

**Department of Transportation  
Response  
Case # 23-0041-I**

CITY OF BALTIMORE  
BRANDON M. SCOTT, Mayor



DEPARTMENT OF TRANSPORTATION

Corren Johnson, Director  
417 E. Fayette Street, 5<sup>th</sup> Floor  
Baltimore, Maryland 21202

March 20, 2024

Inspector General Isabel Cumming  
Baltimore City Office of the Inspector General  
100 N. Holliday Street, Suite 635  
Baltimore, MD 21202

RE: OIG CASE NO. 23-0041-I – [REDACTED]

Dear Inspector General Cumming:

This serves as the Department of Transportation's (DOT) official response to the above referenced case. Following a thorough review of the report, DOT's Contract Administration Division, in collaboration with the Transportation Engineering and Construction Division, investigated the complaint.

DOT evaluated the status of the 16 contracts examined in the report. We have determined that 8 out of 16 have been closed with all retainages released. The remaining 8 contracts are in various stages of the close out process, including release of retainage. These have a retainage amount available for release valued at \$236,340.45. We will follow up with the contractor and provide a timeline for the release of the remaining funds.

The Department has been working on staffing improvements and seeking ways to more streamline operations. DOT hired a new Contract Administrator in August 2023 and recently assigned her as the designated Contract Administrator responsible for processing requests for release of retainage. This Administrator will be tracking and reporting the processing times to the Chief of Contract Administration monthly. Additionally, DOT will be leveraging electronic reports out of CM14, with added modifications, as opposed to administrators having to extract information from paper documents. Finally, DOT has recruitment efforts underway to hire additional staff to better manage the workload.

We sincerely appreciate your diligence in bringing this matter to our attention. Should you have any questions or require further information, please do not hesitate to reach out to either myself or Mrs. Laetitia Gardener, Deputy Director for Administration, at [Laetitia.Gardener@baltimorecity.gov](mailto:Laetitia.Gardener@baltimorecity.gov). We thank you for your continued support and we remain committed to ensuring the utmost compliance with the City's policies and procedures.

Sincerely,

Corren Johnson  
Director

cc: Brandon M. Scott, Mayor  
Mavin James, Chief of Staff  
Faith Leach, Chief Administrative Officer  
Simone Johnson, Deputy City Administrator  
Ebony Thompson, City Solicitor  
Laetitia Gardner, Deputy Director of Administration, DOT  
Veobia Akilo, Chief of Staff, DOT  
Brenda Simmons, Chief of Contract Administration, DOT