



City of Lacey, Washington
Lodging Tax Advisory Committee Approved Meeting Minutes
Thursday, April 4, 2024 - Council Chambers and Online

1. Call to Order

Chair Miller called the meeting to order at 5:12 p.m.

2. Roll Call

LODGING TAX ADVISORY COMMITTEE MEMBERS PRESENT: Chair Malcolm Miller; Committee Members Ruth Weigelt, and Chad Carpenter (Remote)

LODGING TAX ADVISORY COMMITTEE MEMBERS EXCUSED: Committee Member Andrew Shin

STAFF PRESENT: Shannon Kelley-Fong, Assistant City Manager; Troy Woo, Finance Director; Elissa Fontaine, City Clerk; and Brandy Legomina, Deputy City Clerk

3. Approval of Agenda, Previous Meeting Minutes, and Consent Items:

A. Approval of the Minutes of September 25, 2023

Committee Member Weigelt moved to approve the minutes of the September 25, 2023, meeting. Committee Member Carpenter seconded. Motion carried.

4. Public Comment:

The Committee received no written or spoken public comment.

5. Agenda Items

A. **2023 Award Review**

Shannon Kelley-Fong, Assistant City Manager
Troy Woo, Finance Director

Kelley-Fong and Woo presented a review of the 2023 awards; revenues and

expenditures; and details on externally funded LTAC events.

B. 2024 LTAC Planning Update

Shannon Kelley-Fong, Assistant City Manager

Kelley-Fong presented 2024 LTAC Updates. This presentation included discussion on transparency and clarity updates to the website, award recipient documentation, contracts, and reporting and invoicing functions. Kelley-Fong overviewed creating specific applications for events, operations and capital projects, and marketing.

Kelley-Fong presented results from the regional LTAC staff meeting with the cities of Lacey, Olympia, Tumwater, and Thurston County, including a lodging tax overview with definitions, limitations on use of LTAC funds, applicant reporting requirements, and application procedures. Application questions, interview processes, and scoring processes for each jurisdiction were compared for similarities and differences.

Kelley-Fong presented an analysis of 2024 LTAC activity funding and 2023 application cycles by jurisdiction. Discussion ensued regarding draft scoring rubrics. Proposed changes for LTAC meeting dates for the 2025 event cycle were also discussed.

C. Advisory Board Stipend Program and Email Addresses

Shannon Kelley-Fong, Assistant City Manager

Elissa Fontaine, City Clerk

Kelley-Fong and Fontaine presented the Advisory Board Stipend Program including discussions on the background of the program; steps required to opt-in or opt-out of the program; protocols for using government-issued email addresses; the voluntary advisory board demographic survey; and accessing materials through the CivicClerk board portal.

D. Land Acknowledgment

Shannon Kelley-Fong, Assistant City Manager

Kelley-Fong presented the City of Lacey's policy to adopt the reading of the Abbreviated Land Acknowledgment.

Committee Member Weigelt moved to adopt the reading of the Abbreviated Land Acknowledgment. Committee Member Carpenter seconded. Motion carried.



6. Adjourn

Chair Miller adjourned the meeting at 6:31 p.m.

Minutes approved September 12, 2024

