



## Agenda Item Report

**Meeting Type:** Tourism Commission

**Meeting Date:** October 7, 2024

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**Item Title:** 2025 Room Tax Funding Guidelines

**Submitted By:** David Bennett, Communications & Economic Development Coordinator

**Detailed Description of Subject Matter:**

At the September meeting, there was confusion as to what qualifies as general operating expenses during a room tax funding application initial presentation. Staff has included the guidelines that were approved at the August Tourism Commission meeting along with highlighting the changes and adding possible language to identify and clarify what general operating expenses are. Staff also added a few options for the application process to aid in transparency for applicants and establish consistency.

**List all Supporting Documentation Attached:**

2025 Room Tax Funding Guidelines and Processes

**Action Requested of Tourism Commission:**

Review, discuss, and give staff direction for developing guidelines to implement for room tax funding requests