

Department of Finance
Response

Case #21-0046-I

CITY OF BALTIMORE

BRANDON M. SCOTT, Mayor



DEPARTMENT OF FINANCE

HENRY J. RAYMOND
CHIEF FINANCIAL OFFICER

100 N. Holliday Street
Room 454, City Hall
Baltimore, Maryland 21202

November 16, 2021

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

Re: **Finance Response - OIG Case #21-0046-I ROW Permits**

The Department of Finance noted in the above titled report under the section; "Additional ROW Permit Concerns" the Bureau of Accounting and Payroll Services ('BAPS') Accounting Assistant [REDACTED] explained the basis for -0- billing when in fact City agencies (i.e. DGS, DPW) needed a permit as opposed to private companies. To our knowledge, this practice will continue.

BAPS historical process for billing DOT invoices has been limited to email notification to our Accounting Assistant [REDACTED] who strictly relies upon the information provided by DOT. BAPS in no way validates the information included in a request to bill, nor calculates any fees. This remains an agency responsibility.

BAPS management was unaware of any untimely billing and our records show no DOT emails that went unbilled. We do recommend enhanced procedures going forward to include along with our new Accounting Assistant, that the BAPS AR/AP manager is included on all email requests and correspondence related to DOT billings. DOT should also receive a reply from BAPS acknowledging receipt of such request to bill. In addition, BAPS will explore additional monthly reporting of ROW billings issued by BAPS to help monitor amounts unbilled and/or uncollected and will work to clarify the role of DOT billing through BAPS vs that of the Bureau of Revenue Collections.

The Department of Finance thanks you for bringing this matter to our attention.

Sincerely,

A handwritten signature in black ink, appearing to read "Yoanna X. Moises".

Yoanna X. Moises
Deputy, Department of Finance