



City of Lacey, Washington

Lodging Tax Advisory Committee Meeting Agenda

Refer to the bottom of the agenda for meeting information.

Thursday, September 19, 2024

3:00 PM

Council Chambers and Online

1. Call to Order

2. Roll Call

3. Land Acknowledgment

We, the City of Lacey, are on the ancestral land of the Tribal People of the Treaty of Medicine Creek, including the Nisqually Indian Tribe and Squaxin Island Tribe. We acknowledge, and remember those Tribal People not recognized today who were absorbed or relocated into other tribes for survival. We recognize the ancestors and their descendants who are still here. We recognize and respect the Tribal People of the Treaty of Medicine Creek as the traditional stewards of this land since time immemorial and their role today in taking care of these lands in perpetuity. We recognize and have the responsibility to call attention to the histories of dispossession, forced removal, and abridged treaty rights that allowed our nation, state, and city to develop as they have today. We recommend that community members read the Medicine Creek Treaty of 1854.

4. Approval of Agenda, Previous Meeting Minutes, and Consent Items

A. Approval of the minutes of September 12, 2024

5. Public Comment

Refer to the bottom of the agenda for instructions on how to provide public comment.

6. Business Items

A. **2025 Lodging Tax Funding Interviews**

B. **Parks Improvement Funding Work Group Update**

Ruth Weigelt, Committee Member

7. Adjourn

Attendance and Public Comment

Attend Remote or In-Person

The public may attend the meeting in-person, or you may view or listen to the meeting using one of the following platforms:

- In-Person Council Chambers at Lacey City Hall
420 College Street SE, Lacey, WA 98503
- Zoom: https://us02web.zoom.us/webinar/register/WN_Fc9Z0LMdQDWwVTXiawQCQw
- Website: <https://cityoflacey.org/government/public-meetings/>
- Facebook: <https://www.facebook.com/cityoflacey>
- YouTube: <https://www.youtube.com/watch?v=8pM-gFnwQr0>
- Cable: Channel 77 with your local cable provider
- Phone: (888) 788-0099 or (877) 853-5247 (Webinar ID 885 3302 1869)

Verbal Public Comment

Each speaker is limited to three minutes. Comments are welcome on matters connected to City business or specific agenda items.

Prior to starting your comments, please provide your:

- a. Name
- b. City of residence or connection to the City
- c. Topic or subject matter of your comments

Those wishing to provide verbal public comment may do so in-person or by Zoom:

- In-Person: Use the sign-up sheet located at the meeting location.
- Zoom: Preregister using the following Zoom link no later than two hours prior to the meeting:
https://us02web.zoom.us/webinar/register/WN_Fc9Z0LMdQDWwVTXiawQCQw

Instructions and access details will be provided once registration is complete.

Written Public Comment

Public comments may also be submitted by email to LodgingTax@cityoflacey.org. The commenting period will close two hours before the meeting time. Written comments will be provided to the committee electronically prior to the meeting. Comments will not be addressed during the meeting; however, comments received will be added to the official record.





City of Lacey, Washington
Lodging Tax Advisory Committee Meeting Minutes
Thursday, September 12, 2024 - Council Chambers and Online

1. Call to Order

Chair Miller called the meeting to order at 3:00 p.m.

2. Roll Call

LTAC MEMBERS PRESENT: Chair Malcolm Miller (Deputy Mayor), Ruth Weigelt, Chad Carpenter (remote) (present after 3:03 p.m.), and Andrew Shin

LTAC MEMBERS ABSENT: None

STAFF PRESENT: Shannon Kelley-Fong, Assistant City Manager; Troy Woo, Finance Director; Sadie Siglin, Management Analyst; and Paul J. White, Deputy City Clerk

3. Land Acknowledgment

Chair Miller presented the abbreviated Land Acknowledgment.

4. Approval of Agenda, Previous Meeting Minutes, and Consent Items

A. Approve Draft Meeting Minutes April 4, 2024

Committee Member Weigelt moved to approve the September 12 agenda and the minutes of April 4, 2024. Committee Member Shin seconded. Motion carried.

5. Public Comment

Verbal Public Comment

No one signed up to speak in person or remotely at the meeting.

Written Public Comment

One (1) written public comment was received.

6. Business Items

A. **Advisory Board Handbook Update**

Shannon Kelley-Fong, Assistant City Manager

Kelley-Fong presented recent City Council-approved updates to the Advisory Board Handbook, which included streamlining of content, updates to general information, revised content on public comment and public hearings at advisory boards, and new resources supporting advisory board meetings.

B. **Budget Update**

Troy Woo, Finance Director

Woo provided information on the LTAC fund balance, year-to-date 2024 fund use, and LTAC reserves. Total 2025 revenue requests amount to \$566,441 and expenditure requests are currently \$898,894.

C. **Scoring Rubric & Budget Tool Review**

Sadie Siglin, Management Analyst

Siglin provided general information about the Lodging Tax Funding program and presented a budget tool for the committee to help inform funding discussions planned at a future LTAC meeting. The scoring rubric sets out point values that correspond to funding applicant questionnaire responses. Siglin introduced new scoring and budget tools in the form of interactive spreadsheets intended to help facilitate assessment of applications by committee members.

D. **Review of 2025 Lodging Tax Funding Applications**

Sadie Siglin, Management Analyst

Siglin provided a review of applications for 2025 Lodging Tax funding. Applications were grouped into requests for tourism marketing, tourism-related facilities, and special events. The committee discussed applications and advised as to which applicants should provide presentations on September 19, 2024.

7. Adjourn

Chair Miller adjourned the meeting at 5:07 p.m.

