



MEMORANDUM

To: Mayor and City Council
From: Michael Starling
Date: 6/12/17
Subject **Hotel Motel Fee Process**

Recently the Governor signed H B 564 which provides the City with the authority from the State to increase the existing Hotel Motel Tax from 5% to 8% . The final step in this process is the creation and approval of an Ordinance by the City Council. After careful examination and discussion, staff has outlined the following strategic planning process to create the Ordinance and an associated list of projects for Council approval in October.

Draft Plan

City staff will identify all eligible projects for funding with the stipulation that only projects included in a previously approved plan will be considered.

Stakeholder Conversations

City staff will hold conversations with a targeted group of stakeholders to gather information on the inventory of projects and begin to prioritize the projects.

Council Subcommittee

Similar to the annual City budget process, the Mayor will appoint three Council Members to serve on a Committee to refine and prioritize the project list for final presentation to the full Council.

Public Open House

The City will host a public information open house to share the proposed ordinance and list of projects with residents and community members.

Ordinance

First read of the final ordinance is scheduled for the October 9th Council Meeting.