



CITY OF MANITOWOC

WISCONSIN, USA

www.manitowoc.org

April 1, 2022

TO: Finance Committee

FROM: Kathleen M. McDaniel, City Attorney

RE: Room Tax Commission Ordinance Changes

The Room Tax Commission was established by Manitowoc Municipal Code § 3.150. Since the City has now established a Department of Tourism, I reviewed the ordinance structure with the Mayor to determine if any changes were necessary. We are recommending the following changes:

- Remove the Community Development Director as a member of the Commission so that they are not supervising a fellow department head
- Replace the Community Development Director seat with another representative of the Wisconsin lodging industry
- Establish the Mayor as permanent chair of the Commission, similar to Plan Commission or Board of Public Works

Thank you for your consideration.