

*Andrew Kleine*

<b>FROM</b>	NAME & TITLE	Andrew Kleine, Chief
	AGENCY NAME & ADDRESS	Bureau of the Budget and Management Research Room 432, City Hall (410) 396-4941
	SUBJECT	City Council Bill #08-0181 – Environmental and Civil Citations – Building Code Notices - Service

CITY of  
BALTIMORE  
**MEMO**



**TO**

The Honorable President and  
Members of the City Council  
Room 400, City Hall

DATE:  
September 26, 2008

Attention: Ms. Karen Randle:

City Council Bill #08-0181 has been introduced for the purpose of requiring that service by mail of environmental citations, civil citations and building code notices be both by certified mail and by regular mail; conforming and clarifying certain language; and generally relating to the service of environmental citations, civil citations, and building code notices.

In Fiscal 2008 City agencies sent a total of 39,176 environmental civil citations, civil citations, and building code notices. The cost of sending a letter certified is \$2.70, compared to \$0.42 for first class mail. Consequently, the City could face an annual additional mailing cost of approximately \$100,000, assuming a similar number of citations are sent.

Other agencies have noted that certified mail does not ensure that citations reach the intended recipients, much less increase response and compliance rates. Given the bill's significant additional cost and uncertainty of benefits, the Department of Finance cannot support its passage at this time.

cc: Edward J. Gallagher  
Angela Gibson

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