



## **Lodging Tax Advisory Committee Meeting Approved Minutes Thursday, April 17, 2025 - Council Chambers and Online**

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### **1. Call to Order**

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

### **2. Roll Call**

COMMITTEE MEMBERS PRESENT: Malcolm Miller, Chair; Andrew Shin; Ruth Weigelt; Chad Carpenter

STAFF PRESENT: Shannon Kelley-Fong, Assistant City Manager; Troy Woo, Finance Director; Chelsea Yarwood, Accounting Manager; 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. Minutes of September 26, 2024**

**Committee Member Weigelt moved to approve the agenda. Committee Member Shin seconded. Motion carried.**

**Committee Member Weigelt moved to approve the minutes of September 26, 2024. Committee Member Shin seconded. Motion carried.**

### **5. Public Comment**

No one signed up to speak at the meeting, remotely or in person, and no written comments were received.

### **6. Business Items**

#### **A. 2024 Funding Cycle Review**

Sadie Siglin, Management Analyst

Siglin presented a review of the 2024 LTAC funding cycle, during which \$600,000 was awarded. The 2024 funding awards were summarized in terms of category

and number of applicants. Impacts to event attendance and overnight stays were summarized in total. Of the \$198,500 awarded for events and festivals, \$171,437 was expensed. All the \$401,500 awarded for tourism-related facilities and promotion was expensed. The top five attended events and events reporting paid overnight stays were listed. Siglin noted that a lodging tax funding regional workshop is planned in 2025 and short-term property rentals are producing a small tax revenue.

**B. 2025 LTAC Planning**

Sadie Siglin, Management Analyst  
Troy Woo, Finance Director  
Chelsea Yarwood, Accounting Manager

Yarwood presented 2024 budgeted and actual lodging tax revenue. The 2025 adopted budget for the lodging tax program is \$540,000. Yarwood reported on lodging tax reserves and commitments.

Siglin reviewed the statutory allowable uses for lodging tax funding. Siglin presented the 2025 LTAC funding awards, including \$607,225 awarded to 29 applicants. The 2025 funding awards were summarized in terms of category and number of applicants, and the funding recipients were listed. Website improvements for 2025 were described and recipient form updates were highlighted.

Policy considerations for committee discussion were presented in the categories of funding parameters, award minimums, location limitations, dedicated new event funding, preparatory event expenses, excluded activities, and use of funding for LTAC administrative expenses. Siglin presented proposed updates to the scoring rubric and criteria and the 2025 funding application for committee consideration. The 2025 application timeline was reviewed.

**7. Adjourn**

Chair Miller adjourned the meeting at 5:04 p.m.

Approved July 10, 2025