

**CITY OF BALTIMORE**  
**ORDINANCE \_\_\_\_\_**  
**Council Bill 21-0030**

---

Councilmembers Burnett, Cohen, Dorsey, Porter, Middleton, Bullock, Ramos,  
Torrence, Schleifer

Introduced and read first time: January 25, 2021

Assigned to: Public Safety and Government Operations Committee

---

Committee Report: Favorable, with amendments

Council action: Adopted

Read second time: September 20, 2021

---

**AN ORDINANCE CONCERNING**

1 **Coordinated Multi-Agency Code Inspections**

2 FOR the purpose of ~~requiring that~~ permitting the City Administrator to coordinate a multi-agency  
3 code inspection after a commercial property has been issued certain environmental citations;  
4 requiring that the City Administrator and the Department of Housing and Community  
5 Development receive a copy of all environmental citations issued; specifying which agencies  
6 must be included in the multi-agency inspection team; requiring that the City Administrator  
7 provide certain information to councilmembers; requiring that the City Administrator submit  
8 an annual report detailing the work of the multi-agency inspection team; and providing for a  
9 special effective date.

10 ~~BY repealing and re-ordaining, with amendments-~~

11 ~~Article 1 - Mayor, City Council, and Municipal Agencies~~

12 ~~Section(s) 40-7~~

13 ~~Baltimore City Code-~~

14 ~~—(Edition 2000)~~

15 ~~BY adding~~

16 ~~Article 1 - Mayor, City Council, and Municipal Agencies~~

17 ~~Section(s) 40-15~~

18 ~~Baltimore City Code-~~

19 ~~(Edition 2000)~~

20 By adding

21 Article 1 - Mayor, City Council, and Municipal Agencies

22 Section(s) 58-1 to 58-6, to be under the new subtitle designation,

23 “Subtitle 58. Coordinated Multi-Agency Code Inspections”

24 Baltimore City Code

25 (Edition 2000)

26 **SECTION 1. BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF BALTIMORE, That the**  
27 **Laws of Baltimore City read as follows:**

**EXPLANATION:** CAPITALS indicate matter added to existing law.  
[Brackets] indicate matter deleted from existing law.  
Underlining indicates matter added to the bill by amendment.  
~~Strike out~~ indicates matter stricken from the bill by  
amendment or deleted from existing law by amendment.

Council Bill 21-0030

Baltimore City Code

Article 1. Mayor, City Council, and Municipal Agencies

~~Subtitle 40. Environmental Control Board~~

~~§ 40-7. Environmental Citations.~~

~~(a) Board to prescribe FORM AND WORDING.~~

The Board must prescribe the form and wording of environmental citations:

~~(b) Required contents.~~

In addition to any other matters that the Board prescribes, an environmental citation must include:

~~(1) the name, if known, of the person cited;~~

~~(2) the violation with which the person is cited, including a reference to the specific law in question;~~

~~(3) the manner and time in which the person must either:~~

~~(i) pay the prepayable fine prescribed for the violation; or~~

~~(ii) request a hearing on the violation;~~

~~(4) the time within which the violation, if ongoing, must be abated; and~~

~~(5) a notice that failure to act in the manner and time stated in the citation may result in a default decision and order entered against the person.~~

~~(c) Service of citations.~~

An environmental citation must be:

~~(1) issued by a Code Enforcement Officer; and~~

~~(2) served on the person cited by 1 of the following methods:~~

~~(i) in person;~~

~~(ii) certified mail, return receipt requested;~~

~~(iii) delivery to a person of suitable age and discretion who resides at the cited person's last known address; or~~

Council Bill 21-0030

(iv) for service on an occupant of the premises at which the violation occurred:

(A) posting on the main entrance of the premises; and

(B) mailing by regular mail to the person cited, at that person's last known address.

~~(d) Tenor of citation.~~

~~When issued and served, the citation or a copy of it:~~

~~(1) constitutes full and complete notice of the violation cited in it;~~

~~(2) if abatement is ordered, constitutes a full and complete notice of the order of abatement; and~~

~~(3) if sworn to or affirmed, is prima facie evidence of the facts contained in it.~~

~~(e) Single document permissible.~~

~~A single document may be used to issue two or more separately numbered citations.~~

~~(f) Electronic signature.~~

~~An electronic signature may be used to execute a citation and to serve as an affirmation, under penalties of perjury, that the facts stated in the citation are true.~~

~~(g) Record of citation to be kept.~~

~~The original or a copy of the citation must be filed and retained in the records of:~~

~~(1) the Board;~~

~~(2) THE CITY ADMINISTRATOR; AND~~

~~(3) THE DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT FOR INCLUSION IN ITS OPEN DATA MAPPING APPLICATION.~~

~~§ 40-15. COORDINATED AGENCY RESPONSE.~~

~~(A) SCOPE OF SECTION.~~

~~THIS SECTION ONLY APPLIES TO ENVIRONMENTAL CITATIONS ISSUED TO COMMERCIAL PROPERTIES FOR VIOLATIONS OF:~~

~~(1) ARTICLE 19, SUBTITLE 32 {"MINORS -- SALES IN PROXIMITY TO LIQUOR STORE"};~~

~~(2) ARTICLE 23 {"SANITATION"};~~

**Council Bill 21-0030**

1           ~~(3) TITLE 5, SUBTITLE 2 {"NUISANCE ABATEMENT"} OF THE HEALTH CODE;~~

2           ~~(4) TITLE 7 {"WASTE CONTROL"} OF THE HEALTH CODE;~~

3           ~~(5) TITLE 12 {"TOBACCO PRODUCTS AND SMOKING DEVICES"} OF THE HEALTH CODE;~~

4           ~~OR~~

5           ~~(6) TITLE 15 {"EPHEDRINE PRODUCTS"} OF THE HEALTH CODE.~~

6           ~~(B) *IN GENERAL.*~~

7           ~~WITHIN 30 DAYS OF RECEIPT OF AN ENVIRONMENTAL CITATION DESCRIBED IN SUBSECTION~~  
8           ~~(A) OF THIS SECTION, THE CITY ADMINISTRATOR SHALL COORDINATE A MULTI-AGENCY,~~  
9           ~~COMPREHENSIVE CODE INSPECTION OF THE CITED PREMISES, AS SPECIFIED IN SUBSECTION~~  
10          ~~(C) OF THIS SECTION.~~

11          ~~(C) *MULTI-AGENCY INSPECTION TEAM.*~~

12          ~~(1) THE MULTI-AGENCY INSPECTION TEAM COORDINATED BY THE CITY ADMINISTRATOR~~  
13          ~~UNDER THIS SECTION SHALL INCLUDE REPRESENTATIVES FROM:~~

14                  ~~(i) THE FIRE DEPARTMENT;~~

15                  ~~(ii) THE DEPARTMENT OF HEALTH;~~

16                  ~~(iii) THE DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT; AND~~

17                  ~~(iv) THE DEPARTMENT OF PUBLIC WORKS.~~

18          ~~(2) EACH AGENCY SPECIFIED IN THIS SUBSECTION SHALL INSPECT THE PREMISES TO~~  
19          ~~ENSURE COMPLIANCE WITH LAWS, RULES, AND REGULATIONS ADMINISTERED BY THAT~~  
20          ~~AGENCY.~~

21          ~~(D) *MONTHLY NOTICE TO COUNCILMEMBERS.*~~

22          ~~NO LATER THAN THE 1<sup>ST</sup> OF EACH MONTH, THE CITY ADMINISTRATOR SHALL INFORM EACH~~  
23          ~~COUNCILMEMBER OF THE NUMBER AND SPECIFIC LOCATIONS OF ANY MULTI-AGENCY~~  
24          ~~INSPECTIONS CONDUCTED, IF ANY, PURSUANT TO THIS SECTION IN THE PREVIOUS MONTH~~  
25          ~~WITHIN THE RESPECTIVE COUNCILMEMBER'S DISTRICT.~~

26          ~~(E) *ANNUAL REPORT.*~~

27          ~~ON OR BEFORE JUNE 30 OF EACH YEAR, THE CITY ADMINISTRATOR SHALL SUBMIT A~~  
28          ~~REPORT TO THE MAYOR AND CITY COUNCIL DETAILING:~~

29                  ~~(1) THE NUMBER OF MULTI-AGENCY COORDINATED INSPECTIONS CONDUCTED UNDER~~  
30                  ~~THIS SECTION OCCURRING IN THE PREVIOUS CALENDAR YEAR;~~

**Council Bill 21-0030**

~~(2) THE NUMBER AND TYPES OF VIOLATIONS DISCOVERED AS THE RESULT OF MULTI-AGENCY COORDINATED INSPECTIONS UNDER THIS SECTION IN THE PREVIOUS CALENDAR YEAR; AND~~

~~(3) ANY RECOMMENDATIONS FOR LEGISLATIVE OR ADMINISTRATIVE ENHANCEMENTS TO IMPROVE COMMUNITY QUALITY OF LIFE ISSUES AND MULTI-AGENCY COOPERATION.~~

**SUBTITLE 58. COORDINATED MULTI-AGENCY CODE INSPECTIONS**

**§58-1. SCOPE OF SUBTITLE.**

THIS SUBTITLE ONLY APPLIES TO ENVIRONMENTAL CITATIONS ISSUED TO COMMERCIAL PROPERTIES FOR VIOLATIONS OF:

(1) ARTICLE 19, SUBTITLE 32 {"MINORS – SALES IN PROXIMITY TO LIQUOR STORE"};

(2) ARTICLE 23 {"SANITATION"};

(3) TITLE 5, SUBTITLE 2 {"NUISANCE ABATEMENT"} OF THE HEALTH CODE;

(4) TITLE 7 {"WASTE CONTROL"} OF THE HEALTH CODE;

(5) TITLE 12 {"TOBACCO PRODUCTS AND SMOKING DEVICES"} OF THE HEALTH CODE; OR

(6) TITLE 15 {"EPHEDRINE PRODUCTS"} OF THE HEALTH CODE.

**§58-2. RETENTION OF RECORDS.**

THE ORIGINAL OR A COPY OF A CITATION LISTED IN §58-1 OF THIS SUBTITLE MUST BE FILED AND RETAINED IN THE RECORDS OF:

(1) THE CITY ADMINISTRATOR; AND

(2) THE DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT FOR INCLUSION IN ITS OPEN DATA MAPPING APPLICATION."

**§58-3. COORDINATION OF RESPONSE.**

WITHIN 30 DAYS OF RECEIPT OF AN ENVIRONMENTAL CITATION DESCRIBED IN §58-1 OF THIS SUBTITLE, THE CITY ADMINISTRATOR MAY COORDINATE A MULTI-AGENCY, COMPREHENSIVE CODE INSPECTION OF THE CITED PREMISES, AS SPECIFIED IN SUBSECTION §58-4 OF THIS SUBTITLE.

**Council Bill 21-0030**

1 **§58-4. MULTI-AGENCY INSPECTION TEAM.**

2 (A) COMPOSITION.

3 THE MULTI-AGENCY INSPECTION TEAM COORDINATED BY THE CITY  
4 ADMINISTRATOR UNDER THIS SUBTITLE SHALL INCLUDE REPRESENTATIVES FROM:

5 (1) THE FIRE DEPARTMENT;

6 (2) THE DEPARTMENT OF HEALTH; AND

7 (3) THE DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT.

8 (B) DUTIES.

9 EACH AGENCY SPECIFIED IN THIS SECTION SHALL INSPECT THE PREMISES TO  
10 ENSURE COMPLIANCE WITH LAWS, RULES, AND REGULATIONS ADMINISTERED BY  
11 THAT AGENCY.

12 **§58-5. MONTHLY NOTICE TO COUNCILMEMBERS.**

13 NO LATER THAN THE 1<sup>ST</sup> OF EACH MONTH, THE CITY ADMINISTRATOR SHALL INFORM  
14 EACH COUNCILMEMBER OF THE NUMBER AND SPECIFIC LOCATIONS OF ANY MULTI-  
15 AGENCY INSPECTIONS CONDUCTED, IF ANY, PURSUANT TO THIS SUBTITLE IN THE  
16 PREVIOUS MONTH WITHIN THE RESPECTIVE COUNCILMEMBER'S DISTRICT.

17 **§58-6. QUARTERLY REPORT.**

18 THE CITY ADMINISTRATOR SHALL SUBMIT A QUARTERLY REPORT TO THE MAYOR AND CITY  
19 COUNCIL DETAILING:

20 (1) THE NUMBER OF MULTI-AGENCY COORDINATED INSPECTIONS CONDUCTED UNDER THIS  
21 SUBTITLE OCCURRING IN THE PREVIOUS QUARTER;

22 (2) THE NUMBER AND TYPES OF VIOLATIONS DISCOVERED AS THE RESULT OF MULTI-  
23 AGENCY COORDINATED INSPECTIONS UNDER THIS SUBTITLE IN THE PREVIOUS  
24 QUARTER;

25 (3) ANY RECOMMENDATIONS FOR LEGISLATIVE OR ADMINISTRATIVE ENHANCEMENTS TO  
26 IMPROVE COMMUNITY QUALITY-OF-LIFE ISSUES AND MULTI-AGENCY COOPERATION;

27 (4) A BREAKDOWN OF THE NUMBER OF INSPECTIONS CONDUCTED BY CITY COUNCIL  
28 DISTRICT;

29 (5) A MAP DISPLAYING THE LOCATION OF THE CITATIONS; AND

**Council Bill 21-0030**

1           (6) AN AGENCY-LEVEL BREAKDOWN OF:

2                   (I) THE AMOUNT OF TIME BETWEEN THE INITIAL COMPLAINT AND THE FIRST  
3                   INSPECTION;

4                   (II) THE TYPES OF CITATIONS ISSUED;

5                   (III) THE NUMBER OF REINSPECTIONS CONDUCTED WITHIN THE TIME  
6                   ALLOTTED; AND

7                   (IV) THE OUTCOME OF INSPECTIONS, INCLUDING:

8                           (A) HOW MANY RESULTED IN A CITATION BEING ISSUED;

9                           (B) HOW MANY VIOLATION NOTICES WERE ISSUED;

10                           (C) HOW MANY VIOLATIONS WERE ABATED WITHIN THE TIME  
11                           ALLOTTED; AND

12                           (D) THE NUMBER OF OUTSTANDING CITATIONS AND VIOLATIONS.

13           **SECTION 2. AND BE IT FURTHER ORDAINED,** That the catchlines contained in this Ordinance  
14 are not law and may not be considered to have been enacted as a part of this or any prior  
15 Ordinance.

16           **SECTION 3. AND BE IT FURTHER ORDAINED,** That this Ordinance takes effect on ~~July 1,~~  
17 ~~2021;~~ the date that it is enacted. It shall remain effective until a year after the date that it is  
18 enacted; and, immediately after that date, with no further action by the Mayor and City Council,  
19 this Ordinance will be abrogated and of no further effect.

**Council Bill 21-0030**

Certified as duly passed this 20 day of September, 2021



---

President, Baltimore City Council

Certified as duly delivered to His Honor, the Mayor,

this 20 day of September, 2021

  
Chief Clerk

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

---

Mayor, Baltimore City