

Memorandum



To: Borough Manager Steve Giesbrecht & Assembly
CC: Kathy O'Rear, Borough Clerk
From: Jody Tow, Finance Director
Date: 3/13/2014
Re: Chamber of Commerce/Visitor Center Roof

This memo is to recommend allocating transient room tax funds in the amount of \$21,033 (\$8,735 current + \$5000 clock tower re-appropriation + 7,298 next year's TRT available funds) to the Chamber of Commerce to replace the roof of the Visitor Center. An estimate of \$21,033 was obtained last month to replace the flat roof with a pitched truss roof.

The Petersburg Borough owns this building and has a lease agreement with the Chamber of Commerce that ends in 2041. According to the agreement, maintenance and repairs are the responsibility of the Lessee (Chamber), but according to ***Municipal Code 4.33.060*** –*The proceeds of this tax shall be used to provide funding for visitor-related services in the borough. Uses include, but are not limited to, payment of membership fees to tourist related organizations, advertising, and maintenance and operation of a visitor information center. Any funds not required for visitor-related services may be used for promotion of the general economic development of the borough.*

Historically we have used any remaining TRT Funds for grants to non-profit organizations for tourist-related purposes. I am recommending we use additional 2013 and 2014 additional funds for the replacement of the roof of the Visitor Center. The Transient Room Tax Committee is in support of using the tax funds for the replacement of the roof.