

Memorandum



CITY OF DALLAS

DATE September 27, 2019

TO Honorable Mayor and Members of the City Council

SUBJECT **Hotel Occupancy Tax Online System**

On April 10, 2019, the City Council approved a service contract with MUNIRevs to provide a Hotel Occupancy Tax (HOT) and short-term rental (STR) online portal. The new system allows hotels to register, file reports, and pay taxes online.

The LODGINGRevs online portal will “go-live” in two phases:

- On October 1, the online system will become available to hotels for registration only. All current taxpayers will be required to re-register using the online system. The City Controller’s Office will conduct outreach to any hotels that may not have internet access and provide a hard copy of the registration form.
- On November 1, the system will begin accepting tax filings and tax payments.

The City Controller’s Office has communicated extensively with hoteliers about the upcoming changes via emails and letters, and thus far received positive feedback from numerous hoteliers pleased they will no longer be required to manually fill out and mail or hand deliver reporting forms and payments.

The LODGINGRevs system also features short term rental discovery, monitoring, and compliance functionality; these services are not part of the “go-live” yet. We plan to brief the City Council on a communication plan before contacting any hosts.

Please let me know if you need additional information.

A handwritten signature in blue ink that reads "M. Elizabeth Reich".

M. Elizabeth Reich
Chief Financial Officer

c: T.C. Broadnax, City Manager
Chris Caso, Interim City Attorney
Mark Swann, City Auditor
Biliera Johnson, City Secretary
Preston Robinson, Administrative Judge
Kimberly Bizer Tolbert, Chief of Staff to the City Manager
Majed A. Al-Ghafry, Assistant City Manager

Jon Fortune, Assistant City Manager
Joey Zapata, Assistant City Manager
Nadia Chandler Hardy, Assistant City Manager and Chief Resilience Officer
Michael Mendoza, Chief of Economic Development and Neighborhood Services
Laila Alequresh, Chief Innovation Officer
M. Elizabeth (Liz) Cedillo-Pereira, Chief of Equity and Inclusion
Directors and Assistant Directors