



City of Palm Springs

Department of Finance and Treasury

3200 E. Tahquitz Canyon Way • Palm Springs, CA 92262

Tel: (760) 323-8229 • Fax: (760) 322-8320 • Web: www.palmspringsca.gov

December 16, 2016

Attention: All hotel/motels

Re: City of Palm Springs Tourism Business Improvement District

Dear Hotel/Motel Operator:

This letter has been mailed as notification of the adoption of City of Palm Springs Ordinance 1903 on November 16, 2016. The ordinance established the **Palm Springs Small Hotel Tourism Business Improvement District (TBID)**. The district was established to promote tourism and fund programs that benefit hotel/motel businesses with our community. These efforts and activities include, but are not limited to: public event promotion, advertising and marketing, brochure development, and public relations.

In order to accomplish these tasks, the ordinance calls for a 1% assessment on room revenue. The boundaries of the TBID are citywide, but the assessments are limited to hotels of 49 rooms or less. The levy of the annual 1% assessment takes effect January 1, 2017.

The assessment will be collected by the City of Palm Springs Finance and Treasury Department. The assessment calculated shall be paid to the City on behalf of the TBID following the existing guidelines for TOT, submitting both the TOT and the TBID independently and submitting payment with two separate checks. The TBID form will be available online by January 1, 2017. The first monthly installment will be due before February 28, 2017 for the month of January 2017. The assessment is levied upon each hotel/motel business subject to the assessment, and each shall be solely responsible for paying all assessments when due. A hotel/motel business may elect to recover some or all of the amount of the assessment from transients owing rent to the hotel/motel business. The amount recovered shall be identified or itemized on a document provided to the transient.

A full and complete copy of Ordinance 1903 is available for viewing on our website at www.palmspringsca.gov under "Finance & Treasury / Tourism BID". On or about January 1, 2017, our office will mail Forms & Instructions which will include further information. Please review carefully. If you have any questions upon receipt, please feel free to contact Roxane O'Neill at (760) 322-8326.

Thank you for your time and attention.

Geoffrey S. Kiehl
Director of Finance & Treasury
City of Palm Springs
(760) 323-8229