



February 1, 2024

Attention Portland Maine Hoteliers,

On September 18, 2023, the City of Portland established a Portland Tourism Development District (PTDD).

There are a few items to note:

- The district is perpetually formed and can only dissolve through a city council vote.

*Portland Tourism Municipal Development District Development Program; Section II. B.*

*“The term of the District will commence when established by the City Council and continue indefinitely until the Council takes action to terminate or amend the District.”*

- The PTDD levy/assessment is established yearly through an annual city council approval process.
  - For the inaugural year of the district, the assessment formula was based on only half a fiscal year\* due to the late September 2023 approval.
  - Each subsequent year, in the Spring, the city council will approve the upcoming fiscal year\* budget based on the assessment values for the combined hotels.
- All funds collected are spent in accordance with the district legal requirements.

Therefore, the 1.5% Destination Marketing Fee on your gross short-term room rental should also be in perpetuity. Please properly collect and remit the fee to avoid financial liability for the hotel. Understanding and complying with this fee collection process is crucial for hoteliers in Portland as it may directly affect your operations and financial responsibilities within the newly established Tourism Development District.

Sincerely,

\* Fiscal Year: July 1 - June 30

Lynn Tillotson  
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