|
| 2. Joan M. Pratt | Koried Conference Plan Sponsor Educational Institute Key West, FL Jan. 17 - 20, 2018 (Reg. 195.00) | Special Funds - Fire and Police | \$1,957.49 |
|------------------|--|--|------------|

RETROACTIVE TRAVEL REQUESTSOffice of the City Council President

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|----------------------------|---|---------------------------------------|--------|
| 3. Ezekiel "Zeke" Cohen | 2017 Local Progress Conference Austin, TX July 28 - 29, 2017 | Center for Popular Democracy | \$0.00 |
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MINUTES

RETROACTIVE TRAVEL REQUESTS

| <u>Name</u> | <u>To Attend</u> | <u>Fund Source</u> | <u>Amount</u> |
|--|---|---------------------------------------|---------------|
| <u>Office of the City Council President - cont'd</u> | | | |
| 4. Kristerfer Burnett | 2017 Local Progress Conference Austin, TX July 28 - 29, 2017 | Center for Popular Democracy | \$0.00 |

Messrs. Cohen and Burnett attended the conference on City related issues. The purpose of the conference was to provide elected officials across the United States with the opportunity to participate in trainings and to discuss, create, and share public policy strategies.

Mr. Cohen's airfare cost in the amount of \$457.97 and 50% of his lodging were paid by the Center for Popular Democracy. Mr. Burnett's airfare cost of \$200.00 and \$228.00 for lodging were paid as part of their financial assistance package.

Messrs. Cohen and Burnett are not seeking reimbursement for the remaining portion of the subsistence. **Therefore, no City funds will be expended.**

The requests are late because Messrs. Cohen and Burnett were unaware that travel that has been sponsored/paid for by another entity requires approval by the Board of Estimates.

RETROACTIVE TRAVEL REQUESTS

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|-----------------|---|-----------------|------------|
| 5. Rebecca Tabb | 2017 National Bar Association Conference Toronto, Ontario, Canada Jul. 29 - Aug. 4, 2017 (Reg. Fee \$450.00) | General Fund | \$1,204.75 |
|-----------------|---|-----------------|------------|

MINUTES**RETROACTIVE TRAVEL REQUESTS**

| <u>Name</u> | <u>To Attend</u> | <u>Fund Source</u> | <u>Amount</u> |
|--|------------------|--------------------|---------------|
| <u>Office of the City Council President - cont'd</u> | | | |

The hotel rate was \$94.50/night and taxes \$15.11/per night for five days. The rate was in Canadian dollars and once converted, there was a difference of \$111.39 and the attendee was charged \$13.10 for international conversion fee. The flight was \$279.42 and the international conversion fee was \$25.57. The registration fee was \$450.00 USD with no fees because it was paid to the National Bar Association. All costs were paid by attendee. Therefore, the attendee will be reimbursed as follows:

TRAVEL REIMBURSEMENT

| | |
|------------------------------|--------------------------|
| Airfare (Canada) | \$ 279.42 |
| Flight International Fee | 38.67 |
| Hotel (\$94.50 x 5 days) | 472.50 |
| Hotel tax (\$15.11 x 5 days) | 75.55 |
| Currency Rate Difference | (111.39) |
| Hotel International Fee | 13.10 |
| Registration Fee | 450.00 |
| | <u>\$1,204.75</u> |

Pursuant to AM 240-3, the Board of Estimates must approve all International Travel and AM 240-1 requires this approval regardless of the source of funds used to pay for the travel. The representative must propose a reasonable subsistence amount which must be approved by the Board. The proposed subsistence rate is \$109.61 per day.

MINUTES**TRAVEL REQUESTS**

| <u>Name</u> | <u>To Attend</u> | <u>Fund Source</u> | <u>Amount</u> |
|---|--|--|---------------|
| <u>Fire & Police Employees' Retirement System (F&P)</u> | | | |
| 8. N. Anthony Calhoun | 63 rd Annual Employee Benefits Conference Las Vegas, NV Oct. 21 - 28, 2017 (Reg. Fee \$1,550.00) | Special Funds - Fire & Police | \$3,617.65 |

The subsistence rate for this location is \$166.00 per night. The cost of the hotel for October 21, 2017 is \$279.00, and \$229.00 per night for October 22 - 24, 2017. The total hotel tax is \$129.25, plus a resort fee of \$15.00 per night.

The registration fee in the amount of \$1,950.00, which included a \$400.00 deposit for the hotel, was prepaid on a City-issued credit card assigned to Mr. N. Anthony Calhoun. The F&P is requesting additional subsistence in the amount of \$113.00 for October 21, 2017 and \$63.00 per day for October 22 - 24, 2017 to cover the cost of the hotel and \$40.00 per day for meals and incidentals. Mr. Calhoun will stay in Las Vegas on October 26 - 28, 2017 at his own expense. Mr. Calhoun will be disbursed \$1,267.65.

RETROACTIVE TRAVEL APPROVALMayor's Office

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|----------------------|---|------------------|---------|
| 9. Catherine E. Pugh | Black Corporate Directors Conf. Laguna Beach, CA Sept. 8 - 10, 2017 (Reg. Fee \$0.00) | General Funds | \$40.00 |
|----------------------|---|------------------|---------|

MINUTES

RETROACTIVE TRAVEL APPROVAL AND REIMBURSEMENT

| <u>Name</u> | <u>To Attend</u> | <u>Fund Source</u> | <u>Amount</u> |
|--------------------------------|------------------|--------------------|---------------|
| <u>Mayor's Office</u> - cont'd | | | |

The Black Corporate Directors paid the cost of registration, airfare, ground transportation, hotel accommodations, and meals during the conference. The Office of the Mayor is requesting subsistence of \$40.00 to cover the cost of a return flight upgrade.

This request is late because the invitation from the sponsor and the decision to accept the invitation did not allow enough time to present the travel to the Board beforehand. The Department requests retroactive travel approval. The requested travel reimbursement is as follows:

TRAVEL REIMBURSEMENT

\$40.00 - Subsistence

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|------------------|--|---------------|----------|
| 10. Karen Stokes | Black Corporate Directors Conf. Laguna Beach, CA Sept. 8 - 10, 2017 (Reg. Fee \$0.00) | General Funds | \$ 40.00 |
|------------------|--|---------------|----------|

The Black Corporate Directors paid the cost of registration, airfare, ground transportation, hotel accommodations, and meals during the conference. The Office of the Mayor is requesting subsistence of \$40.00 to cover the cost of a flight upgrade.

This request is late because the invitation from the sponsor and the decision to accept the invitation did not allow enough time to present to the travel the Board beforehand. The Department requests retroactive travel approval. The requested travel reimbursement is as follows:

MINUTES

TRAVEL REQUESTS

| <u>Name</u> | <u>To Attend</u> | <u>Fund Source</u> | <u>Amount</u> |
|-------------------------------|---|--------------------|---------------|
| <u>Baltimore City Council</u> | | | |
| 1.) Ezekiel Berzoff-Cohen | Annual Young Cultural Innovators Forum Salzburg, Austria Oct. 13 - 21, 2017 (Reg. Fee \$0.00) | Non-City Funds | \$0.00 |

Mr. Cohen was granted a full scholarship from Adena and David Testa from the Albanian-American Foundation. The scholarship will pay the cost of the participation fee, transportation, hotel accommodations and meals during the forum. City funds will not be expended.

Department of Planning

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|------------------|---|----------------|--------|
| 2. Lisa McNeilly | Urban Sustainability Directors Network, Annual Meeting San Diego, CA Oct. 22 - 25, 2017 (Reg. Fee \$0.00) | Non-City Funds | \$0.00 |
|------------------|---|----------------|--------|

Ms. McNeilly is a member of the Urban Sustainability Directors Network CORE membership program. Members receive a scholarship to attend the annual meeting. The scholarship will pay the cost of the transportation, hotel accommodations, and meals during the meeting. City funds will not be expended.

MINUTES

TRAVEL REQUESTS

| <u>Name</u> | <u>To Attend</u> | <u>Fund Source</u> | <u>Amount</u> |
|-----------------------|--|--------------------|---------------|
| <u>Mayor's Office</u> | | | |
| 1. Catherine E. Pugh | Emerging Issues Policy Forum Manalapan, FL Oct. 7 - 11, 2017 (Reg. Fee \$0.00) | Non-City Fund | \$ 0.00 |

Ms. Pugh will be a speaking at the Emerging Issues Policy Forum. The Emerging Issues Policy Forum will pay the cost of registration, airfare, ground transportation, hotel accommodations, and meals during the forum. City funds will not be expended.

Mayor's Office of Information Technology

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|-------------------|---|---|-----------|
| 2. James Forsythe | Airbus Vesta 911 Installation and Management Training Brentwood, TN Oct. 29 - Nov. 11 2017 (Reg. Fee \$0.00) | 800 MHz Internal Revenue Service Fund | \$ 834.19 |
|-------------------|---|---|-----------|

The sponsor Carosel Industries will cover the costs associated with registration, hotel, and airfare. As the training site is over a mile in distance from the hotel and there is no public transportation in this area, the Department is requesting permission to rent a car at a cost of \$254.19 and food in the amount of \$40.00 per day. Therefore, Mr. Forsythe will be disbursed \$834.19.

MINUTES**TRAVEL REQUESTS**

| <u>Name</u> | <u>To Attend</u> | <u>Fund Source</u> | <u>Amount</u> |
|--------------------------|---|------------------------|---------------|
| <u>Police Department</u> | | | |
| 4. Craig Stackewick | Tactical Explosive Breacher Course Skyesville, MD April 24 - 29, 2017 (Reg. Fee \$1,525.00) | Asset Forfeiture Fund | \$1,525.00 |
| 5. Shannon Sullivan | International Conference on Sexual Assault, Domestic Violence & Systems Change Orlando, FL April 17 - 20, 2017 (Reg. Fee \$545.00) | Asset Forfeiture Funds | \$1,405.05 |

The airfare cost of \$291.88 and the registration fee of \$545.00 were prepaid on a City-issued credit card assigned to Tribhuvan Thacker. Therefore the disbursement to Shannon Sullivan is \$568.17.

Mayor's Office

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|----------------------|--|-----|---------|
| 6. Catherine E. Pugh | 2017 Women's Energy Innovation Network (WeIN) Conference Manalapan, FL May 3 - 5, 2017 | N/A | \$ 0.00 |
|----------------------|--|-----|---------|

Ms. Pugh will travel to Manalapan, Florida on May 3 - 5, 2017. As an invited speaker for WeIN, the registration, airfare and ground transportation, hotel accommodations, and meals will be paid by the sponsor.

MINUTES

RETROACTIVE TRAVEL APPROVAL

| <u>Name</u> | <u>To Attend</u> | <u>Fund Source</u> | <u>Amount</u> |
|-----------------------|---|--------------------|---------------|
| <u>Mayor's Office</u> | | | |
| 5. Catherine E. Pugh | National Basketball Association (NBA) and Total Health Forum Los Angeles, CA Jan. 25 - 27, 2017 | NBA | \$ 0.00 |

Ms. Pugh served on a panel for the NBA and Total Health Forum and shared her experiences, perspectives, and challenges on cultivating healthy environments. The City did not incur any expenses.

Health Department

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|---|---|------------------|-----------|
| 6. Tyra Pierce Alexis Alsup Yolanda Wilton Camille Burke | NEHA 2016 AEC & HUD Healthy Homes Conference San Antonio, TX June 12 - 17, 2016 | Healthy Homes | \$ 753.16 |
|---|---|------------------|-----------|

On May 4, 2016, the Board approved the travel requests, in the total amount of \$9,601.00, for Mes. Pierce, Alsup, Wilton, and Burke to attend the NEHA 2016 AEC & HUD Healthy Homes Conference in San Antonio, Texas from June 12 - 17, 2016.

The Board approved \$1,363.29 to be disbursed to each attendee. However, Mes. Pierce, Alsup, Wilton, and Burke were each disbursed checks in the amount of \$1,145.00. Each attendee personally incurred the costs of taxi fare to the hotel and to the airport, in addition to the hotel taxes. Therefore, Mes. Pierce, Alsup, Wilton, and Burke are requesting reimbursement in the amount of \$188.29 each.

MINUTES**TRAVEL REQUESTS**

| <u>Name</u> | <u>To Attend</u> | <u>Fund Source</u> | <u>Amount</u> |
|---------------------------------------|--|--------------------|---------------|
| <u>Department of General Services</u> | | | |
| 1. Kagesta Cupid | Archibus Nexus 2016 Navigating the Future Users Conference San Diego, CA Apr. 30 - May 5, 2016 (Reg. Fee \$2,190.00) | General Funds | \$4,222.09 |

The subsistence rate for this location is \$217.00 per night. The cost of the hotel is \$239.00 per night, plus hotel taxes of \$30.43 per night, in addition to a California fee of \$0.55 per night.

The Department is requesting additional subsistence of \$22.00 per day for the hotel and \$40.00 per day for meals and incidentals.

Mayor's Office

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|-----------------------------|--|------------------|---------|
| 2. Stephanie Rawlings-Blake | Invitation for US Conference of Mayors to Visit Qatar Doha, Qatar April 12 - 17, 2016 | General Funds | \$ 0.00 |
| Kaliopé Parthemos | | | |
| Khalil Zaied | | | |
| Andrew Smullian | | | |

Ms. Rawlings-Blake and the United States Conference of Mayors (USCM) have been invited by the Ambassador of Qatar to the United States to the first ever mission to Qatar.

Pursuant to AM 240-3, the Board of Estimates must take action on a Travel Request form if the trip will require travel outside the continental United States regardless of the source of funds, cost of trip, or length of absence. The Government of Qatar is covering the expenses of the trip for Ms. Rawlings-Blake and three members of her staff at no cost to the City.

MINUTES

TRAVEL REQUESTS

| <u>Name</u> | <u>To Attend</u> | <u>Fund Source</u> | <u>Amount</u> |
|--|--|--------------------|---------------|
| <u>Mayor's Office - cont'd</u> | | | |
| 3. Stephanie Rawlings-Blake Andrew Smullian | Invitation for the US Conference of Mayors to Visit Cuba Havana, Cuba May 23 - 29, 2016 | General Funds | \$ 0.00 |

Ms. Rawlings-Blake will attend the United States Conference of Mayors (USCM) in Havana, Cuba. As host of the trip, the USCM will be working directly with the Center for Democracy in the Americas and the Government of Cuba.

Pursuant to AM 240-3, the Board of Estimates must take action on a Travel Request form if the trip will require travel outside the continental United States regardless of the source of funds, cost of trip, or length of absence. The USCM is fundraising for this trip and has invited Ms. Rawlings-Blake and two members of her staff at no cost to the City.

Circuit Court for Baltimore City Addiction Assessment Unit

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|------------------------|---|--|------------|
| 4. Kevin G. Amado, Sr. | 2016 National Conference on Addiction Disorders Denver, CO Aug. 17 - 21, 2016 (Reg. Fee \$450.00) | FY 2016 Alcohol & Drug Treatment Block Grant/ State Funds | \$2,039.68 |
|------------------------|---|--|------------|

The registration fee in the amount of \$450.00 was prepaid by Expenditure Authorization #000182163. Therefore, the disbursement amount to Mr. Amado is \$1,589.68.

MINUTES

TRAVEL REQUESTS

| <u>Name</u> | <u>To Attend</u> | <u>Funds</u> | <u>Amount</u> |
|--|---|----------------------|---------------|
| <u>Mayor's Office</u> | | | |
| 1. Stephanie Rawlings-Blake Andrew Smullian | Climate Summit for Local Leaders Paris, France Dec. 4 - 6, 2015 | U.S. Conf. of Mayors | \$ 0.00 |

The Mayor is the President of the U.S. Conference of Mayors and will lead the U.S. Conference of Mayors delegation to Paris to participate in the U.N. Framework Convention on Climate Change's 21st Conference of Parties. She will ensure recognition of the work of U.S. Conference of Mayors Climate Center and Mayors Climate Agreement and lend American support to the global agreement. In addition, she will participate in the Climate Summit for Local Leaders, as well as a Day of Action at Le Bourget, where the U.N. will be having its conference.

Mr. Smullian, Deputy Mayor of Government Relations will accompany the Mayor.

The airfare and hotel accommodations were secured by the U.S. Conference of Mayors. The City will not incur any cost for this travel.

The Board of Estimates' approval is required, in accordance with AM-240-3, because the City representatives' absence will involve weekend days.

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| 2. Nicholas Blendy Stacey Jefferson | MACo Annual Winter Conference - MD Association of Counties Ocean City, MD Dec. 9- 11, 2015 (Reg. Fee \$245.00 ea.) | General Funds | \$1,303.24 |
|--|--|---------------|------------|

The hotel accommodation in the amount of \$258.00 and the registration fees in the amount of \$245.00 for each attendee were prepaid on a City issued credit card assigned to Ms. Kathe Hammond.

MINUTES**TRAVEL REQUESTS**

| <u>Name</u> | <u>To Attend</u> | <u>Fund Source</u> | <u>Amount</u> |
|-----------------------------------|------------------|--------------------|---------------|
| <u>Dept. of Planning - cont'd</u> | | | |

of \$31.32 per night. The Department is requesting \$62.65 to cover the cost of the hotel taxes and \$40.00 per day for meals and incidentals. Therefore, the disbursement to George J. LaNoue is \$1,133.61

Office of the President

RETROACTIVE TRAVEL APPROVAL

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| 5. William Henry | Local Progress Board Retreat Los Angeles, CA January 18 - 19, 2018 (Reg. Fee \$0.00) | \$371.60 |
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On January 18 - 19, 2018, Mr. Henry traveled to Los Angeles, California to attend the Local Progress Board Retreat. The total costs of the hotel in the amount of \$906.30 were paid by the retreat host.

This request is late because Mr. Henry's travel details were not available in time for submission. The Office of the President requests retroactive travel approval. The requested travel reimbursement is as follows:

TRAVEL REIMBURSEMENT

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|------------------------------------|
| \$277.96 - Transportation |
| <u>93.64</u> - Meals & Incidentals |
| \$371.60 |

MINUTES

TRAVEL REQUESTS

| <u>Name</u> | <u>To Attend</u> | <u>Fund Source</u> | <u>Amount</u> |
|--|--|---|---------------|
| <u>Baltimore City Council - President's Office</u> | | | |
| 1. Bernard Young | International Council of Shopping Centers RECon 2019 Las Vegas, NV May 18 - 23, 2019 (Reg. Fee \$610.00) | Elected Official Expense Account | \$3,312.06 |

The subsistence rate for this location is \$163.00 per night. The cost of a hotel is \$309.00 per night plus taxes of \$41.34 per night, a resort fee of \$35.00 per night, and resort fee tax of \$4.68 per night. The Department is requesting additional subsistence of \$146.00 per day to cover the cost of the hotel and \$40.00 per day for meals and incidentals.

The hotel cost of \$1,950.10, registration costs of \$610.00 and transportation cost of \$491.96 were prepaid using a City-issued credit card assigned to Mr. Hosea Chew. Therefore, the disbursement to Mr. Young is \$260.00.

Pursuant to AM 240-3, the Board of Estimates must take action on a Travel Request if the City representative's absence will exceed five work days or involves one or both weekend days. The source or type of funds used to pay for the travel has no bearing upon the requirement of approval.

Baltimore City Council

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| 2. Carolyn Mozell | International Conference of Shopping Centers RECon 2019 Las Vegas, NV May 18 - 23, 2019 (Reg. Fee \$610.00) | General Funds | \$3,342.05 |
|-------------------|---|------------------|------------|

City Employees' Travel Requests (selected sample)

MINUTES

TRAVEL REQUESTS

| <u>Name</u> | <u>To Attend</u> | <u>Fund Source</u> | <u>Amount</u> |
|--|--|--------------------|---------------|
| <u>Health Department - cont'd</u> | | | |
| Ms. Watson personally incurred the cost of the airfare and hotel costs. The registration fee of \$679.00 was paid on P.O. No. R834236. Therefore, Ms. Watson will be disbursed \$1,031.10. | | | |
| <u>Department of Planning</u> | | | |
| 7. Lisa McNeilly | Urban Sustainability Directors Network (USDN) 2019 Meeting Detroit, MI Oct. 27 - 30, 2019 (Reg. Fee \$0.00) | General Funds | \$ 60.00 |
| USDN CORE participants can attend this meeting at no cost. The airfare cost, hotel cost and meals are being paid for by the sponsor Urban Sustainability Directors Network. The Department is only requesting \$60.00 for ground transportation. | | | |
| Pursuant to AM 240-3, the Board of Estimates must take action on a Travel Request if the City representative's absence will exceed five work days or it involves one or both weekend days. The source or type of funds used to pay for the travel has no bearing upon the requirement of approval. | | | |
| 8. Holly Freishtat | Milan Urban Food Policy Pact Mayors Summit Montpellier, France Oct. 4 - 11, 2019 (Reg. Fee \$0.00) | Non-City Fund | \$ 0.00 |

MINUTES

TRAVEL REQUESTS

| <u>Name</u> | <u>To Attend</u> | <u>Fund Source</u> | <u>Amount</u> |
|-------------|------------------|--------------------|---------------|
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Department of Planning - cont'd

Ms. Freishtat will be presenting at the summit. A grant through the Fondazione Cariplo will pay the cost of airfare, ground transportation, hotel accommodations and meals during the summit, the Baltimore Community Foundation is the fiscal agent. City funds will not be expended.

Pursuant to AM 240-3, the Board of Estimates must take action on a Travel Request if the trip will require travel outside the continental United States regardless of the source of funds, cost of trip, or length of absence. City funds will not be expended.

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| 9.) David Christopher Ryer | 20 th Annual Big City Planning Directors' Institute Cambridge, MA Oct. 26 - 29, 2019 (Reg. Fee \$0.00) | Non-City Fund | \$ 0.00 |
|-------------------------------|---|------------------|---------|

The Lincoln Institute of Land Policy will pay the cost of airfare, ground transportation, hotel accommodations, and meals during the forum. City funds will not be expended.

Pursuant to AM 240-3, the Board of Estimates must take action on a Travel Request if the City representative's absence will exceed five work days or it involves one or both weekend days. The source or type of funds used to pay for the travel has no bearing upon the requirement of approval.

MINUTES

TRAVEL REQUESTS

| <u>Name</u> | <u>To Attend</u> | <u>Fund Source</u> | <u>Amount</u> |
|-------------------------------|---|--------------------|---------------|
| <u>Department of Planning</u> | | | |
| 5.) Anne Draddy | National Assoc. of City Transportation Officials Annual Conference Toronto, CA Sept. 5 - 11, 2019 (Reg. Fee \$0.00) | Non-City Fund | \$ 0.00 |

Ms. Draddy will travel at her own expense from September 5 - 8, 2019. Beginning September 9 - 11, 2019 she will attend the conference. The Urban Sustainability Directors Network will pay the cost of registration and four nights of hotel accommodations during the conference. City funds will not be expended.

Pursuant to AM 240-3, the Board of Estimates must take action on a Travel Request if the trip will require travel outside the continental United States regardless of the source of funds, cost of trip, or length of absence.

Pursuant to AM 240-3, the Board of Estimates must take action on a Travel Request if the City representative's absence will exceed five work days or it involves one or both weekend days. The source or type of funds used to pay for the travel has no bearing upon the requirement of approval.

Office of the State's Attorney for Baltimore City

RETROACTIVE TRAVEL APPROVAL

| | | | |
|-----------------|---|-----------------------|------------|
| 6. Michelle Lee | National Center for Victims of Crime, National Training Institute Orlando, FL Sept. 4 - 7, 2018 (Reg. Fee \$625.00) | Asset Forfeiture Fund | \$1,563.58 |
|-----------------|---|-----------------------|------------|

MINUTES

TRAVEL REQUESTS

| <u>Name</u> | <u>To Attend</u> | <u>Fund Source</u> | <u>Amount</u> |
|--|------------------|--------------------|---------------|
| <u>Mayor's Office of Employment Development - cont'd</u> | | | |

The subsistence rate for this location is \$177.00 per night. The hotel cost for each attendee is \$122.00 per night, plus hotel taxes of \$19.53 per night.

The registration fees for each attendee has been prepaid by EA000315776. Therefore, Mr. Dorsey and Ms. Benton will be disbursed \$1,105.59 each. The disbursement to Kerry Owings is \$1,135.59.

Department of Planning

| | | | | |
|---------------------|---|-----|----|------|
| 7.) Laurie Feinberg | 2018 Big City Planning Directors' Institute Cambridge, MA Oct. 13 - 16, 2018 (Reg. Fee \$0.00) | N/A | \$ | 0.00 |
|---------------------|---|-----|----|------|

Ms. Feinberg has been invited to attend the 2018 Big City Planning Director's Institute presented by the Lincoln Institute of Land Policy, the Harvard University Graduate School of Design, and the American Planning Association. All program expenses include travel, hotel, and meals, which will be paid by the sponsors.

Pursuant to AM 240-3, the Board of Estimates must take action on a Travel Request form if the City representative's absence will exceed five workdays or involves one or both weekend days. The source or type of funds used to pay for the travel has no bearing upon the requirement of approval.

MINUTES

TRAVEL REQUESTS

| <u>Name</u> | <u>To Attend</u> | <u>Fund Source</u> | <u>Amount</u> |
|--|---|--------------------|---------------|
| Department of Planning - cont'd | | | |
| 8. Lisa McNeilly | 2018 Urban Sustainability Directors' Network (USDN) Annual Meeting Denver, CO Oct. 14 - 17, 2018 (Reg. Fee \$0.00) | N/A | \$ 0.00 |
| <p>Ms. McNeilly has been invited to attend the 2018 USDN Annual Meeting in Denver, Colorado as a Core registrant. As such, all of Ms. McNeilly's travel, subsistence and hotel expenses will be paid by the USDN.</p> <p>Pursuant to AM 240-3, the Board of Estimates must take action on a Travel Request form if the City representative's absence will exceed five workdays or involves one or both weekend days. The source or type of funds used to pay for the travel has no bearing upon the requirement of approval.</p> | | | |
| 9. Anne Draddy | 2018 Urban Sustainability Directors' Network (USDN) Annual Meeting Denver, CO Oct. 14 - 16, 2018 (Reg. Fee \$900.00) | General Funds | \$ 1,820.76 |
| Anne Draddy | Livability and Equity Workshop Tallahassee, FL Oct. 16 - 18, 2018 (Reg. Fee \$0.00) | N/A | \$ 0.00 |

The subsistence rate for this location is \$249.00 per night. The cost of the hotel is \$229.00 per night, plus hotel taxes of \$33.78 per night.

MINUTES**TRAVEL REQUESTS**

| <u>Name</u> | <u>To Attend</u> | <u>Fund Source</u> | <u>Amount</u> |
|-----------------------|--|--------------------|---------------|
| <u>Mayor's Office</u> | | | |
| 1. Colin Tarbert | International Urban Cooperation Programme Brussels, Belgium Oct. 7 - 12, 2018 (Reg. Fee \$0.00) | Non-City Fund | \$ 0.00 |

Pursuant to AM 240-3, the Board of Estimates must take action on a Travel Request form if the trip will require travel outside the continental United States regardless of the source of funds, cost of trip, or length of absence.

The International Urban Cooperation will pay the cost of airfare, ground transportation, hotel accommodations and meals during the forum. City funds will not be expended.

Baltimore Police Department

| | | | |
|---|---|-----------------------------|-------------|
| 2. Donald Diehl III Douglas Stroyer David Cali Anthony Smith Ettice Brickus* Taiwan Smith* | International Association of Chiefs of Police Conference Orlando, FL Oct. 5 - 9, 2018 (Reg. Fee \$600.00) (Reg. Fee \$425.00)* | Asset Forfeiture Fund | \$11,147.51 |
|---|---|-----------------------------|-------------|

Messrs. Diehl and Stroyer

The subsistence rate for this location is \$188.00 per night. The cost of the hotel is \$177.00 per night plus taxes of \$32.12 per night. The Department is requesting additional subsistence of \$11.00 per day for meals and incidentals for both employees. The total cost of Messrs. Diehl and Stroyer travel request is \$1,964.76 each.

MINUTES**TRAVEL REQUESTS**

| <u>Name</u> | <u>To Attend</u> | <u>Fund Source</u> | <u>Amount</u> |
|--------------------------|---|--------------------|---------------|
| <u>Health Department</u> | | | |
| 9. Vira David-Rivera | Pro Salud Targeted Learning Exchange Tijuana, NM Aug. 13 - 17, 2017 (Reg. Fee \$0.00) | N/A | \$ 0.00 |

Ms. David-Rivera has been invited to participate in a peer learning exchange sponsored by the International Youth Foundation (IYF). The IYF will be responsible for all travel-related transportation costs, hotel accommodations, and meals for Ms. David-Rivera.

RETROACTIVE TRAVEL APPROVAL/REIMBURSEMENT

| | | | |
|-----------------|---|------------|------------|
| 10. Shelly Choo | 5 th National Cribs for Kids Conference Pittsburgh, PA Apr. 25 - 28, 2017 (Reg. Fee \$300.00) | Care First | \$1,164.10 |
|-----------------|---|------------|------------|

Ms. Choo traveled to Pittsburgh, Pennsylvania to attend the 5th National Cribs for Kids Conference.

The subsistence rate for this location was \$183.00 per day. The hotel rate was \$164.00 per night, plus County occupancy taxes of \$11.48 per night, State RAD taxes of \$1.64 per night, and State hotel taxes of \$9.84 per night.

The registration fee in the amount of \$300.00 was prepaid on a City-issued credit card assigned to Mr. Ryan Hemminger. Ms. Choo personally incurred the costs of the hotel, all hotel taxes, and meals. Therefore, Ms. Choo requests reimbursement in the amount of \$864.10.

MINUTES

TRAVEL REQUESTSHealth Department

| <u>Name</u> | <u>To Attend</u> | <u>Fund Source</u> | <u>Amount</u> |
|--------------------|--|---------------------------------------|---------------|
| 3. Charlotte Hager | National Family Planning & Reproductive Health Association Washington, D.C. March 5 - 8, 2017 (Reg. Fee \$440.00) | Family Planning Special Needs Account | \$642.91 |

Pursuant to AM-240-3, the Board of Estimates must take action on a Travel Request if the travel will involve one or both weekend days. Ms. Hager will be in travel status starting March 5, 2017, which is a Sunday.

The hotel cost of \$510.00 will be paid by the National Family Planning & Reproductive Health Association. Therefore, the disbursement to Ms. Hager is \$642.91.

Mayor's Office

| | | | |
|------------------|---|---|--------|
| 4. Colin Tarbert | Maryland China Center EB-5 Investment Seminar Shanghai, China Feb. 23 - 28, 2017 | Private Funds - Madison Marquette | \$0.00 |
|------------------|---|---|--------|

City funds will not be used for this request. All expenses for this travel is paid by the by the private sector.

Pursuant to AM 240-3, the Board of Estimates must take action on a Travel Request form if the trip will require travel outside the continental United States regardless of the source of funds, cost of trip, or length of absence.

MINUTES**TRAVEL REQUESTS**

| <u>Name</u> | <u>To Attend</u> | <u>Fund Source</u> | <u>Amount</u> |
|--|--|----------------------|---------------|
| <u>Mayor's Office of Economic and Neighborhood Development</u> | | | |
| 1. Colin Tarbert | Visit to China Shanghai, China Nov. 3 - 8, 2016 (Reg. fee \$0.00) | Madison Marquette | \$ 0.00 |

Pursuant to AM 240-3, the Board of Estimates must take action on a Travel Request if the trip will require travel outside the continental United States regardless of the source of funds, cost of trip, or length of absence. Madison Marquette will pay the cost of the travel. City funds will not be expended.

TRAVEL REIMBURSEMENTDepartment of Public Works/Bureau of Water and Wastewater (DPW)

| | | | |
|---------------------|--|----------------|-----------|
| 2. Shaaron Phillips | 88 th Annual Water Environment Federal Technical Exhibition & Conference (WEFTEC) New Orleans, LA Sept. 24 - 28, 2016 (Reg. Fee \$875.00) | Water Funds | \$ 279.64 |
|---------------------|--|----------------|-----------|

On September 14, 2016, the Board approved Ms. Phillips' travel to New Orleans, Louisiana to attend the 88th Annual WEFTEC on September 25 - 28, 2016, in the amount of \$2,310.92. Because of a meeting taking place on September 24, 2016, the Director of the DPW approved for Ms. Phillips to leave a day earlier than originally requested.

The subsistence rate for this location is \$186.00 per night. The hotel cost was \$239.00 per night plus hotel taxes of \$40.64 per night.

MINUTES

TRAVEL REQUEST

| <u>Name</u> | <u>To Attend</u> | <u>Fund Source</u> | <u>Amount</u> |
|-------------------------------|--|--------------------|---------------|
| <u>Department of Planning</u> | | | |
| 3.) Anne Draddy | Urban Sustain- ability Director's Network Conference Toronto, Canada Oct. 16 - 20, 2016 (Reg. fee \$0.00) | Conf. Sponsor | \$0.00 |

Pursuant to AM 240-3, the Board of Estimates must take action on a Travel Request form if the trip will require travel outside the continental United States regardless of the source of funds, cost of trip, or length of absence. The Urban Sustainability Directors Network will pay the cost of the travel. City funds will not be expended.

| | | | |
|-----------------|--|------------------|--------|
| 4. Kristin Baja | Urban Sustain- ability Director's Network Conference Toronto, Canada Oct. 16 - 20, 2016 (Reg. fee \$0.00) | Conf. Sponsor | \$0.00 |
|-----------------|--|------------------|--------|

Pursuant to AM 240-3, the Board of Estimates must take action on a Travel Request form if the trip will require travel outside the continental United States regardless of the source of funds, cost of trip, or length of absence. The Urban Sustainability Directors Network will pay the cost of the travel. City funds will not be expended.

MINUTES

TRAVEL REQUEST

| <u>Name</u> | <u>To Attend</u> | <u>Fund Source</u> | <u>Amount</u> |
|--|------------------|--------------------|---------------|
| <u>Department of Planning - cont'd</u> | | | |

| | | | |
|--------------------|---|--|--------|
| 5. Holly Freishtat | Milan Urban Food Policy Pact Mayors Summit 2016 Rome, Italy Oct. 11 - 16, 2016 (Reg. fee \$0.00) | | \$0.00 |
|--------------------|---|--|--------|

Pursuant to AM 240-3, the Board of Estimates must take action on a Travel Request form if the trip will require travel outside the continental United States regardless of the source of funds, cost of trip, or length of absence. The Baltimore Community Foundation, Sustainability Food Fund will pay the cost of the travel. City funds will not be expended.

| | | | |
|---------------------|--|--|--------|
| 6. Thomas J. Stosur | Lincoln Institute's Big City Planners Workshop 2016 Cambridge, MA Oct. 9 - 11, 2016 (Reg. fee \$0.00) | | \$0.00 |
|---------------------|--|--|--------|

The Lincoln Institute of Land Policy will pay the cost of the travel. City funds will not be expended.

MINUTES

RETROACTIVE TRAVEL APPROVAL/REIMBURSEMENT

| <u>Name</u> | <u>To Attend</u> | <u>Fund Source</u> | <u>Amount</u> |
|--|------------------|--------------------|---------------|
| <u>Department of Recreation and Parks - cont'd</u> | | | |

TRAVEL REIMBURSEMENT

- \$ 49.47 - Mileage
- 298.00 - Hotel (@ \$149.00 x 2)
- 17.88 - Hotel Tax (@ \$8.94 x 2)
- 17.88 - State Tax (@ \$8.94 x 2)
- 65.54 - Meals
- 9.00 - Parking
- \$457.77 - Total Reimbursement**

The retroactive travel approval is late because necessary adjustments were needed and the travel was approved prior to travel.

TRAVEL REQUEST

Department of Public Works

- | | | | |
|--------------------|--|--|--------|
| 3. Rudolph S. Chow | Great Water Cities 2016 Conference Chicago, IL May 10 - 11, 2016 (Reg. Fee \$0.00) | Non-City Funds/Water Environment Foundation | \$0.00 |
|--------------------|--|--|--------|

The cost of the travel will be paid by the Water Environment Foundation. City funds will not be expended.

UPON MOTION duly made and seconded, the Board approved the foregoing retroactive travel approval/reimbursement and travel requests. Mr. Chow **ABSTAINED** on item no. 3.

BPD Employees' Travel Requests (selected sample)

MINUTES

TRAVEL REQUESTS

| <u>Name</u> | <u>To Attend</u> | <u>Funds</u> | <u>Amount</u> |
|--------------------------|--|-----------------|---------------|
| <u>Police Department</u> | | | |
| 1. Sheree Briscoe | Police "Scotland's Leadership for Outcomes" Program Tulliallan, Scotland Nov. 7 - 13, 2015 | Scotland Police | \$ 0.00 |

Ms. Briscoe was invited as a guest speaker for one of the sessions at the event. All expenses for this travel request are paid by the Police Scotland, Scotland. No City funds will be expended.

The Board of Estimates' approval is required, in accordance with AM-240-3, if the City representative's absence will exceed five work days or involves one or both weekend days.

This travel is late because there were unforeseen circumstances with the scheduling of travel arrangements, which were short notice and untimely. The Department regrets the late submission of this request and asks the Boards indulgence.

Health Department

| | | | |
|----------------------------------|---|---------|------------|
| 2. Hilda Ndirangu Tanya Myers | 2015 National HIV Prevention Conf. Atlanta, GA Dec. 6 - 10, 2015 (Reg. Fee \$325.00 ea.) | Federal | \$2,970.64 |
|----------------------------------|---|---------|------------|

The subsistence rate for this location is \$191.00 per day. The hotel cost is \$138.00 per night, plus hotel tax of \$22.08 per night, and room tax of \$5.00 per night per person. The airfare of \$228.00 and registration fee of \$325.00 per person were prepaid on a City-issued procurement card assigned to Ms. Whitney Tantleff. The amount to be disbursed to each attendee is \$932.32.

MINUTES

TRAVEL REQUESTS

| <u>Name</u> | <u>To Attend</u> | <u>Fund Source</u> | <u>Amount</u> |
|---|------------------|--------------------|---------------|
| <u>Baltimore Police Department - cont'd</u> | | | |

The subsistence rate for this location is \$299.00 per night. The cost of the hotel is \$269.00 per night plus taxes of \$46.81 per night. The Department is requesting additional subsistence of \$10.00 per day for meals and incidentals.

The hotel cost of \$807.00, hotel tax of \$140.43, airfare cost of \$228.96, and registration cost of \$425.00 were prepaid using a City-issued credit card assigned to Mr. Tribuhvan Thacker. Therefore, the disbursement to Mr. Sullivan is \$180.00.

| | | | |
|------------------|--|----------------|---------|
| 6.) Gary Cordner | International Association of Chiefs of Police Annual Conference Chicago, IL Oct. 24 - 28, 2019 (Reg. Fee \$0.00) | Non-City Funds | \$ 0.00 |
|------------------|--|----------------|---------|

The National Institute of Justice will pay the cost of registration, airfare, ground transportation, hotel accommodations, and meals during the forum. City funds will not be expended.

Pursuant to AM 240-3, the Board of Estimates must take action on a Travel Request if the City representative's absence will exceed five workdays or it involves one or both weekend days. The source or type of funds used to pay for the travel has no bearing upon the requirement of approval.

MINUTES

TRAVEL REQUESTS

| <u>Name</u> | <u>To Attend</u> | <u>Fund Source</u> | <u>Amount</u> |
|---|------------------|--------------------|---------------|
| <u>Baltimore Police Department - cont'd</u> | | | |

The subsistence rate for this location is \$168.00 per night. The cost of the hotel is \$131.32 for June 2, 2019, \$219.52 for June 3, 2019, \$263.62 for June 4, 2019, \$263.62 for June 5, 2019, and \$180.32 for June 6, 2019, plus total hotel taxes in the amount of \$137.59.

The Department requests additional subsistence in the amount of \$51.52 for June 3, 2019, \$95.62 June 4, 2019, \$95.62 June 5, 2019, and \$12.32 for June 6, 2019 to cover the cost of the hotel. The Department requests additional subsistence in the amount of \$3.32 for June 2, 2019 and \$40.00 per day for June 3 - 6, 2019 to cover the cost of meals and incidentals.

Pursuant to AM 240-3, the Board of Estimates must take action on a Travel Request if the City representative's absence will exceed five work days or it involves one or both weekend days. The source or type of funds used to pay for the travel has no bearing upon the requirement of approval.

- | | | | |
|-----------------|---|-----|--------|
| 6. Byron Conway | Visit to Mexico with DEA/Baltimore Delegation Mexico City, Mexico June 10-14, 2019 (Reg. Fee \$0.00) | N/A | \$0.00 |
|-----------------|---|-----|--------|

The cost of this travel is covered by the International Narcotics and Law Enforcement Office.

Pursuant to AM 240-3, the Board of Estimates must take action on a Travel Request if the City representative's absence will require travel outside the continental United States regardless of source of funds, cost of trip, or length of absence.

MINUTES**TRAVEL REQUESTS**

| <u>Name</u> | <u>To Attend</u> | <u>Fund Source</u> | <u>Amount</u> |
|-------------|------------------|--------------------|---------------|
|-------------|------------------|--------------------|---------------|

Baltimore Police Department - cont'd

| | | | |
|---------------|---|-----|--------|
| 7. Randy Pope | Annual Ravens Challenge Butlerville, IN June 05-14, 2019 (Reg. Fee \$0.00) | N/A | \$0.00 |
|---------------|---|-----|--------|

All costs for this travel are covered by the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF).

Pursuant to AM 240-3, the Board of Estimates must take action on a Travel Request if the City representative's absence will exceed five workdays or it involves one or both weekend days. The source or type of funds used to pay for the travel has no bearing upon the requirement of approval.

RETROACTIVE TRAVEL APPROVAL/REIMBURSEMENT

Board of Liquor License Commissioners

| | | | |
|------------------|--|------------------|----------|
| 8. Douglas Paige | Central Intercollegiate Athletic Association Men's and Women's Basketball Tournament 2019 Charlotte, NC March 1 - 3, 2019 (Reg. Fee \$0.00) | General Funds | \$888.37 |
|------------------|--|------------------|----------|

Mr. Paige traveled to Charlotte, North Carolina with elected officials and staff to gather background information for Central Intercollegiate Athletic Association Men's and Women's Basketball Tournament 2019. The event will be coming to Baltimore and will require the issuance of a liquor license.

MINUTES

TRAVEL REQUESTS

| <u>Name</u> | <u>To Attend</u> | <u>Fund Source</u> | <u>Amount</u> |
|-----------------------------------|--|--------------------------|---------------|
| <u>Police Department - cont'd</u> | | | |
| 9.) Bryant D. Moore | DUCA - Drug Unit Commander's Academy Quantico, VA Sept. 23 - Oct. 6, 2018 (Reg. Fee \$0.00) | DEA/ HIDTA Funding | \$ 0.00 |

The Drug Enforcement Agency and the High Intensity Drug Trafficking Area will pay the cost of registration, airfare, ground transportation, hotel accommodations, and meals during the forum. City funds will not be expended.

Pursuant to AM 240-3, the Board of Estimates must take action on a Travel Request form if the City representative's absence involves one or both weekend days. The source or type of funds used to pay for the travel has no bearing upon the requirement of approval.

| | | | |
|----------------------|--------------------|---------|-------------|
| 10. Shannon Sullivan | APD Facilitator | General | \$35,843.78 |
| Natalie Ring | Training and | Fund - | |
| Marc Partee | Curriculum | DOJ | |
| Valencia Carter | Development | Consent | |
| Robert Corso | for Consent Decree | Decree | |
| Tarsha Taru | Sept. 9 - 20, 2018 | | |
| John Baber | (Reg. Fee \$0.00) | | |

The subsistence rate for this location is \$237.00 per night. The cost of the hotel for each attendee is \$287.04 per night for September 9 - 10, 2018 and September 14 - 19, 2018, and \$459.84 per night for September 11 - 13, 2018. The hotel tax is \$576.74 for eleven nights for each attendee.

MINUTES

TRAVEL REQUESTS

| <u>Name</u> | <u>To Attend</u> | <u>Fund Source</u> | <u>Amount</u> |
|---|---|--------------------|---------------|
| <u>Department of Recreation and Parks</u> | | | |
| 1. Reginald Moore | The Parks & Recreation Summit Stone Mountain, GA April 20 - 26, 2018 (Reg. Fee. \$0.00) | General Funds | \$ 208.96 |

The airfare cost of \$208.96 was prepaid using a City-issued credit card assigned to Mr. Kenn L. King. The cost will be reimbursed to the City by the Abbey Walburn Summit, sponsor.

Pursuant to AM 240-3, the Board of Estimates must take action on a Travel Request form if the City representative's absence will exceed five workdays or involves one or both weekend days. The source or type of funds used to pay for the travel has no bearing upon the requirement of approval.

Abbey Walburn Summit, sponsor is paying for all of the travel arrangements and travel expenses related to this summit.

Police Department

| | | | |
|---|---|--|---------|
| 2. Ryan Walsh Troy Blackwell Keith Sokolowski | Top Gun Investigating and and Prosecuting Drug Case Training April 14 - 21, 2018 Ft. Indiantown Gap, PA (Reg. Fee \$0.00) | | \$ 0.00 |
|---|---|--|---------|

MINUTES

TRAVEL REQUESTS

| <u>Name</u> | <u>To Attend</u> | <u>Fund Source</u> | <u>Amount</u> |
|-----------------------------------|--|--------------------|---------------|
| <u>Police Department - cont'd</u> | | | |
| 3. John Horne | Top Gun Training 2018 April 15 - 21, 2018 Ft. Indiantown Gap, PA (Reg. Fee \$0.00) | | \$ 0.00 |

The Maryland State Police/Northeast County Drug Training Center is paying for all of the travel arrangements and travel expenses related to this Summit.

Pursuant to AM 240-3, the Board of Estimates must take action on a Travel Request form if the City representative's absence will exceed five workdays or involves one or both weekend days. The source or type of funds used to pay for the travel has no bearing upon the requirement of approval.

Office of the Labor Commissioner

| | | | |
|-----------------|---|------------------|------------|
| 4. Yvette Brown | SHRM18 Annual Conference & Exposition Chicago, IL June 17 - 20, 2018 (Reg. Fee \$1,845.00) | General Funds | \$3,482.28 |
|-----------------|---|------------------|------------|

The subsistence rate for this location is \$289.00 per night. The hotel cost is \$279.00 per night, plus hotel taxes of \$48.55 per night. The Department is requesting additional subsistence of \$50.00 for airport bag check and \$30.00 per day for meals and incidentals. The airfare cost of \$424.63, hotel cost for the first night of \$327.55 and registration fee of \$1,845.00 were prepaid on a City-issued procurement card assigned to Deborah Moore-Carter. Therefore, the disbursement to Ms. Yvette Brown is \$885.10.

MINUTES

TRAVEL REQUESTS

| <u>Name</u> | <u>To Attend</u> | <u>Fund Source</u> | <u>Amount</u> |
|------------------------------------|--|------------------------------|---------------|
| <u>Baltimore Police Department</u> | | | |
| 1. Thomas Ryan | Investigations Hazardous Devices School Huntsville, AL April 18 - May 27, 2016 | Asset Forfeiture Funds | \$6,458.76 |
| 2. Thomas Herbert | 2016 Nantong Forensic DNA Science Forum Qidong City, Nantong China April 12 - 15, 2016 | N/A | \$ 0.00 |

The travel is sponsored and paid by SeqGen, Inc.

Pursuant to AM 240-3, the Board of Estimates must take action on a Travel Request form if the trip will require travel outside the continental United States regardless of the source of funds, cost of trip, or length of absence.

Department of Public Works

| | | | |
|---------------|--|-----|---------|
| 3. Amy Purves | 2016 Water & Waste- water CIO Forum Oakland, CA April 18 - 21, 2016 | N/A | \$ 0.00 |
|---------------|--|-----|---------|

All expenses will be paid for by the Water and Wastewater CIO Forum.

MINUTES**TRAVEL REQUEST**

| <u>Name</u> | <u>To Attend</u> | <u>Fund Source</u> | <u>Amount</u> |
|-----------------------------------|---|--------------------|---------------|
| <u>Department of Public Works</u> | | | |
| 7. Marcia Collins | Water Environment Federation's Annual Technical Exhibition & Conf. New Orleans, LA Sept. 24 - 28, 2016 (Reg. Fee \$875.00) | Water Utility | \$2,714.52 |

The subsistence rate for this location is \$186.00 per night. The hotel cost is \$239.00 per night plus hotel taxes of \$39.64 per night. The Department is requesting additional subsistence of \$53.00 per night to cover the hotel and \$40.00 per day for meals and incidentals. The airfare in the amount of \$504.95 and registration fee of \$875.00 were prepaid by a City issued Procurement card assigned to Ms. Tianna Haines. The amount to be disbursed to Ms. Collins is \$1,334.57.

Police Department

| | | | |
|----------------------|---|-----------------|--------|
| 8. Michael J. Lavery | Alcohol, Tobacco and Firearms (ATF) Advanced Explosives Destruction Techniques Course Huntsville, AL Nov. 29 - Dec. 8, 2016 | Paid by Sponsor | \$0.00 |
|----------------------|---|-----------------|--------|

Mr. Lavery will attend this training to continue his education as a Bomb Technician and will serve as an effective way to reduce the number of bomb squad accidents.