


F R O M	NAME & TITLE	Todd Carter Chief Information Officer <i>Todd A. Carter</i>	CITY OF	
	AGENCY NAME & ADDRESS	Baltimore City Office of Information & Technology (BCIT) 401 E Fayette Street, 3 rd floor	BALTIMORE	
	SUBJECT	City Council Bill 22-0204 – Vacant Structures – 3-1-1	MEMO	

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

October 5, 2022

The Baltimore City Office of Information & Technology (BCIT) has reviewed City Council Bill 22-0204 – Vacant Structures – 3-1-1. The purpose of this bill is to establish a fee structure for repeated substantiated 3-1-1 service requests; providing for a special effective date; and generally relating to fining the owner of a vacant structure for repeated service requests.

Upon reviewing 22-0204, BCIT recommends that the Department of Housing and Community Development's (DHCD) internal system used by Housing Inspectors to track the investigation and disposition of service requests be the system of record rather than 3-1-1's system. The 311 system is not considered the system of record for the substantiation of vacant structure claims.

DHCD's system would require modifications. System modification costs and timeline should be reflected in DHCD's response. The mainframe system would also need to be modified to accept this new fee type as well as to allow for the late fees that would be assessed 30 days after the invoice is issued or, if a timely appeal has been made, 30 days after that decision. For this function to exist, modifications on the mainframe to allow for the application of late fees would need be made.

BCIT defers to DHCD on the passage of Council Bill 22-0204.

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

cc: Ms. Natasha Mehu, *Mayor's Office of Government Relations*
Ms. Nina Themelis, *Mayor's Office of Government Relations*