

# City of Brookings

# **WORKSHOP Agenda**

## **TOURISM PROMOTION ADVISORY COMMITTEE**

**Wednesday - May 29, 2019, 4:00pm**

City Hall Council Chambers, 898 Elk Drive, Brookings, OR 97415

### **A. Call to Order**

### **B. Roll Call**

### **C. Topics**

- 1. ORS Tourism Definitions**
- 2. TPAC Functions, Duties and Responsibilities**
  - a. Ordinance Requirements**
  - b. Council Direction**
  - c. TPAC Committee – set priorities**
- 3. Regular TPAC Meetings**
  - a. Meeting Frequency**
  - b. Presentation and Public Speaking Time Limits**
- 4. TPAC Budget Allocations/Percentages**
  - a. Marketing**
  - b. Events**
  - c. Other Options**

### **D. Adjournment**

The public is welcome to attend workshops however they are not able to participate in discussions.

All public City meetings are held in accessible locations. Auxiliary aids will be provided upon request with at least 72 hours advance notification. Please contact 469-1103 if you have any questions regarding this notice.

**ORS TRANSIENT LODGING TAXES**  
**(Definitions)**

**320.300 Definitions for ORS 320.300 to 320.350.** As used in ORS 320.300 to 320.350:

- (1) “Collection reimbursement charge” means the amount a transient lodging provider may retain as reimbursement for the costs incurred by the provider in collecting and reporting a transient lodging tax and in maintaining transient lodging tax records.
- (2) “Conference center” means a facility that:
  - (a) Is owned or partially owned by a unit of local government, a governmental agency or a nonprofit organization; and
  - (b) Meets the current membership criteria of the International Association of Conference Centers.
- (3) “Convention center” means a new or improved facility that:
  - (a) Is capable of attracting and accommodating conventions and trade shows from international, national and regional markets requiring exhibition space, ballroom space, meeting rooms and any other associated space, including but not limited to banquet facilities, loading areas and lobby and registration areas;
  - (b) Has a total meeting room and ballroom space between one-third and one-half of the total size of the center’s exhibition space;
  - (c) Generates a majority of its business income from tourists;
  - (d) Has a room-block relationship with the local lodging industry; and
  - (e) Is owned by a unit of local government, a governmental agency or a nonprofit organization.
- (4) “Local transient lodging tax” means a tax imposed by a unit of local government on the sale, service or furnishing of transient lodging.
- (5) “State transient lodging tax” means the tax imposed under ORS 320.305.
- (6) “Tourism” means economic activity resulting from tourists.
- (7) “Tourism promotion” means any of the following activities:
  - (a) Advertising, publicizing or distributing information for the purpose of attracting and welcoming tourists;
  - (b) Conducting strategic planning and research necessary to stimulate future tourism development;
  - (c) Operating tourism promotion agencies; and
  - (d) Marketing special events and festivals designed to attract tourists.
- (8) “Tourism promotion agency” includes:
  - (a) An incorporated nonprofit organization or governmental unit that is responsible for the tourism promotion of a destination on a year-round basis.
  - (b) A nonprofit entity that manages tourism-related economic development plans, programs and projects.
  - (c) A regional or statewide association that represents entities that rely on tourism-related business for more than 50 percent of their total income.
- (9) “Tourism-related facility”:
  - (a) Means a conference center, convention center or visitor information center; and
  - (b) Means other improved real property that has a useful life of 10 or more years and has a substantial purpose of supporting tourism or accommodating tourist activities.
- (10) “Tourist” means a person who, for business, pleasure, recreation or participation in events related to the arts, heritage or culture, travels from the community in which that person is a resident to a different community that is separate, distinct from and unrelated to the person’s community of residence, and that trip:
  - (a) Requires the person to travel more than 50 miles from the community of residence; or
  - (b) Includes an overnight stay.

- (11) “Transient lodging” means:
- (a) Hotel, motel and inn dwelling units that are used for temporary overnight human occupancy;
  - (b) Spaces used for parking recreational vehicles or erecting tents during periods of human occupancy; or
  - (c) Houses, cabins, condominiums, apartment units or other dwelling units, or portions of any of these dwelling units, that are used for temporary human occupancy.
- (12) “Unit of local government” has the meaning given that term in ORS 190.003.

(13) “Visitor information center” means a building, or a portion of a building, the main purpose of which is to distribute or disseminate information to tourists. [Formerly 305.824; 2005 c.187 §1]

Note: 320.300 to 320.350 were enacted into law by the Legislative Assembly but were not added to or made a part of ORS chapters 305 to 324 or any series therein by legislative action. See Preface to Oregon Revised Statutes for further explanation.

**320.302 Certain terms defined by rule.** The Department of Revenue may by rule define “dwelling unit,” “nonprofit facility,” “temporary human occupancy” and other terms for purposes of ORS 320.300 to 320.350. [2005 c.187 §5]

Note: See note under 320.300

### **(State Transient Lodging Tax)**

#### **320.305 Rate of tax; provider reimbursement.**

(1) A tax of one percent is imposed on any consideration rendered for the sale, service or furnishing of transient lodging. The tax imposed by this subsection shall be in addition to and not in lieu of any local transient lodging tax. The tax shall be collected by the transient lodging provider.

(2) The transient lodging provider shall withhold five percent of the amount the provider collects under subsection (1) of this section for the purpose of reimbursing the provider for the cost of tax collection, record keeping and reporting. [2003 c.818 §2]

Note: See note under 320.300.

#### **320.308 Exemptions.** The following are exempt from the state transient lodging tax:

- (1) A dwelling unit in a hospital, health care facility, long term care facility or any other residential facility that is licensed, registered or certified by the Department of Human Services;
- (2) A dwelling unit in a facility providing treatment for drug or alcohol abuse or providing mental health treatment;
- (3) A dwelling unit that is used by members of the general public for temporary human occupancy for fewer than 30 days per year;
- (4) A dwelling unit, the consideration for which is funded through a contract with a government agency and the purpose of which is to provide emergency or temporary shelter;
- (5) A dwelling unit at a nonprofit youth or church camp, nonprofit conference center or other nonprofit facility; or
- (6) A dwelling unit that is leased or otherwise occupied by the same person for a consecutive period of 30 days or more during the year. The requirements of this subsection are satisfied even if the physical dwelling unit changes during the consecutive period, if:
  - (a) All dwelling units occupied are within the same facility; and
  - (b) The person paying consideration for the transient lodging is the same person throughout the consecutive period. [2005 c.187 §3]

Note: See note under 320.300.

Note: 320.308 was added to and made a part of 320.300 to 320.350 by legislative action but was not added to any smaller series therein. See Preface to Oregon Revised Statutes for further explanation.

**320.310 Records and statements.** Every transient lodging provider responsible for collecting the tax imposed by ORS 320.305 shall keep records, render statements and comply with rules adopted by the Department of Revenue with respect to the tax. The records and statements required by this section must be sufficient to show whether there is a tax liability under ORS 320.305. [2003 c.818 §3]

Note: See note under 320.300.

**320.315 Due date and form of returns; payment of tax.**

(1) Every transient lodging provider is responsible for collecting the tax imposed under ORS 320.305 and shall file a return with the Department of Revenue, on or before the last day of the month following the end of each calendar quarter, reporting the amount of tax due during the quarter. The department shall prescribe the form of the return required by this section. The rules of the department shall require that returns be made under penalties for false swearing.

(2) When a return is required under subsection (1) of this section, the transient lodging provider required to make the return shall remit the tax due to the department at the time fixed for filing the return. [2003 c.818 §4]

Note: See note under 320.300.

**320.320 Refunds.** If the amount paid by the transient lodging provider to the Department of Revenue under ORS 320.315 exceeds the amount of tax payable, the department shall refund the amount of the excess with interest thereon at the rate established under ORS 305.220 for each month or fraction of a month from the date of payment of the excess until the date of the refund. A refund may not be made to a transient lodging provider who fails to claim the refund within two years after the due date for filing the return to which the claim for refund relates. [2003 c.818 §5]

Note: See note under 320.300.

**320.325 Amounts held in trust; enforcement.**

(1) Every transient lodging provider required to collect the tax imposed by ORS 320.305 shall be deemed to hold the amount collected in trust for the State of Oregon and for payment to the Department of Revenue in the manner and at the time provided by ORS 320.315.

(2) At any time the transient lodging provider required to collect the tax fails to remit any amount deemed to be held in trust for the State of Oregon, the department may enforce collection by the issuance of a distraint warrant for the collection of the delinquent amount and all penalties, interest and collection charges accrued thereon. The warrant shall be issued, docketed and proceeded upon in the same manner and shall have the same force and effect as is prescribed with respect to warrants for the collection of delinquent income taxes. [2003 c.818 §6]

Note: See note under 320.300.

**320.330 Applicability of other provisions of law.** Unless the context requires otherwise, the provisions of ORS chapters 305, 314 and 316 as to the audit and examination of reports and returns, confidentiality of reports and returns, determination of deficiencies, assessments, claims for refunds, penalties, interest, jeopardy assessments, warrants, conferences and appeals to the Oregon Tax Court, and procedures relating thereto, apply to ORS 320.305 to 320.340, the same as if the tax were a tax imposed upon or measured by net income. All such provisions apply to the taxpayer liable for the tax and to the transient lodging provider required to collect the tax. As to any amount collected and required to be remitted to the Department of Revenue, the tax shall be considered a tax upon the transient lodging provider required to collect the tax and that provider shall be considered a taxpayer. [2003 c.818 §7]

Note: See note under 320.300.

**320.335 Distribution of revenues.** All moneys received by the Department of Revenue pursuant to ORS 320.305 to 320.340, and interest thereon, shall be paid to the State Treasurer to be held in a suspense account established under ORS 293.445. After the payment of refunds:

(1) Moneys necessary to reimburse the Department of Revenue for the actual costs incurred by the department in administering the state transient lodging tax, not to exceed two percent of state transient lodging tax collections, are continuously appropriated to the department; and

(2) The balance of the moneys received shall be transferred to the account of the Oregon Tourism Commission established under ORS 284.131. The moneys transferred under this subsection are continuously appropriated to the Oregon Tourism Commission for the purposes set forth in ORS 284.131. [2003 c.818 §8]

Note: See note under 320.300.

**320.340 Exemption from public records law.**

(1) Public records of moneys received by the Department of Revenue pursuant to ORS 320.305 to 320.340 are exempt from disclosure under ORS 192.410 to 192.505. Nothing in this section shall limit the use that can be made of such information for regulatory purposes or its use and admissibility in any enforcement proceedings.

(2) If a conflict is found to exist between subsection (1) of this section and ORS 314.835, ORS 314.835 controls. [2003 c.818 §8a]

Note: See note under 320.300.

**(Local Transient Lodging Taxes)**

**320.345 Lodging provider collection reimbursement charges.**

(1) On or after January 1, 2001, a unit of local government that imposed a local transient lodging tax on December 31, 2000, and allowed a transient lodging provider to retain a collection reimbursement charge on that tax, may not decrease the percentage of local transient lodging taxes that is used to fund collection reimbursement charges.

(2) A unit of local government that imposes a new local transient lodging tax on or after January 1, 2001, shall allow a transient lodging provider to retain a collection reimbursement charge of at least five percent of all collected local transient lodging tax revenues. The percentage of the collection reimbursement charge may be increased by the unit of local government.

(3) A unit of local government that increases a local transient lodging tax on or after January 1, 2001, shall allow a transient lodging provider to retain a collection reimbursement charge of at least five percent of all collected local transient lodging tax revenues. The collection reimbursement charge shall apply to all collected local transient lodging tax revenues, including revenues that would have been collected without the increase. The percentage of the collection reimbursement charge may be increased by the unit of local government.

(4) A unit of local government may not offset the loss of local transient lodging tax revenues caused by collection reimbursement charges required by this section by:

- (a) Increasing the rate of the local transient lodging tax;
- (b) Decreasing the percentage of total local transient lodging tax revenues used to fund tourism promotion or tourism-related facilities; or
- (c) Increasing or imposing a new fee solely on transient lodging providers or tourism promotion agencies that are funded by the local transient lodging tax. [2003 c.818 §10]

Note: See note under 320.300.

**320.347 Alternative remittance of receipts from tax on camping and recreational vehicle spaces.**

(1) Except as provided in this section, a unit of local government that imposes a tax on the rental of privately owned camping or recreational vehicle spaces shall, regardless of a schedule imposed by the unit of local government for remitting tax receipts, allow a transient lodging provider to hold the tax collected until the amount of money held by the provider equals or exceeds \$100.

(2) Once the amount held by a transient lodging provider equals or exceeds \$100, or by December 31 of each year if the \$100 threshold is not met, the provider shall remit the tax collected at the next following reporting period established by the unit of local government for payment of the tax.

(3) A unit of local government may not assess any penalty or interest against a transient lodging provider that withholds payments pursuant to this section. [2005 c.610 §4]

Note: See note under 320.300.

**320.350 Tax moratorium; exceptions; uses of revenues.**

(1) A unit of local government that did not impose a local transient lodging tax on July 1, 2003, may not impose a local transient lodging tax on or after July 2, 2003, unless the imposition of the local transient lodging tax was approved on or before July 1, 2003.

(2) A unit of local government that imposed a local transient lodging tax on July 1, 2003, may not increase the rate of the local transient lodging tax on or after July 2, 2003, to a rate that is greater than the rate in effect on July 1, 2003, unless the increase was approved on or before July 1, 2003.

(3) A unit of local government that imposed a local transient lodging tax on July 1, 2003, may not decrease the percentage of total local transient lodging tax revenues that are actually expended to fund tourism promotion or tourism-related facilities on or after July 2, 2003. A unit of local government that agreed, on or before July 1, 2003, to increase the percentage of total local transient lodging tax revenues that are to be expended to fund tourism promotion or tourism-related facilities, must increase the percentage as agreed.

(4) Notwithstanding subsections (1) and (2) of this section, a unit of local government that is financing debt with local transient lodging tax revenues on November 26, 2003, must continue to finance the debt until the retirement of the debt, including any refinancing of that debt. If the tax is not otherwise permitted under subsection (1) or (2) of this section, at the time of the debt retirement:

- (a) The local transient lodging tax revenue that financed the debt shall be used as provided in subsection (5) of this section; or
- (b) The unit of local government shall thereafter eliminate the new tax or increase in tax otherwise described in subsection (1) or (2) of this section.

(5) Subsections (1) and (2) of this section do not apply to a new or increased local transient lodging tax if all of the net revenue from the new or increased tax, following reductions attributed to collection reimbursement charges, is used consistently with subsection (6) of this section to:

- (a) Fund tourism promotion or tourism-related facilities;
- (b) Fund city or county services; or
- (c) Finance or refinance the debt of tourism-related facilities and pay reasonable administrative costs incurred in financing or refinancing that debt, provided that:
  - (A) The net revenue may be used for administrative costs only if the unit of local government provides a collection reimbursement charge; and
  - (B) Upon retirement of the debt, the unit of local government reduces the tax by the amount by which the tax was increased to finance or refinance the debt.

(6) At least 70 percent of net revenue from a new or increased local transient lodging tax shall be used for the purposes described in subsection (5)(a) or (c) of this section. No more than 30 percent of net revenue from a new or increased local transient lodging tax may be used for the purpose described in subsection (5)(b) of this section. [2003 c.818 §11]

Note: See note under 320.300.

**IN AND FOR THE CITY OF BROOKINGS**  
**STATE OF OREGON**  
**ORDINANCE 14-O-732**

**IN THE MATTER OF ORDINANCE 14-O-732, AN ORDINANCE ADDING CHAPTER 2.57, TOURISM PROMOTION ADVISORY COMMITTEE, TO BROOKINGS MUNICIPAL CODE TITLE 2, ADMINISTRATION AND PERSONNEL.**

Sections:

- Section 1. Ordinance identified.
- Section 2. Adds Chapter 2.57

The City of Brookings ordains as follows:

Section 1. Ordinance Identified. This ordinance adds Chapter 2.57, Tourism Promotion Advisory Committee, to Brookings Municipal Code Title 2, Administration and Personnel.

Section 2. Adds Chapter 2.57 : Chapter 2.57 is added to read as follows:

**Chapter 2.57**  
**TOURISM PROMOTION ADVISORY COMMITTEE**

Sections:

- 2.57.010 Name.
- 2.57.020 Mission and goals.
- 2.57.030 Powers and duties.
- 2.57.040 Organization.

**2.57.010 Name.**

The Brookings City Council hereby creates the Tourism Promotion Advisory Committee.

**2.57.020 Mission and goals**

- A. The primary role of the Tourism Promotion Advisory Committee is to advise the City Council on the use of transient occupancy tax (TOT) revenues allotted for tourism promotion pursuant to BMC Chapter 3.10.
- B. Nothing in this chapter shall be interpreted as authorizing the City to conduct a tourism promotion campaign.
- C. It is the goal of the City Council to expend tourism promotion funds in a coordinated and efficient manner with funding to be provided for a few selected projects and events each year.

**2.57.030 Powers and duties.**

A. Duties and Responsibilities.

- 1. The Tourism Promotion Advisory Committee is an advisory body to the City Council. It has no authority to spend or approve the expenditure of City funds. Its recommendations are made to the City Council through its minutes.

2. Committee members shall serve at the pleasure of the City Council.
3. Committee membership is honorary and without compensation.
4. All Committee meetings shall be open to the public and held in a place that is handicapped accessible.
5. Committee minutes, as prepared by staff and approved by the Committee, shall be submitted to the City Council for acceptance. The minutes shall be approved, with or without amendments, additions or corrections, by affirmative action of the Committee at its next meeting.

#### **2.57.040 Organization.**

##### **A. Membership.**

1. The Committee shall consist of seven voting members to be appointed by the Mayor with approval of the City Council.
2. Insofar as possible, City residents shall have precedence over other applicants.
  - a. All members of the Committee shall be residents of Curry County. At least four of the seven members shall be residents of the City of Brookings. Non-city residents must have an economic interest, such as property ownership, business ownership, or employment, within the City. These members shall not be officials or employees of the city.
  - b. No member of any other City Council-appointed board, Committee or committee shall simultaneously serve on the Tourism Promotion Advisory Committee.
3. Meeting minutes shall be recorded by the City Manager, or his/her designee.

##### **B. Terms of Appointment/Removal/Vacancies.**

1. Terms shall be initially staggered so that three members serve a term of three years, two members serve a term of two years and two members serve a term of one year. Thereafter, all terms shall be for three years.
2. No member shall be eligible to serve for more than two full terms on the Committee.
3. Vacancies created by a mid-term resignation or termination shall be filled by appointment as provided under BMC Section 2.57.040 (A)(1).
4. Members may be removed by a majority vote of the City Council for any reason and at any time during the member's term of appointment. Failure of a member to attend at least 50 percent of regularly scheduled meetings during a 12 month period, shall result in automatic termination, unless the absences have been excused by the Committee's chair.

##### **C. Election of Officers.**

1. At the last meeting of each calendar year, a chair and vice-chair shall be elected from the voting members of the Committee to serve a one-year term.
2. Newly elected officers shall take their seats at the first meeting of the next calendar year.
3. No member shall serve more than two consecutive years in any one office.

##### **D. Quorum/Rules/Meetings.**

1. A majority of appointed Committee members shall constitute a quorum.



2. The Committee shall meet at least once each quarter, at a time and place as may be fixed by consensus of the voting members, and at other times as deemed necessary by the City Manager when action is required on referrals from the agency. All meetings shall be open to the public and noticed in accordance with State Public Meeting Law (ORS Chapter 192).
3. Voting by the Committee on all matters shall be consistent with the process adopted by the City Council under BMC 2.05.160, with the exception that the staff member taking the minutes shall call the names of each member and record the votes.
4. Recommendations made by the Committee shall be submitted to the City Council in the manner prescribed by City administrative regulation.

E. Staffing

1. The City Manager or his/her designee, shall provide staff support to the Committee in the same manner as staff provides support to other committees and commissions to include;
  - a. Preparation of reports containing recommendations for projects to achieve the goal of promoting tourism.
  - b. Review and make recommendations for funding special events.
  - c. Transmitting recommendations from the Committee to the City Council.
2. All projects, programs and contracts funded through allocation of TOT funds shall be administered by the City Manager or his/her designee.

First Reading: May 27, 2014      Passage: May 27, 2014  
 Second Reading: May 27, 2014      Effective Date: June 26, 2014

Signed by me in authentication of its passage this 28<sup>th</sup>, day of May, 2014

Ron Hedenskog  
 Mayor Ron Hedenskog

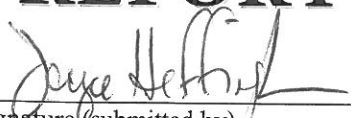
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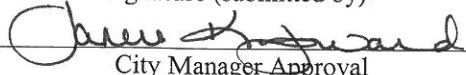
# CITY OF BROOKINGS

## COUNCIL AGENDA REPORT

Meeting Date: May 27, 2014

Originating Dept: City Manager

  
Signature (submitted by)

  
City Manager Approval

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Subject: Ordinance formally creating the Tourism Promotion Advisory Commission.

Recommended Motion: Adopt Ordinance 14-O-732, adding Chapter 2.57, Tourism Promotion Advisory Committee, to Brookings Municipal Code, Title 2, Administration and Personnel.

Background/Discussion:

In August 2012, The City Council established a Tourism Promotion Advisory Committee (TPAC) in August 2012. The stated purpose of the TPAC was to “work with the City staff and contract service providers in the development and implementation of a tourism promotion program, and to report back to the City Council on the effectiveness of said program.”

In August 2013 the City Council indicated that they wanted TPAC to “explore alternative structures for its committee and explore the feasibility of a joint relationship for tourism promotion with the Brookings Harbor Port District and the Brookings Harbor Chamber of Commerce.”

At its April 7 workshop, the City Council discussed staff’s concerns that TPAC was doing more than making recommendations and directed staff to draft an ordinance formally creating the committee and defining its role. Council met again on May 5, in a joint workshop with TPAC members, to discuss the draft ordinance.

Ordinance 14-O-732 is similar to that which created the Urban Renewal Advisory Commission and indicates that the primary role of the TPAC is to advise the City Council on the use of transient occupancy tax revenues allocated for tourism promotion. Adoption of the attached ordinance will formally create the Tourism Promotion Advisory Committee in the Brookings Municipal Code.

Attachment(s):

- a. Ordinance adding Chapter 2.57 to the BMC.
- b. April 7 and May 5 Council Workshop reports.

**Chapter 2.57**  
**TOURISM PROMOTION ADVISORY COMMITTEE**

Sections:

[2.57.010 Name.](#)

[2.57.020 Mission and goals.](#)

[2.57.030 Powers and duties.](#)

[2.57.040 Organization.](#)

**2.57.010 Name.**

The Brookings city council hereby creates the tourism promotion advisory committee. [Ord. 18-O-772 § 2 (Exh. A); Ord. 14-O-732 § 2.]

**2.57.020 Mission and goals.**

- A. The primary role of the tourism promotion advisory committee is to advise the city council on the use of transient occupancy tax (TOT) revenues allotted for tourism promotion pursuant to Chapter [3.10](#) BMC.
- B. Nothing in this chapter shall be interpreted as authorizing the city to conduct a tourism promotion campaign.
- C. It is the goal of the city council to expend tourism promotion funds in a coordinated and efficient manner with funding to be provided for a few selected projects and events each year. [Ord. 18-O-772 § 2 (Exh. A); Ord. 14-O-732 § 2.]

**2.57.030 Powers and duties.**

A. Duties and Responsibilities.

- 1. The tourism promotion advisory committee is an advisory body to the city council. It has no authority to spend or approve the expenditure of city funds. Its recommendations are made to the city council through its minutes.
- 2. Committee members shall serve at the pleasure of the city council.
- 3. Committee membership is honorary and without compensation.
- 4. All committee meetings shall be open to the public and held in a place that is handicapped accessible.
- 5. Committee minutes, as prepared by staff and approved by the committee, shall be submitted to the city council for acceptance. The minutes shall be approved, with or without amendments, additions or corrections, by affirmative action of the committee at its next meeting. [Ord. 18-O-772 § 2 (Exh. A); Ord. 14-O-732 § 2.]

**2.57.040 Organization.**

A. Membership.

- 1. The committee shall consist of seven voting members to be appointed by the mayor with approval of the city council.
- 2. Insofar as possible, city residents shall have precedence over other applicants.
  - a. All members of the committee shall be residents of Curry County. At least four of the seven members shall be residents of the city of Brookings. Non-city residents must have an economic interest, such as property ownership, business ownership, or employment, within the city. These members shall not be officials or employees of the city.
  - b. No member of any other city council-appointed board, committee or commission shall simultaneously serve on the tourism promotion advisory committee.
- 3. Meeting minutes shall be recorded by the city manager, or his/her designee.

B. Terms of Appointment/Removal/Vacancies.

1. Terms shall be for three years.
2. Vacancies created by a mid-term resignation or termination shall be filled by appointment as provided under subsection (A)(1) of this section.
3. Members may be removed by a majority vote of the city council for any reason and at any time during the member's term of appointment. Failure of a member to attend at least 50 percent of regularly scheduled meetings during a 12-month period shall result in automatic termination, unless the absences have been excused by the committee's chair.

C. Election of Officers.

1. At the last meeting of each calendar year, a chair and vice-chair shall be elected from the voting members of the committee to serve a one-year term.
2. Newly elected officers shall take their seats at the first meeting of the next calendar year.
3. No member shall serve more than two consecutive years in any one office.

D. Quorum/Rules/Meetings.

1. A majority of appointed committee members shall constitute a quorum.
2. The committee shall meet at least once each quarter, at a time and place as may be fixed by consensus of the voting members, and at other times as deemed necessary by the city manager when action is required on referrals from the agency. All meetings shall be open to the public and noticed in accordance with State Public Meeting Law (ORS Chapter [192](#)).
3. Voting by the committee on all matters shall be consistent with the process adopted by the city council under BMC [2.05.160](#), with the exception that the staff member recording the votes may call for a voice vote unless a polled vote is required by state law.
4. Recommendations made by the committee shall be submitted to the city council in the manner prescribed by city administrative regulation.

E. Staffing.

1. The city manager or his/her designee shall provide staff support to the committee in the same manner as staff provides support to other committees and commissions to include:
  - a. Preparation of reports containing recommendations for projects to achieve the goal of promoting tourism.
  - b. Review and make recommendations for funding special events.
  - c. Transmitting recommendations from the committee to the city council.
2. All projects, programs and contracts funded through allocation of TOT funds shall be administered by the city manager or his/her designee. [Ord. 18-O-772 § 2 (Exh. A); Ord. 14-O-732 § 2.]

**Chapter 3.10.150  
TRANSIENT OCCUPANCY TAX**

Section:

**3.10.150 Use of transient room tax.**

**3.10.150 Use of transient room tax.**

A. The city shall use 25 percent of the transient room tax collections each year to promote tourism.

B. The city finds and declares that expenditure of a portion of the transient room tax collections for tourism promotion will serve a public purpose. The city will derive economic benefits through attraction of visitors to the area. It is in the public interest to promote quality, integrity and reliability in all tourism and tourism related services and in information offered to visitors. Travel and recreation industries are important to the area as a whole, and tourist facilities and attractions serve the recreational and cultural needs of all visitors and residents. Further, the travel and recreation industries have become increasingly important to the economic growth of the area and will become more important in the future because of increased leisure time and declining employment opportunities in other traditional Oregon industries. There is a need to encourage communication and cooperation between the public and private sectors to promote the orderly growth and implementation of tourism-related objectives. It is important that visitors to the area be informed of the scenic and historic attractions, entertainment and recreation opportunities, restaurant facilities, lodging facilities and other matters of special interest. The area on the whole will benefit by attraction of tourists. [Ord. 07-O-581 § 2; Ord. 93-O-342.A § 2; Ord. 80-O-342 § 15.]