

**HOTEL OCCUPANCY TAX
Program Year 2018 Time Line**

April 20	Program Year 2018 Kick-off HOT Committee Meeting Review program guidelines & application
April 24	Email applications and guidelines for Program Year 2018
May 19	Applications due in Finance
June 09	Send out packets to HOT Committee
June 13	Committee Meeting Application review and establish funding levels
June 30	Program Year 2018 hotel allocations submitted to Budget
August 03	Council budget workshop
August 14	Contracts to Legal for review, ordinance creation and signature
September 12	Contracts to applicants for review and signature
October 01	Signed contracts due to Finance
November 07	Contracts to Council