



RESOLUTION NO. 7160

A RESOLUTION APPROVING THE REVISED TRANSIENT LODGING TAX POLICY AND CHANGING THE NAME OF TLT ADVISORY COMMITTEE TO TOURISM ADVISORY COMMITTEE AND REPEALING RES. NO. 6593.

WHEREAS, the City Council reviewed the purpose of the policy and advisory committee; and

WHEREAS, the current financial policy regarding transient lodging taxes is not in compliance with City procurement standards; and

WHEREAS, at the December 12, 2022, Council work session, staff proposed a new policy for transient lodging taxes and tourism-related spending in compliance with City procurement standards; and

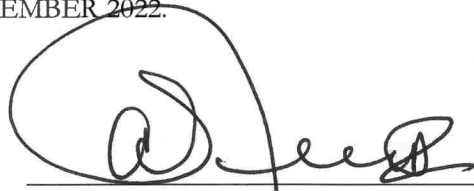
WHEREAS, the purpose and duties of the Tourism Advisory Committee are outlined in the revised policy; and

WHEREAS, the membership terms of the Tourism Advisory Committee will remain the same as those of the TLT Advisory Committee; and

WHEREAS, a resolution is necessary to repeal the previous resolution regarding the TLT Advisory Committee.

NOW, THEREFORE, BE IT RESOLVED that the TLT Policy (Exhibit A) is adopted, the TLT Advisory Committee is renamed the Tourism Advisory Committee: and Resolution No. 6593 is hereby repealed as of December 31, 2022.

DATED AND EFFECTIVE THIS 14th DAY OF DECEMBER 2022.



Mayor

ATTEST:




City Clerk



City of Albany
Finance Policy
Policy#: F-12-12-001
Title: Transient Lodging Tax (TLT) Policy

I. POLICY STATEMENT

This TLT Policy addresses the allocation of transient lodging tax dollars in compliance with ORS Sections 320.300 to 320.350 and Albany Municipal Code Chapter 3.14. The expenditure of TLT dollars shall be included in the proposed budget and considered by the Budget Committee and City Council through the City’s existing budget development and approval process.

This policy also establishes a Tourism Advisory Committee. The committee may meet as needed to discuss tourism-related activities, opportunities, and challenges; review and oversee tourism programs; advise on the expenditure of funds on tourism-related activities; and advise the City Council on tourism matters. The Committee will also award Collaborative Tourism Promotion (CTP) grants should those funds exist in the budget.

The goal of this policy is to optimize impact of ORS required expenditures of TLT revenue on tourism promotion or tourism-related facilities.

II. PROGRAMS AND ACTIVITIES

1. Marketing and other tourism-related activities: these funds will be used for the marketing of Albany for business and pleasure-related travel, promotion of our tourist attractions, and support to the tourism industry. If the City desires any of these activities to be performed by one or more outside entities, those contracts will be awarded in accordance with State of Oregon and City of Albany procurement rules and regulations. The Tourism Advisory Committee shall assist in determining Albany’s marketing and tourism promotion requirements to help inform contracts and programs for these services as well as advise during selection process.
2. Collaborative Tourism Promotion grant program: This fund is overseen by the Tourism Advisory Committee. Funding requests may come from any organization and are allocated by a majority vote of the Committee. Grant funds can be used for event start-up costs, new marketing campaigns or expanded advertising for a new element of an existing event, or travel expenses to submit proposals to host events, conferences, and trade shows. The funds shall not be used for wages or benefits.
3. Tourism Advisory Committee:
 - A. This policy implements the Tourism Advisory Committee. Representation on this committee is defined by City Council resolution.
 - B. The committee may meet as needed to discuss tourism related activities, hear applications for the collaborative tourism promotion grant, and make awards as they

see fit. If no money is budgeted for the CTP grant, the committee is not required to meet.

- C. All meetings of the Tourism Advisory Committee shall be public meetings with proper notice, agendas, and minutes as required by ORS sections 192.610-192.710.

III. METHODOLOGY FOR ALLOCATION

To comply with ORS Sections 320.300 to 320.350, a minimum of 44.5 percent of total TLT revenues will be spent on tourism promotion or tourism-related facilities. Funds dedicated to tourism-related expenditures will be included in the City of Albany biennial budget document. TLT expenditures, including those that are not tourism-related, will continue to be allocated to City Council priorities in accordance with the City’s budget process.

Prior to budget adoption, the Budget Committee and City Council will confirm the TLT expenditures are compliant with ORS 320.300 to 320.350 and all other applicable state procurement laws.

Supersedes: April 26, 2017	Created/Amended by/date: December 14, 2022	Effective Date: December 14, 2022
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