

ENROLLED

**CITY OF BALTIMORE
ORDINANCE _____
Council Bill 18-0293**

Introduced by: The Council President
At the request of: The Administration (Visit Baltimore)
Introduced and read first time: October 15, 2018
Assigned to: Taxation, Finance and Economic Development Committee
Committee Report: Favorable with amendments
Council action: Adopted
Read second time: November 19, 2018

AN ORDINANCE CONCERNING

Baltimore Tourism Improvement District – Establishment

1
2 FOR the purpose of establishing the Baltimore Tourism Improvement District; specifying the
3 boundaries of the District; designating an Association and providing for its rights, duties, and
4 powers; designating the District Management Committee and providing for its rights, duties,
5 and powers; mandating the financial responsibilities of the Association and the City in
6 conjunction with the operation of the District; providing for the assessment, collection, and
7 enforcement of a supplemental assessment to be collected by the City for the Association;
8 specifying the City’s role in maintaining existing tourism funding to the Association;
9 designating the Board of Estimates as the agency charged with reviewing and approving
10 various matters relating to the District, the Association, and the District Management
11 Committee; providing for the renewal, expiration, termination, and approval of the District
12 and the Association; providing for a special effective date; and generally relating to the
13 existence, operation, and control of the Baltimore Tourism Improvement District.

14 BY authority of
15 Article II - General Powers
16 Section 70
17 Baltimore City Charter
18 (1996 Edition)

19 BY adding
20 Article 14 - Special Benefits Districts
21 Sections 20-1 to 20-17, to be under the new subtitle designation,
22 “Subtitle 20. Baltimore Tourism Improvement District”
23 Baltimore City Code
24 (Edition 2000)

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.
Underlined italics indicate matter added to the bill
by amendment after printing for third reading.

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1 (H) *ENABLING LEGISLATION.*

2 “ENABLING LEGISLATION” MEANS ARTICLE II, § 70 OF THE CHARTER OF BALTIMORE
3 CITY, AS ENACTED INTO LAW BY CHAPTER 641 OF THE LAWS OF MARYLAND (2018), AS
4 THE SAME MAY BE AMENDED FROM TIME TO TIME.

5 (I) *FINANCIAL PLAN.*

6 “FINANCIAL PLAN” MEANS THE FINANCIAL PLAN, INCLUDING THE BUDGET AND DISTRICT
7 SPECIAL ASSESSMENT TO BE LEVIED ON ASSESSED BUSINESSES, AS ADOPTED AND
8 APPROVED ON AN ANNUAL BASIS AS SET FORTH IN THIS SUBTITLE.

9 (J) *NON-ASSESSED BUSINESS.*

10 “NON-ASSESSED BUSINESS” MEANS ANY BUSINESS IN THE DISTRICT THAT IS NOT AN
11 ASSESSED BUSINESS.

12 **§ 20-2. FINDINGS.**

13 (A) *IN GENERAL.*

14 THE FOLLOWING FINDINGS ARE CRITICAL TO THE EXERCISE OF THE AUTHORITY SET FORTH
15 IN THE ENABLING LEGISLATION.

16 (B) *IMPORTANCE OF TOURISM IN BALTIMORE.*

17 (1) TOURISM IS A MAJOR CONTRIBUTOR TO BALTIMORE’S ECONOMY, WITH VISITOR
18 SPENDING GENERATING APPROXIMATELY \$10 BILLION ANNUALLY IN TOTAL INDUSTRY
19 SALES . THIS ACTIVITY GENERATES \$290 MILLION IN TAXES AND FEES TO THE CITY OF
20 BALTIMORE ANNUALLY, REVENUE THAT SUPPORTS VALUABLE CITY SERVICES, WHILE
21 ALSO SAVING EACH BALTIMORE HOUSEHOLD \$680 IN ANNUAL PERSONAL TAX
22 CONTRIBUTIONS.

23 (2) TOURISM IS A MAJOR EMPLOYER IN BALTIMORE, CREATING OR SUSTAINING MORE
24 THAN 85,000 JOBS FOR CITY RESIDENTS AND ACROSS THE REGION EACH YEAR.

25 (3) IN ADDITION TO GENERATING JOBS AND TAX REVENUES, A THRIVING TOURISM
26 INDUSTRY BENEFITS BALTIMORE BY SUSTAINING AIR TRAVEL, CREATING FAMILIARITY,
27 ATTRACTING DECISION MAKERS AS WELL AS FUTURE RESIDENTS AND WORKERS, AND
28 IMPROVING THE QUALITY OF LIFE FOR ALL RESIDENTS.

29 (C) *OPPORTUNITIES FOR TOURISM IN BALTIMORE.*

30 (1) FUNDING FOR BALTIMORE CONVENTION SALES AND TOURISM PROMOTION IS
31 ALLOCATED BY LAW TO VISIT BALTIMORE, INC., A PRIVATE AND INDEPENDENT NOT-
32 FOR-PROFIT, NON-STOCK CORPORATION, IN THE FORM OF A PERCENTAGE SHARE OF THE
33 CITY HOTEL OCCUPANCY TAX COLLECTION. THIS ORGANIZATION HAS BEEN
34 HISTORICALLY UNDER-RESOURCED IN AN INCREASINGLY COMPETITIVE TOURISM
35 MARKET. FOR EXAMPLE, MARKET RESEARCH QUANTIFIES A LACK OF OVERALL
36 AWARENESS ABOUT AND INTEREST IN BALTIMORE AS A PREFERRED TOURISM

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1 DESTINATION. THESE CHALLENGES CAN BE ADDRESSED THROUGH INCREASED SALES
2 AND MARKETING ACTIVITIES.

3 (2) VISIT BALTIMORE IS POISED TO DELIVER THE ENHANCED MARKETING AND SALES
4 INFRASTRUCTURE REQUIRED TO GENERATE IMPACT PENDING SUFFICIENT RESOURCES –
5 AND THE HOTEL COMMUNITY HAS IDENTIFIED AN OPPORTUNITY FOR A SELF-FUNDING
6 AND INDUSTRY-MANAGED MECHANISM, INVOLVING NO NEW TAXES FOR LOCAL
7 RESIDENTS, TO SUPPORT THESE PROGRAMS.

8 (3) THE ULTIMATE GOAL OF THESE PROGRAMS WILL BE TO DRIVE INCREASED OVERNIGHT
9 VISITATION, IN TURN, SUPPORTING THE BOTTOM LINE OF NOT ONLY THE CITY’S HOTEL
10 COMMUNITY, BUT ALSO, BENEFITTING ALL VISITOR-FACING BUSINESSES AS WELL AS
11 CITY RESIDENTS THROUGH ADDITIONAL ECONOMIC AND QUALITY OF LIFE BENEFITS
12 FOR THE CITY OF BALTIMORE.

13 (D) *CONCEPT OF TOURISM IMPROVEMENT DISTRICT.*

14 (1) A TOURISM IMPROVEMENT DISTRICT IS A PROVEN MECHANISM BY WHICH ASSESSED
15 BUSINESS OWNERS WITHIN A DEFINED AREA CAN AGREE TO IMPOSE A SPECIAL
16 ASSESSMENT ON THEMSELVES IN ORDER TO PROVIDE ENHANCED AND SUPPLEMENTAL
17 SERVICES DESIGNED TO INCREASE TOURISM WITHIN THE DISTRICT AND BENEFIT THE
18 ASSESSED BUSINESSES PAYING THE SPECIAL ASSESSMENT.

19 (2) TOURISM IMPROVEMENT DISTRICTS HAVE BEEN CREATED IN OVER 160 DESTINATIONS
20 IN 14 STATES ACROSS THE COUNTRY, AND THE REPORTS RECEIVED SUGGEST THAT
21 THEY ARE ALMOST UNIFORMLY HIGHLY SUCCESSFUL IN ACHIEVING THEIR OBJECTIVES.

22 (3) CRITICAL TO ANY TOURISM IMPROVEMENT DISTRICT IS THE CREATION OF A
23 PARTNERSHIP BETWEEN THE PUBLIC AND PRIVATE SECTOR, WITH THE PUBLIC SECTOR
24 COMMITTING TO MAINTAIN FUNDING FOR TOURISM PROMOTION SERVICES AT SPECIFIED
25 LEVELS AND THE PRIVATE SECTOR AGREEING TO ACCEPT NEW SPECIAL ASSESSMENTS
26 FOR THE PURPOSE OF SUPPLEMENTING PUBLICLY FUNDED TOURISM PROMOTION
27 SERVICES.

28 (4) A TOURISM IMPROVEMENT DISTRICT IN THIS CITY CANNOT BE SUCCESSFUL WITHOUT
29 THE FULL COOPERATION OF THE CITY AND THE ASSESSED BUSINESSES WITHIN THE
30 DISTRICT.

31 (E) *CONSIDERATIONS.*

32 (1) THE COUNCIL HAS CONSIDERED THE MATERIALS COMPILED BY VISIT BALTIMORE
33 REGARDING THE CREATION OF THE BALTIMORE TOURISM IMPROVEMENT DISTRICT
34 AND THE PATTERN OF SUCCESS FOR SUCH DISTRICTS ELSEWHERE.

35 (2) THE COUNCIL FINDS THAT ESTABLISHING THE BALTIMORE TOURISM IMPROVEMENT
36 DISTRICT IS AN IMPORTANT AND VITAL ELEMENT OF THE LONG-TERM HEALTH AND
37 GROWTH OF CITY’S TOURISM INDUSTRY AND THE CITY.

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1 (3) THE COUNCIL FINDS THAT A SPECIAL ASSESSMENT SYSTEM FOR THE BALTIMORE
2 TOURISM IMPROVEMENT DISTRICT SHOULD BE UNCOMPLICATED, DIRECT, AND FAIR.
3 THE SYSTEM PROVIDED FOR IN THIS SUBTITLE SATISFIES SUCH CRITERIA.

4 (4) THE COUNCIL FINDS THAT THE BALTIMORE TOURISM IMPROVEMENT DISTRICT
5 SHOULD ENCOURAGE THE INVOLVEMENT OF MINORITIES IN THE OPERATION OF THE
6 DISTRICT AND IN THE BUSINESS COMMUNITY ITSELF.

7 **§ 20-3. DISTRICT CREATED; BOUNDARIES.**

8 (A) *IN GENERAL.*

9 THERE IS A TOURISM IMPROVEMENT DISTRICT, TO BE KNOWN AS THE “BALTIMORE
10 TOURISM IMPROVEMENT DISTRICT” (THE “DISTRICT”).

11 (B) *BOUNDARIES.*

12 THE BOUNDARIES OF THE DISTRICT ARE THE SAME AS THE CORPORATE BOUNDARIES OF
13 THE CITY OF BALTIMORE.

14 **§ 20-4. ASSOCIATION DESIGNATED.**

15 (A) *ASSOCIATION DESIGNATED.*

16 VISIT BALTIMORE, INC. IS HEREBY DESIGNATED AS THE DISTRICT’S ASSOCIATION.

17 (B) *GOVERNING BODY.*

18 THE GOVERNING BODY OF THE ASSOCIATION IS SHALL BE ITS BOARD OF DIRECTORS.

19 (C) *PURPOSE.*

20 THE PURPOSE OF THE ASSOCIATION REGARDING THE DISTRICT IS TO:

21 (1) ADMINISTER THE DISTRICT PROGRAMS AND ACTIVITIES;

22 (2) PROMOTE AND MARKET THE DISTRICT; AND

23 (3) PROVIDE OTHER MARKETING, PROMOTION, AND DESTINATION DEVELOPMENT
24 SERVICES, PROVIDED THAT THE SERVICES AND FUNCTION SHALL BE PROVIDED
25 WITHIN THE DISTRICT, OR, WITHIN AREAS ADJOINING OR ADJACENT TO THE
26 DISTRICT.

27 **§ 20-5. POWERS AND FUNCTIONS OF ASSOCIATION.**

28 (A) *GENERALLY.*

29 THE ASSOCIATION MAY EXERCISE ONLY THOSE POWERS REGARDING THE DISTRICT THAT
30 ARE PROVIDED FOR IN THIS SUBTITLE.

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1 (B) *AUTHORIZED ACTIONS.*

2 THE ASSOCIATION SHALL HAVE THE POWER TO:

- 3 (1) CONDUCT DISTRICT PROGRAMS AND ACTIVITIES, PROMOTE AND MARKET THE
4 DISTRICT, AND PROVIDE OTHER MARKETING, PROMOTION, AND DESTINATION
5 DEVELOPMENT SERVICES;
- 6 (2) ACQUIRE, HOLD, AND USE PROPERTY NECESSARY TO ACHIEVE THE DISTRICT'S
7 PURPOSES;
- 8 (3) ENTER INTO CONTRACTS FOR THE PROVISION OF DISTRICT SERVICES;
- 9 (4) SUE AND BE SUED;
- 10 (5) BORROW AND ACCEPT GRANTS;
- 11 (6) EMPLOY AND DISCHARGE PERSONNEL;
- 12 (7) PROPOSE, IN THE DISTRICT'S FINANCIAL PLAN, THE DISTRICT SPECIAL
13 ASSESSMENTS IN ACCORDANCE WITH § 20-8 OF THIS SUBTITLE;
- 14 (8) ADOPT, AMEND, AND MODIFY BYLAWS OF THE DISTRICT MANAGEMENT
15 COMMITTEE, SUBJECT TO THE APPROVAL OF THE BOARD OF ESTIMATES;
- 16 (9) ESTABLISH AND ELECT OFFICERS, AND PROVIDE FOR THE TERMS OF OFFICE AND
17 DUTIES OF THE OFFICERS;
- 18 (10) CONTRACT FOR AND PURCHASE GOODS AND SERVICES IN ACCORDANCE WITH
19 CITY ORDINANCES AND POLICY REQUIRING ACHIEVEMENT OF GOALS REGARDING
20 MINORITY AND WOMEN'S BUSINESS ENTERPRISES; AND
- 21 (11) DO ALL THINGS NECESSARY OR CONVENIENT TO CARRY OUT THE PURPOSES OF
22 THE DISTRICT UNDER THIS SUBTITLE.

23 (C) *INTERPRETATION OF POWERS.*

24 THE POWERS OF THE ASSOCIATION SHALL BE BROADLY INTERPRETED IN ORDER TO ALLOW
25 THE ASSOCIATION TO ACHIEVE THE GOALS OF THE ENABLING LEGISLATION.

26 **§ 20-6. LIMITATIONS ON ASSOCIATION.**

27 (A) *NOT AN AGENCY OF CITY OR STATE.*

- 28 (1) THE ASSOCIATION IS NOT AND MAY NOT BE DEEMED AN AGENCY OF THE MAYOR AND
29 CITY COUNCIL OF BALTIMORE OR OF THE STATE OF MARYLAND.
- 30 (2) THE OFFICERS AND EMPLOYEES OF THE ASSOCIATION ARE NOT AND MAY NOT ACT AS
31 AGENTS OR EMPLOYEES OF THE MAYOR AND CITY COUNCIL OF BALTIMORE OR OF THE
32 STATE OF MARYLAND.

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1 (B) *UNAUTHORIZED ACTIONS.*

2 (1) THE ASSOCIATION MAY NOT EXERCISE ANY POLICE OR GENERAL POWERS OTHER THAN
3 THOSE AUTHORIZED BY STATE LAW OR CITY ORDINANCE.

4 (2) THE ASSOCIATION MAY NOT PLEDGE THE FULL FAITH OR CREDIT OF THE CITY.

5 (3) THE ASSOCIATION MAY NOT IMPOSE ANY DISTRICT SPECIAL ASSESSMENTS IN EXCESS
6 OF THOSE APPROVED BY THE BOARD OF ESTIMATES.

7 (4) THE ASSOCIATION MAY NOT EXERCISE THE POWER OF EMINENT DOMAIN.

8 (5) EXCEPT AS OTHERWISE PROVIDED IN § 20-17 OF THIS SUBTITLE, THE ASSOCIATION
9 MAY NOT REVERT CHARGES OR DISTRICT SPECIAL ASSESSMENTS COLLECTED TO THE
10 GENERAL FUND OF THE CITY.

11 **§ 20-7. DISTRICT MANAGEMENT COMMITTEE.**

12 (A) *IN GENERAL.*

13 (1) THE DISTRICT MANAGEMENT COMMITTEE SHALL BE A COMMITTEE OF THE
14 ASSOCIATION'S BOARD.

15 (2) NOTWITHSTANDING ANY OTHER PROVISION OF THIS SUBTITLE, ANY AND ALL POWERS
16 AND AUTHORITY OF THE ASSOCIATION OR ITS BOARD REGARDING THE MANAGEMENT
17 OF THE DISTRICT INCLUDING, WITHOUT LIMITATION, THE POWER TO DIRECT THE
18 EXPENDITURE OF DISTRICT FUNDS, SHALL BE DELEGATED TO, AND SHALL BE
19 EXERCISED BY, THE DISTRICT MANAGEMENT COMMITTEE.

20 (B) *COMPOSITION.*

21 (1) THE VOTING MEMBERS OF THE DISTRICT MANAGEMENT COMMITTEE SHALL BE
22 DISTRICT ASSESSED BUSINESS OWNERS, OR, WHEN THE DISTRICT ASSESSED BUSINESS
23 OWNER IS A CORPORATION, LIMITED LIABILITY COMPANY, PARTNERSHIP, TRUST, OR
24 ANY OTHER LEGAL ENTITY, REPRESENTATIVES OF THE DISTRICT ASSESSED BUSINESS
25 OWNERS OF AN ASSESSED BUSINESS IN THE DISTRICT THAT IS SUBJECT TO THE
26 DISTRICT SPECIAL ASSESSMENTS UNDER THIS SUBTITLE.

27 (2) THE DISTRICT MANAGEMENT COMMITTEE SHALL INCLUDE OWNERS OR
28 REPRESENTATIVES OF DISTRICT ASSESSED BUSINESSES WITH 1-75 ROOMS, ASSESSED
29 BUSINESSES WITH 76-200 ROOMS, AND ASSESSED BUSINESSES WITH 201 ROOMS AND
30 MORE.

31 (3) THE DISTRICT MANAGEMENT COMMITTEE SHALL INCLUDE OWNERS OR
32 REPRESENTATIVES OF DISTRICT ASSESSED BUSINESSES FROM DIVERSE GEOGRAPHIC
33 AREAS THROUGHOUT THE DISTRICT.

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1 (C) *TERMS.*

2 THE TERMS OF THE MEMBERS OF THE DISTRICT MANAGEMENT COMMITTEE MAY BE
3 STAGGERED FROM TIME TO TIME IN ORDER TO PROMOTE BOTH ROTATION OF NEW
4 MEMBERS AND CONTINUITY OF GOVERNANCE.

5 (D) *DUTIES.*

6 (1) THE DISTRICT MANAGEMENT COMMITTEE SHALL HAVE THE POWER TO DIRECT THE
7 EXPENDITURE OF DISTRICT FUNDS.

8 (2) THE DISTRICT MANAGEMENT COMMITTEE MAY DELEGATE TO THE PRESIDENT AND
9 CHIEF EXECUTIVE OFFICER OF THE ASSOCIATION THE AUTHORITY TO DISCHARGE
10 DISTRICT MANAGEMENT COMMITTEE DUTIES DEEMED APPROPRIATE AND NECESSARY
11 BY THE DISTRICT MANAGEMENT COMMITTEE IN ACCORDANCE WITH § 20-8 OF THIS
12 SUBTITLE.

13 (E) *BYLAWS.*

14 SUBJECT TO THE APPROVAL OF THE BOARD OF ESTIMATES, THE DISTRICT MANAGEMENT
15 COMMITTEE MAY ADOPT BYLAWS AS IT CONSIDERS NECESSARY TO CARRY OUT THE
16 POWERS OF THE DISTRICT MANAGEMENT COMMITTEE.

17 (F) *CHAIR OF THE DISTRICT MANAGEMENT COMMITTEE.*

18 (1) THE DISTRICT MANAGEMENT COMMITTEE SHALL SELECT FROM AMONG ITS MEMBERS
19 AN INDIVIDUAL TO SERVE AS THE CHAIR OF THE DISTRICT MANAGEMENT COMMITTEE.

20 (2) THE CHAIR SHALL SERVE AT THE PLEASURE OF THE DISTRICT MANAGEMENT
21 COMMITTEE.

22 (3) THE DISTRICT MANAGEMENT COMMITTEE MAY DELEGATE TO THE CHAIR THOSE
23 POWERS AND RESPONSIBILITIES THAT THE DISTRICT MANAGEMENT COMMITTEE
24 CONSIDERS APPROPRIATE.

25 (G) *QUORUM; VOTING.*

26 EXCEPT AS MAY OTHERWISE BE PROVIDED IN THE DISTRICT MANAGEMENT COMMITTEE'S
27 BYLAWS:

28 (1) AT ANY MEETING OF THE DISTRICT MANAGEMENT COMMITTEE, A MAJORITY OF
29 THE COMMITTEE MEMBERS SHALL CONSTITUTE A QUORUM; AND

30 (2) THE AFFIRMATIVE VOTE OF A MAJORITY OF COMMITTEE MEMBERS VOTING AT A
31 MEETING FOR WHICH A QUORUM IS PRESENT IS REQUIRED TO APPROVE ANY ACTION
32 BY THE DISTRICT MANAGEMENT COMMITTEE.

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§ 20-8. ANNUAL FINANCIAL PLAN.

(A) *DISTRICT MANAGEMENT COMMITTEE TO ADOPT.*

THE DISTRICT MANAGEMENT COMMITTEE SHALL ADOPT AN ANNUAL FINANCIAL PLAN, BASED ON THE CITY'S FISCAL YEAR, CONSISTING OF AT LEAST A BUDGET AND A PROPOSED DISTRICT SPECIAL ASSESSMENT TO BE LEVIED ON ASSESSED BUSINESSES.

(B) *PUBLIC HEARING.*

BEFORE ADOPTING THE FINANCIAL PLAN AND MAKING RECOMMENDATIONS TO THE CITY, THE DISTRICT MANAGEMENT COMMITTEE SHALL ARRANGE FOR A PUBLIC HEARING ON THE PROPOSED FINANCIAL PLAN. NOTICE OF THE HEARING MUST BE PUBLISHED IN A NEWSPAPER OF GENERAL CIRCULATION IN BALTIMORE CITY AT LEAST ONCE A WEEK FOR 3 CONSECUTIVE WEEKS.

(C) *BOARD OF ESTIMATES APPROVAL REQUIRED.*

THE DISTRICT MANAGEMENT COMMITTEE MAY NOT APPROVE A FINANCIAL PLAN THAT INCLUDES DISTRICT SPECIAL ASSESSMENT IN EXCESS OF THOSE APPROVED BY THE BOARD OF ESTIMATES.

§ 20-9. TOURISM IMPROVEMENT DISTRICT SPECIAL ASSESSMENT.

(A) *BOARD OF ESTIMATES TO DETERMINE ASSESSABLE BASE.*

(1) THE BOARD OF ESTIMATES SHALL OBTAIN FROM THE DIRECTOR OF FINANCE THE "ASSESSABLE BASE" OF THE DISTRICT, WHICH SHALL INCLUDE A LISTING BY INDIVIDUAL ASSESSED BUSINESS AND A CALCULATION OF THE SUM OF ASSESSMENTS ON ASSESSED BUSINESSES SUBJECT TO THE DISTRICT SPECIAL ASSESSMENT.

(2) THE DISTRICT SPECIAL ASSESSMENT SHALL BE LEVIED ON ALL ASSESSED BUSINESSES AT A UNIFORM RATE.

(3) THE BOARD OF ESTIMATES SHALL ENSURE THAT THE DISTRICT SPECIAL ASSESSMENT PROPOSED IN THE FINANCIAL PLAN IS SUFFICIENT TO PAY FOR THE ANNUAL EXPENSES OF THE DISTRICT.

(4) THE BOARD OF ESTIMATES SHALL DETERMINE WITH FINALITY THE ASSESSABLE BASE ON WHICH THE DISTRICT SPECIAL ASSESSMENT WILL BE LEVIED.

(B) *ASSESSMENT; COLLECTION; ENFORCEMENT.*

(1) FUNDING FOR ASSOCIATION OPERATIONS SHALL BE PROVIDED BY THE DISTRICT SPECIAL ASSESSMENT LEVIED ON ASSESSED BUSINESSES AS DETERMINED UNDER SUBSECTION (A) OF THIS SECTION.

(2) THE DISTRICT SPECIAL ASSESSMENT SHALL BE ASSESSED AND COLLECTED IN CONJUNCTION WITH THE CITY HOTEL TAX ASSESSED AND COLLECTED BY THE CITY, UNLESS OTHERWISE ESTABLISHED BY THE BOARD OF ESTIMATES.

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1 (3) EXCEPT AS OTHERWISE PROVIDED IN THIS SUBTITLE:

2 (I) THE DISTRICT SPECIAL ASSESSMENT SHALL BE ENFORCED IN THE SAME WAY AS
3 THE CITY HOTEL TAX IS ENFORCED; AND

4 (II) ALL PROVISIONS THAT APPLY TO ASSESSMENTS, REFUNDS, COLLECTIONS AND
5 ENFORCEMENT OF THE CITY HOTEL TAX SHALL APPLY TO THE DISTRICT SPECIAL
6 ASSESSMENT.

7 (C) *DETERMINATION OF DISTRICT SPECIAL ASSESSMENT.*

8 THE DISTRICT SPECIAL ASSESSMENT SHALL BE DETERMINED AS FOLLOWS:

9 (1) THE RATE OF ANY DISTRICT SPECIAL ASSESSMENT MUST BE APPROVED BY A TWO-
10 THIRDS VOTE OF THE DISTRICT MANAGEMENT COMMITTEE'S MEMBERS VOTING AT A
11 MEETING AT WHICH A QUORUM IS PRESENT.

12 (2) FOR THE FIRST FULL BUDGET YEAR, THE RATE OF THE DISTRICT SPECIAL ASSESSMENT
13 SHALL BE SET TO RAISE REVENUES ESTIMATED TO EQUAL THE COSTS OF ESTABLISHING
14 THE DISTRICT AND IMPLEMENTING THE INITIAL FINANCIAL PLAN.

15 (3) SUBJECT TO PARAGRAPH (1) OF THIS SUBSECTION, FOR ANY YEAR AFTER THE FIRST
16 FULL BUDGET YEAR, THE RATE OF THE DISTRICT SPECIAL ASSESSMENT MAY BE
17 ADJUSTED TO YIELD REVENUES ESTIMATED TO EQUAL THE COSTS OF ADMINISTERING
18 THE DISTRICT AS SET FORTH IN THE FINANCIAL PLAN.

19 (D) *EXEMPTIONS FROM DISTRICT SPECIAL ASSESSMENT.*

20 (1) ALL EXEMPTIONS THAT EXIST FOR THE CITY HOTEL TAX SHALL APPLY TO THE
21 DISTRICT SPECIAL ASSESSMENT.

22 (2) AT THE REQUEST OF A CUSTOMER AND ON RECEIPT OF SUPPORTING DOCUMENTATION,
23 ASSESSED BUSINESSES MAY GRANT AN EXEMPTION FROM THE DISTRICT SPECIAL
24 ASSESSMENT FOR ROOM NIGHTS BOOKED PURSUANT TO CONTRACTS EXECUTED PRIOR
25 TO THE ESTABLISHMENT DATE OF THE DISTRICT.

26 (E) *ASSESSED BUSINESSES AUTHORIZED TO PASS DISTRICT SPECIAL ASSESSMENT ON TO*
27 *CUSTOMERS.*

28 (1) THE DISTRICT SPECIAL ASSESSMENT IS LEVIED UPON AND IS A DIRECT, SOLE
29 OBLIGATION OF THE ASSESSED BUSINESS.

30 (2) THE ASSESSED BUSINESS MAY, IN ITS DISCRETION, PASS THE DISTRICT SPECIAL
31 ASSESSMENT ON TO ITS CUSTOMERS, PROVIDED THAT:

32 (I) THE AMOUNT OF THE DISTRICT SPECIAL ASSESSMENT IS DISCLOSED IN ADVANCE TO
33 THE CUSTOMER AND SEPARATELY STATED FROM THE AMOUNT OF CONSIDERATION
34 CHARGED AND ANY OTHER APPLICABLE TAXES; AND

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1 (II) EACH CUSTOMER RECEIVES A RECEIPT FOR PAYMENT FROM THE ASSESSED
2 BUSINESS DISCLOSING THE DISTRICT SPECIAL ASSESSMENT PAYMENT AS THE
3 “BALTIMORE TOURISM ASSESSMENT.”

4 **§ 20-10. BASELINE CITY FUNDING.**

5 ~~(A) AGREEMENT TO MAINTAIN.~~

6 ~~TO THE EXTENT OF ITS AUTHORITY, THE CITY SHALL MAINTAIN THE REQUISITE LEVEL OF~~
7 ~~FUNDING OF THE ASSOCIATION AS SET FORTH IN THE BALTIMORE CITY CHARTER ARTICLE~~
8 ~~II, § 40(E) AND CITY CODE ARTICLE 28, § 21-2.~~

9 ~~(B) DISTRICT FUNDING AND SERVICES.~~

10 ~~(1) TO THE EXTENT OF THEIR AUTHORITY, THE MAYOR AND CITY COUNCIL OF~~
11 ~~BALTIMORE MAY NOT PERMIT A REDUCTION IN THE EXISTING FUNDING PROVIDED BY~~
12 ~~THE CITY IN THE DISTRICT DUE TO THE ESTABLISHMENT OF THE DISTRICT OR THE~~
13 ~~DESIGNATION OF THE ASSOCIATION.~~

14 ~~(2) TO THE EXTENT OF THEIR AUTHORITY, THE MAYOR AND CITY COUNCIL OF~~
15 ~~BALTIMORE MAY NOT PERMIT A REDUCTION IN THE SERVICES PROVIDED BY THE CITY~~
16 ~~IN THE DISTRICT DUE TO THE ESTABLISHMENT OF THE DISTRICT OR THE DESIGNATION~~
17 ~~OF THE ASSOCIATION.~~

18 ~~(C) GOVERNING PRINCIPLES.~~

19 ~~THE MAINTENANCE OF EXISTING FUNDING SHALL BE GOVERNED BY 2 PRINCIPLES:~~

20 ~~(1) BASELINE FUNDING MAY NOT BE DECREASED EXCEPT:~~

21 ~~(I) AS PART OF AN OVERALL DECREASE IN FUNDING NECESSITATED BY DECREASES~~
22 ~~OF CITY HOTEL TAX REVENUE AND COLLECTIONS; AND-~~

23 ~~(II) ONLY IN PROPORTION TO THE DECREASES OF THE CITY HOTEL TAX REVENUE~~
24 ~~AND COLLECTIONS.~~

25 ~~(2) ANY INCREASE IN THE CITY HOTEL TAX REVENUE AND COLLECTIONS SHALL BE~~
26 ~~MATCHED WITH INCREASES IN FUNDING TO THE ASSOCIATION, IN PROPORTION TO~~
27 ~~THE INCREASES OF THE CITY HOTEL TAX REVENUE AND COLLECTIONS.~~

28 TO THE EXTENT OF ITS AUTHORITY, THE MAYOR AND CITY COUNCIL SHALL MAINTAIN THE
29 REQUISITE LEVEL OF FUNDING OF THE ASSOCIATION AS SET FORTH IN THE BALTIMORE CITY
30 CHARTER ARTICLE II, § 40(E) AND MAY NOT REDUCE THE EXISTING FUNDING PROVIDED BY
31 THE CITY IN THE DISTRICT DUE TO THE ESTABLISHMENT OF THE DISTRICT OR THE
32 DESIGNATION OF THE ASSOCIATION.

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1 **§ 20-11. PARTNERSHIPS.**

2 (A) *ASSOCIATION ENCOURAGED TO CREATE.*

3 THE ASSOCIATION IS AUTHORIZED AND ENCOURAGED TO ENTER INTO PARTNERSHIPS WITH
4 BOTH NON-ASSESSED BUSINESSES AND WITH LODGING AND OTHER BUSINESSES IN
5 ADJOINING AREAS OUTSIDE OF THE CORPORATE BOUNDARIES OF THE CITY OF BALTIMORE
6 (“EXEMPT PARTNERS”) FOR THE PURPOSE OF FURTHERING THE BROAD OBJECTIVES OF
7 INCREASING TOURISM IN THE DISTRICT AND ADJOINING AREAS.

8 (B) *SPECIFIC POWERS.*

9 IN FURTHERANCE OF THAT OBJECTIVE, THE ASSOCIATION MAY:

10 (1) CONTRACT TO PROVIDE VARYING LEVELS OF SERVICES TO NON-ASSESSED
11 BUSINESSES IN AREAS ADJOINING THE DISTRICT;

12 (2) AGREE TO ACCEPT DONATIONS, CONTRIBUTIONS, AND OTHER VOLUNTARY
13 PAYMENTS OF ANY KIND FROM EXEMPT PARTNERS (COLLECTIVELY, “VOLUNTARY
14 PAYMENTS”), WITH OR WITHOUT AGREEMENTS REGARDING SPECIFIC SERVICES AND
15 FUNCTIONS;

16 (3) ENTER INTO AGREEMENTS WITH EXEMPT PARTNERS TO INCLUDE NON-ASSESSED
17 BUSINESSES OWNED BY THOSE EXEMPT PARTNERS WITHIN OR ADJOINING TO THE
18 DISTRICT IN RETURN FOR VOLUNTARY PAYMENTS OR COMMITMENTS REGARDING
19 THE PROVISION OF SIMILAR SERVICES AND FUNCTIONS FOR THE BENEFIT OF NON-
20 ASSESSED BUSINESSES OWNED BY EXEMPT PARTNERS; AND

21 (4) ESTABLISH RATES AND CHARGES FOR THE PROVISION OF SERVICES TO EXEMPT
22 PARTNERS.

23 (C) *DISTRICT MANAGEMENT COMMITTEE APPROVAL.*

24 THE ASSOCIATION MAY NOT ENTER INTO ANY PARTNERSHIPS OR AGREEMENTS PURSUANT
25 TO THIS SECTION THAT REQUIRE THE EXPENDITURE OF DISTRICT FUNDS WITHOUT THE
26 PRIOR APPROVAL OF THE DISTRICT MANAGEMENT COMMITTEE.

27 **§ 20-12. COLLECTION AND DISBURSEMENT.**

28 (A) *IN GENERAL.*

29 THE ASSOCIATION SHALL ESTABLISH WITH THE APPROPRIATE CITY AGENCIES THE
30 METHODS BY WHICH THE DISTRICT SPECIAL ASSESSMENT IS TO BE PUBLISHED,
31 COLLECTED, AND DISBURSED TO THE ASSOCIATION.

32 (B) *FUNDS NOT PART OF CITY REVENUE.*

33 EXCEPT AS PROVIDED IN SUBSECTION (C) OF THIS SECTION, AMOUNTS COLLECTED BY THE
34 CITY ON BEHALF OF THE ASSOCIATION:

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1 (1) MAY NOT BE INCLUDED IN THE REVENUES OF THE CITY;

2 (2) ARE NOT AND MAY NOT BE DEEMED TO BE SUBJECT TO THE BUDGETARY AND
3 APPROPRIATION PROCESS; AND

4 (3) SHALL BE DISBURSED PROMPTLY ON COLLECTION.

5 (C) *CITY'S COST OF COLLECTING THE DISTRICT SPECIAL ASSESSMENT.*

6 THE CITY MAY RETAIN 1.5% OF THE AMOUNT OF DISTRICT SPECIAL ASSESSMENT
7 COLLECTED TO COVER ITS COSTS RELATED TO COLLECTION, ASSESSMENT, DISBURSEMENT,
8 RECORD-KEEPING, AND ENFORCEMENT OF THE DISTRICT SPECIAL ASSESSMENT.

9 (D) *DEPARTMENT OF FINANCE AUTHORIZED TO COLLECT.*

10 (1) THE DEPARTMENT OF FINANCE MAY COLLECT THE DISTRICT SPECIAL ASSESSMENT.

11 (2) THE ASSESSMENT FOR THE DISTRICT SPECIAL ASSESSMENT MAY BE INCLUDED AS A
12 SEPARATE LINE ITEM ON THE CITY HOTEL TAX COLLECTION FORM.

13 (3) THE DEPARTMENT OF FINANCE SHALL MAKE REGULAR REMITTANCES OF THE AMOUNT
14 COLLECTED TO THE ASSOCIATION WITHIN 60 DAYS OF RECEIPT. A RECORD OF ALL
15 REMITTANCES PROVIDED TO THE ASSOCIATION SHALL BE PROVIDED TO THE DISTRICT
16 MANAGEMENT COMMITTEE.

17 (E) *PENALTIES AND INTEREST.*

18 THE PENALTIES AND INTEREST APPLICABLE TO DELINQUENT CITY HOTEL TAXES SHALL BE
19 APPLIED TO DELINQUENCIES IN PAYMENT OF THE DISTRICT SPECIAL ASSESSMENT.

20 **§ 20-13. ADMINISTRATION OF THE DISTRICT.**

21 (A) *IN GENERAL.*

22 THE PRESIDENT AND CHIEF EXECUTIVE OFFICER OF THE ASSOCIATION IS RESPONSIBLE FOR
23 THE DAY-TO-DAY OPERATIONS OF THE ASSOCIATION AND ITS EMPLOYEES AND
24 CONTRACTORS.

25 (B) *POWERS.*

26 THE PRESIDENT AND CHIEF EXECUTIVE OFFICER MAY:

27 (1) PREPARE THE FINANCIAL PLAN FOR REVIEW AND APPROVAL BY THE DISTRICT
28 MANAGEMENT COMMITTEE;

29 (2) IMPLEMENT THE APPROVED FINANCIAL PLAN AND ARRANGE FOR THE COLLECTION
30 AND DISBURSEMENT OF THE DISTRICT SPECIAL ASSESSMENT AND ALL REVENUES
31 OF THE ASSOCIATION;

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1 (3) ESTABLISH PROCEDURES AND PROCESSES NECESSARY TO PERFORM THE FUNCTIONS
2 CALLED FOR UNDER THE FINANCIAL PLAN AND THE BUDGET;

3 (4) HIRE AND RETAIN EMPLOYEES, AGENTS, AND CONTRACTORS AS NEEDED TO
4 PERFORM THE PRESIDENT AND CHIEF EXECUTIVE OFFICER’S FUNCTIONS FOR THE
5 ASSOCIATION;

6 (5) EXERCISE THE POWERS GRANTED TO THE ASSOCIATION BY THIS SUBTITLE, EXCEPT
7 THAT THE DISTRICT MANAGEMENT COMMITTEE RETAINS FINAL DISCRETION AND
8 POWER WITH REGARD TO ALL SUBSTANTIVE AGREEMENTS, CONTRACTS, AND
9 OTHER ARRANGEMENTS BINDING ON THE ASSOCIATION RELATED TO DISTRICT
10 FUNDS; AND

11 (6) EXERCISE THE ADDITIONAL RIGHTS, POWERS, AND AUTHORITY DELEGATED TO THE
12 PRESIDENT AND CHIEF EXECUTIVE OFFICER BY THE DISTRICT MANAGEMENT
13 COMMITTEE.

14 **§ 20-14. OVERSIGHT BY BOARD OF ESTIMATES.**

15 (A) *IN GENERAL.*

16 THE BOARD OF ESTIMATES HAS THE FOLLOWING POWERS WITH REGARD TO THE DISTRICT
17 AND THE ASSOCIATION.

18 (B) *FINANCIAL PLAN; DISTRICT SPECIAL ASSESSMENT RATES.*

19 (1) THE FINANCIAL PLAN AND THE DISTRICT SPECIAL ASSESSMENT RATE ARE SUBJECT TO
20 THE APPROVAL BY THE BOARD OF ESTIMATES.

21 (2) THE DISTRICT MANAGEMENT COMMITTEE SHALL SUBMIT ALL MATERIALS AT LEAST 2
22 MONTHS BEFORE THE PROPOSED EFFECTIVE DATE OF A BUDGET OR DISTRICT SPECIAL
23 ASSESSMENT.

24 (3) IN CONSIDERING A PROPOSED BUDGET AND DISTRICT SPECIAL ASSESSMENT RATE, THE
25 BOARD OF ESTIMATES MAY NOT EXCEED OR INCREASE EITHER THE BUDGET OR THE
26 DISTRICT SPECIAL ASSESSMENT RATE BEYOND THOSE PROPOSED BY THE DISTRICT
27 MANAGEMENT COMMITTEE.

28 (C) *BYLAWS.*

29 TO THE EXTENT REQUIRED BY THE ENABLING LEGISLATION, THE BOARD OF ESTIMATES
30 SHALL APPROVE THE BYLAWS AND ANY PROPOSED AMENDMENTS OF THE DISTRICT
31 MANAGEMENT COMMITTEE.

32 (D) *APPROVAL AND RENEWAL PROCESS.*

33 THE BOARD OF ESTIMATES IS THE FINAL ARBITER AND DECISION MAKER REGARDING THE
34 APPROVAL AND RENEWAL PROCESS FOR THE DISTRICT.

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§ 20-15. PETITION PROCESS.

(A) *PETITION.*

(1) THE DISTRICT SHALL BE APPROVED AND ESTABLISHED FOLLOWING A PETITION PROCESS, AS SET FORTH IN THIS SECTION.

(2) EACH PETITION SHALL INCLUDE:

(I) A SIGNATURE PAGE FOR ASSESSED BUSINESS OWNERS OR DULY AUTHORIZED REPRESENTATIVES TO SUBMIT THEIR WRITTEN APPROVAL FOR THE FORMATION OF THE DISTRICT;

(II) A MAP SHOWING THE BOUNDARIES OF THE DISTRICT; AND

(III) A BRIEF SUMMARY OF THE DETAILS OF THE PROPOSED DISTRICT.

(B) *APPROVAL.*

(1) PETITIONS, WITH A SIGNATURE OF ASSESSED BUSINESS OWNERS OR THEIR DULY AUTHORIZED REPRESENTATIVES, SHALL BE RETURNED TO THE BOARD OF ESTIMATES.

(2) THE BOARD OF ESTIMATES SHALL CERTIFY THAT THE DISTRICT IS APPROVED FOR FORMATION AND THE ASSOCIATION IS APPROVED AS THE DISTRICT'S ASSOCIATION, IF IT DETERMINES THAT:

(i) ~~50%~~ 54% OF ALL ASSESSED BUSINESSES HAVE SUBMITTED PETITIONS IN FAVOR OF THE FORMATION OF THE DISTRICT; AND

(ii) ~~50%~~ 54% OF THE TOTAL ROOM COUNT OF ALL ASSESSED BUSINESSES WITHIN THE DISTRICT HAVE SUBMITTED PETITIONS IN FAVOR OF THE FORMATION OF THE DISTRICT.

§ 20-16. RENEWAL.

(A) *GENERALLY.*

NO LATER THAN 10 YEARS AFTER THE ESTABLISHMENT OF THE DISTRICT, AND EVERY 10 YEARS FOLLOWING, THE DISTRICT SHALL BE RENEWED.

(B) *RENEWAL PROCESS*

THE RENEWAL PROCESS SHALL FOLLOW THE PETITION PROCESS SET FORTH IN § 20-15 OF THIS SUBTITLE.

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1 **§ 20-17. DISSOLUTION OF DISTRICT.**

2 (A) *IN GENERAL.*

3 IF THE DISTRICT IS NOT APPROVED AS PROVIDED IN § 20-15 OF THIS SUBTITLE, OR IS NOT
4 RENEWED AS PROVIDED IN § 20-16 OF THIS SUBTITLE, THE ASSOCIATION SHALL CEASE ITS
5 OPERATIONS RELATED TO THE DISTRICT, AND THE DISTRICT SHALL CEASE TO EXIST, AT
6 THE END OF THE CITY'S FISCAL YEAR IN WHICH THE TERMINATING EVENT OCCURS.

7 (B) *DISSOLUTION BY PETITION.*

8 (1) DURING THE OPERATION OF THE DISTRICT, THERE SHALL BE A 30-DAY PERIOD EACH
9 YEAR IN WHICH ASSESSED BUSINESS OWNERS MAY PETITION TO DISSOLVE THE
10 DISTRICT.

11 (2) THE FIRST SUCH 30-DAY REQUEST PERIOD SHALL BEGIN ON THE SECOND ANNIVERSARY
12 OF THE DATE OF ESTABLISHMENT OF THE DISTRICT. EACH SUCCESSIVE ANNIVERSARY
13 OF SUCH DATE SHALL START THE SAME 30-DAY PERIOD IN WHICH DISSOLUTION MAY
14 OCCUR.

15 (3) IN ORDER TO DISSOLVE THE DISTRICT, THE ASSESSED BUSINESS OWNERS SHALL
16 FOLLOW A PETITION PROCESS MATCHING THE REQUIREMENTS SET FORTH IN § 20-
17 15(A)(2) OF THIS SUBTITLE. PETITIONS, WITH SIGNATURES OF ASSESSED BUSINESS
18 OWNERS OR THEIR DULY AUTHORIZED REPRESENTATIVES, SHALL BE RETURNED TO THE
19 BOARD OF ESTIMATES.

20 (4) THE BOARD OF ESTIMATES SHALL CERTIFY THAT THE DISTRICT IS APPROVED FOR
21 DISSOLUTION, IF THE BOARD OF ESTIMATES DETERMINES THAT AT LEAST:

22 (I) 66% OF ALL ASSESSED BUSINESSES WITHIN THE DISTRICT HAVE SUBMITTED
23 PETITIONS IN FAVOR OF THE DISSOLUTION OF THE DISTRICT; AND

24 (II) ~~TWO-THIRDS~~ 66% OF THE TOTAL ROOM COUNT OF ALL ASSESSED BUSINESS
25 WITHIN THE DISTRICT HAVE SUBMITTED PETITIONS IN FAVOR OF THE
26 DISSOLUTION OF THE DISTRICT.

27 (5) UPON CERTIFICATION THAT THE DISTRICT IS APPROVED FOR DISSOLUTION, THE
28 ASSOCIATION SHALL CEASE ITS OPERATIONS RELATED TO THE DISTRICT, AND THE
29 DISTRICT SHALL CEASE TO EXIST, AT THE END OF THE CITY'S FISCAL YEAR IN WHICH
30 THE CERTIFICATION OCCURS.

31 (C) *CONSIDERATION OF DISSOLUTION BY THE CITY COUNCIL.*

32 (1) IF THE CITY COUNCIL FINDS THAT THERE HAS BEEN A MISAPPROPRIATION OF FUNDS,
33 MALFEASANCE, OR VIOLATION OF LAW IN CONNECTION WITH THE MANAGEMENT OF
34 THE DISTRICT, THE CITY COUNCIL SHALL HOLD ONE OR MORE PUBLIC HEARINGS TO
35 CONSIDER THE DISSOLUTION OF THE DISTRICT.

36 (2) AT THE CONCLUSION OF THE PUBLIC HEARINGS, THE CITY COUNCIL MAY DETERMINE
37 WHETHER LEGISLATIVE ACTION IS NECESSARY TO DISSOLVE THE DISTRICT.

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1 (D) *LIMITED CONTINUATION.*

2 IN THE EVENT OF DISTRICT DISSOLUTION DESCRIBED IN PARAGRAPHS (A) OR (B) OF THIS
3 SECTION, THE DISTRICT MANAGEMENT COMMITTEE SHALL CONTINUE ITS EXISTENCE
4 ONLY AS LONG AS NECESSARY TO:

5 (1) TERMINATE OPERATIONS RELATED TO THE DISTRICT IN A REASONABLE FASHION;
6 AND

7 (2) ARRANGE FOR THE REFUNDING OF ALL FUNDS NOT NEEDED TO SATISFY
8 OUTSTANDING OBLIGATIONS AND RESERVES FOR UNCERTAIN OBLIGATIONS AND
9 LIABILITIES.

10 (E) *UNSPENT FUNDS.*

11 ANY UNSPENT FUNDS SHALL BE REFUNDED TO THE ~~ASSESSED BUSINESS OWNERS BY~~
12 ~~APPLYING THE SAME METHOD AND BASIS THAT WAS USED TO CALCULATE THE DISTRICT~~
13 ~~SPECIAL ASSESSMENTS THAT WERE LEVIED~~ ASSESSED BUSINESS OWNERS BY APPLYING THE
14 SAME METHOD AND BASIS THAT WAS USED TO CALCULATE THE DISTRICT SPECIAL ASSESSMENTS
15 THAT WERE LEVIED CITY'S GENERAL FUND.

16 **SECTION 2. AND BE IT FURTHER ORDAINED,** That all provisions of this Ordinance are
17 severable. If a court determines that a word, phrase, clause, sentence, paragraph, subsection,
18 section, or other provision is invalid or that the application of any part of the provision of any
19 person or circumstance is invalid, the remaining provisions and the application of those
20 provisions to other persons or circumstances are not affected by that decision.

21 **SECTION 3. AND BE IT FURTHER ORDAINED,** That the catch lines contained in this Ordinance
22 are not law and may not be considered to have been enacted as a part of this or any prior
23 Ordinance.

24 **SECTION 4. AND BE IT FURTHER ORDAINED,** That this Ordinance takes effect on the date it is
25 enacted.

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Certified as duly passed this _____ day of _____, 20__

President, Baltimore City Council

Certified as duly delivered to Her Honor, the Mayor,

this _____ day of _____, 20__

Chief Clerk

Approved this _____ day of _____, 20__

Mayor, Baltimore City