



## BOARD OF COMMISSIONERS

# AGENDA REQUEST & STAFF REPORT

**MEETING DATE:** June 11, 2025

**SUBJECT:** Public Hearing: Implementing Fee Schedule for Transient Lodging Tax Certificate of Authority Registrations and Renewals.

**BACKGROUND AND POLICY IMPLICATIONS:**

On May 21, 2025, the Board of County Commissioners held a public hearing for comments regarding the proposed Amendments to Deschutes County Code 4.08 for Transient Room Tax. At the public hearing, the Board voted unanimously to adopt Ordinance No. 2025-006.

Deschutes County Code 4.08.140 Section B, states "When registering, registrants will be required to pay an administrative fee for the initial registration, in accordance with the County Fee Schedule".

On May 28, 2025, the Board held a work session to discuss the potential for implementing a fee for issuing the Transient Lodging Tax Certificate of Authority (COA) initial registrations and registration renewals. The Board approved a motion to include the Certificate of Authority fee in the County Fee Schedule set for a public hearing on June 11, 2025, in the amount of \$300 for the initial registration and \$150 for the annual renewal.

The June 11, 2025, public hearing will include these proposed fees and will be presented in the Fiscal 2026 County Fee Schedule for the Boards consideration. If approved, the fee will be effective September 1, 2025, in alignment with the date in Ordinance No. 2025-006.

**BUDGET IMPACTS:**

The FY 2026 Budget includes approximately \$482,000 in costs to administer the Transient Lodging Tax program. The COA fees will be used to offset the costs to administer the program allowing the allocation of available discretionary Transient Lodging Tax revenue to approved programs during the FY 2027 budget process.

**ATTENDANCE:**

Robert Tintle, Chief Financial Officer

Judi Hasse, Deputy Tax Collector

Michelle Assia, Transient Lodging Tax Management Analyst