



MEMORANDUM CITY OF TUALATIN

TO: Honorable Mayor and Members of the City Council

FROM: Sherilyn Lombos, City Manager

DATE: January 8, 2018

SUBJECT: Work Session for January 8, 2018

6:15 p.m. (30 min) – Transient Lodging Tax. On September 25, 2017, Staff presented a proposal to levy a local Transient Lodging Tax. The City Council directed staff to conduct outreach efforts to the local hotels, as well as other concerned parties. Staff has completed the outreach and will brief the Council on those efforts. Staff is seeking direction from the Council about whether or not to bring forward an ordinance at a future meeting to levy a local Transient Lodging Tax.

6:45 p.m. (10 min) – Council Meeting Agenda Review, Communications & Roundtable. Council will review the agenda for the January 8th City Council meeting and brief the Council on issues of mutual interest.



MEMORANDUM

CITY OF TUALATIN

TO: Honorable Mayor and Members of the City Council

THROUGH: Sherilyn Lombos, City Manager

FROM: Don Hudson, Finance Director

DATE: 01/08/2018

SUBJECT: Proposed City of Tualatin Local Transient Lodging Tax

ISSUE BEFORE THE COUNCIL:

Whether or not to consider a local transient lodging tax

EXECUTIVE SUMMARY:

On September 25, 2017, Staff presented a proposal to levy a local Transient Lodging Tax. The City Council directed staff to conduct outreach efforts to the local hotels, as well as other concerned parties. Staff has completed the outreach and will brief the Council on those efforts. Staff is seeking direction from the Council about whether or not to bring forward an ordinance at a future meeting to levy a local Transient Lodging Tax.

Attachments: [Proposed TLT PowerPoint](#)

Transient Lodging Taxes (TLT)

City Council Work Session
January 8, 2018



Tonight's Discussion

- Follow Up from September 25, 2017 Work Session presentation
- Updated list of potential uses of funding
- Council Direction
- Next Steps, if necessary



Outreach Conducted

- Contacted Registered Collectors of Transient Lodging Tax in Tualatin
 - Century Hotel
 - Comfort Inn and Suites
 - Grand Hotel
 - Motel 6
 - Roamer's Rest RV Park



Outreach Conducted

- Met with Concerned Parties
 - Tualatin Chamber of Commerce
 - Washington County Visitors Association
 - Oregon Restaurant and Lodging Association



Possible Uses of Revenues

- Contract with Washington County Visitors Association for Tualatin specific tourism promotion
- Contract with Tualatin Chamber of Commerce for tourism related uses
- Support of Special Events in Tualatin that attract tourists
- Increased programming at Tualatin Heritage Center
- Increased access to and promotion of the Tualatin River
- Capital Projects that tie into tourism
 - Ice Age Tonquin Trail
 - Trail projects that tie into other regional trails
 - Park amenities that benefit tourists visiting Tualatin



Process for Determining Use of Funds

- Staff will conduct an internal process during annual budget development to identify proposed uses for tourism related dollars
- Staff will bring proposed uses for City Council discussion during the April Budget Work Session
- The annual tourism promotion work plan will be folded into the Proposed Budget



DIRECTION FROM COUNCIL



Direction from Council

- Whether or not to proceed with a local Transient Lodging Tax
- If so, identify what the local percentage rate would be



Washington County Cities with Local Rates

City	Local Rate	Total Rate
Beaverton	4.00%	14.8%
Hillsboro	3.00%	13.8%
Forest Grove	2.50%	13.3%
Tigard	2.50%	13.3%
Tualatin		10.8%

Other City's Rates :

City	Total Rate
Portland	15.3%
Lake Oswego	13.8%
Wilsonville	10.8% (Wash Co.) 12.8% (Clack Co.)



Projected Revenue – Local Rate

	2.5%	3.0%	4.0%
Total	\$300,000	\$360,000	\$480,000
Restricted - Tourism	\$210,000	\$252,000	\$336,000
Unrestricted	\$90,000	\$108,000	\$144,000



Next Steps

- If Council Decides to Proceed:
 - Bring ordinance to Council
 - Update IGA with Washington County

