

Department of Public Works

Response

Case # 23-0018-I

CITY OF BALTIMORE
BRANDON M. SCOTT, Mayor



DEPARTMENT OF TRANSPORTATION

Corren Johnson, Director
417 E. Fayette Street, 5th Floor
Baltimore, Maryland 21202

September 19, 2023

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

RE: OIG Case No. 23-0031-I Disposal of City Property

Dear Inspector General Cumming:

This serves as the Department of Transportation's (DOT) response to the OIG case referenced above. After conducting a comprehensive review of the case notes and interviews, our agency has determined the need to provide guidance and education to key employees. This is not limited to those mentioned in the case but extends to all divisions within the Department of Transportation. Our primary objective is to ensure that everyone is well-versed in the correct procedures for disposing of City assets.

To support strict adherence to the City's policies, we will schedule training session(s) for all division chiefs and managers by November 1, 2023. During this training, we will thoroughly review and disseminate the Standard Operating Procedures and relevant Administrative Manual policies:

- AM-305-1: Control of Inventory and Management of City Assets
- AM-306-1: Property Disposal Program (Excluding Real Property)

Furthermore, as part of our commitment to oversight and accountability, we are requiring each division chief to share this crucial information with their respective teams. Additionally, they will be tasked with appointing a representative who will be responsible for the proper handling and securing of all expendable items. These representatives will be responsible for submitting the Disposal Property form(s) to the Bureau of Procurement. To streamline this process, we will maintain a consolidated list of these designated representatives for easy reference within the Department and provide examples for proper form completion.

Finally, I would like to confirm our agency's concurrence with the findings of the OIG investigation. Consequently, the team member who authorized the improper disposal of property in the case has received counseling for their failure to adhere to the proper disposal procedures outlined in AM 306-1.

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. 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: Faith Leach, City Administrator
Simone Johnson, Deputy City Administrator
Laetitia Gardner, Deputy Director of Administration
Veobia Akilo, Chief of Staff
Tavon Braxton, Deputy Director of Operations