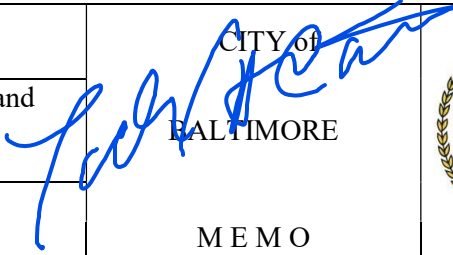



F R O M	NAME & TITLE	Todd Carter Chief Information Officer	 CITY of BALTIMORE M E M O	
	AGENCY NAME & ADDRESS	Baltimore City Office of Information and Technology (BCIT) 401 E Fayette Street, 3 rd floor		
	SUBJECT	City Council Bill 20-0557 Baltimore City Administrative Procedure Act - Regulations		

TO: The Honorable President and
Members of the City Council
Room 400 City Hall
c/o Natawna Austin, Executive Secretary

September 15, 2020

The Baltimore City Office of Information & Technology (BCIT) has reviewed Council Bill 20-0557. The purpose of this bill is to establish a uniform procedure for the notice, publication, and adoption of regulations in Baltimore City government and establishes the Code of Baltimore Regulations Annotated (COBRA) and provide for its contents. The bill requires the Law Department to create and maintain a database of pending agency regulations on their website and for agencies to make notice of the proposed regulations on their websites. It provides that the bill takes effect for new regulations 180 days after the bill is enacted.

BCIT has reviewed this legislation to assess the cost and level of effort needed to build a technical solution to meet the requirements of this bill. BCIT would develop a database to store the name of the user, the PDF document and the status of the document. A website would be developed for the purpose of uploading the proposed regulations and any subsequent changes. Agencies would be responsible for uploading a PDF document of each the proposed regulation via the website and updating each regulation's status. BCIT would develop a public-facing website for the department determined to be the business owner based on the final legislation, either Law or Legislative Reference, showing all regulations within the database in a table form organized by agency. Rudimentary search will be available but will not search the contents of the PDF documents. There would be no validation by BCIT of the contents of the PDF documents. The anticipated cost of the development effort is estimated to be \$150,000 for a full time Developer and part-time Project Manager and could be accomplished within a 6-month timeframe.

If you have any questions, please contact Leyla Layman, Chief of Governance and Administration, at (443) 202-4511.

cc: Mr. Matt Stegman, Mayor's Office of Government Relations
Ms. Nina Themelis, Mayor's Office of Government Relations