



City of Lacey, Washington
Lodging Tax Advisory Committee (LTAC) Approved 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.

Minutes approved September 19, 2024.

