



Lodging Tax Advisory Committee Meeting **Amended*** Agenda

Refer to the bottom of the agenda for meeting information.

Thursday, September 4, 2025

3:00 PM

City Hall Executive Boardroom

1. Call to Order

2. Roll Call

3. Land Acknowledgement

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. Agenda Approval
- B. Minutes of July 10, 2025

5. Public Comment

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

6. Business Items

- A. **Welcome New Commissioner Annie Choi Reinhardt**
Sadie Siglin, Management Analyst
- B. **Finance Update**
Chelsea Yarwood, Accounting Manager
- C. **Lodging Tax Funding Application Cycle Extension**
Sadie Siglin, Management Analyst
* Item added on September 2, 2025
- D. **Review of 2026 Lodging Tax Funding Applications**
Sadie Siglin, Management Analyst

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_pEUYCB5tTiaAj57p9WlQEG
Website:	https://cityoflacey.org/government/public-meetings/
Facebook:	https://www.facebook.com/cityoflacey
YouTube:	https://www.youtube.com/watch?v=yNSfkACiPZc
Cable:	Channel 77 with your local cable provider
Phone:	(888) 788-0099 or (877) 853-5247 (Webinar ID 845 1695 0967)

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_pEUYCB5tTiaAj57p9WlQEG

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.



Lodging Tax Advisory Committee Meeting Minutes Thursday, July 10, 2025 - Executive Boardroom and Online

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; Ruth Weigelt and Chad Carpenter

COMMITTEE MEMBERS ABSENT: Andrew Shin

STAFF PRESENT: Shannon Kelley-Fong, Assistant City Manager; Sadie Siglin, Management Analyst; Jenny Wilson, Senior Parks Planner; and Brandy Legomina, Deputy City Clerk

3. Land Acknowledgement

Chair Miller presented the abbreviated Land Acknowledgment.

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

A. Minutes of April 17, 2025

Committee Member Weigelt moved to approve the amended agenda, to include item 6.B.--FIFA Fan Zone Update. Committee Member Carpenter seconded. The motion carried.

Committee Member Carpenter moved to approve the April 17, 2025, meeting minutes. Committee Member Weigelt seconded. The motion carried.

5. Public Comment

Verbal Public Comment

Two (2) people signed up to speak at the meeting.

Jill Barns, Washington Center for the Performing Arts, presented comments opposing proposed changes to the scoring process based on geographic restrictions.

Alison Vega, Lacey Business Owner, provided comments in support of the Washington Center for the Performing arts, as a community asset and investment for the City.

Written Public Comment

One (1) written public comment was received.

6. Business Items

A. Lacey Metropolitan Park District Presentation

Jenny Wilson, Senior Parks Planner

Wilson presented information on the proposed Lacey Metropolitan Park District (MPD). Proposition 1 is a ballot measure scheduled for the August 5, 2025, election, for registered voters within the Lacey city limits, to create an MPD. Wilson provided an overview of park acreage and development, detailed how Lacey parks are funded, provided an overview of Lacey Parks programs and events, and detailed maintenance hours. Wilson presented two main priorities of the MPD: New Park Features and Expanded Maintenance, and detailed several potential projects.

B. FIFA Fan Zone Update

Shannon Kelley-Fong, Assistant City Manager

[FIFA refers to the Fédération Internationale de Football Association, or International Association Football Federation, which organizes soccer events worldwide.]

Kelley-Fong provided an update on the FIFA Fan Zone. The 2026 FIFA World Cup will take place in Seattle as one of the host cities. Thurston County has been designated an official fan zone, where community members can watch live match broadcasts and enjoy food, music, and family-friendly entertainment. Representatives from Thurston County, the cities of Olympia, Tumwater, and Lacey and the Port of Olympia have met with the Thurston Chamber to discuss a Fan Fest event, which the Port could host at the Port of Olympia Peninsula. The Thurston Chamber created a preliminary proposal, which was presented to the Lacey City Council at their July 8, 2025, meeting. Of the \$1.5 million proposed budget, \$375,000 is being requested from each jurisdiction. Kelley-Fong presented statutory requirements for Lodging Tax funding. Discussion ensued.

C. Lodging Tax Advisory Committee Policy Review and Considerations

Sadie Siglin, Management Analyst

Siglin provided an overview of proposed policy considerations concerning award minimums, location-based limitations, preparatory event expenses, and administrative costs. The Committee discussed preparatory event expenses to include a limit of 40% of the awarded funds to be used for marketing activities and initiating administrative expenses of 5%, or up to \$40,000, of revenues based on lodging tax receipt revenues, which does not include interest or the use of reserves. Additionally, the Committee discussed recommendations that will be brought back as guidelines for setting a minimum award amount of \$5,000, align location-based minimums with existing thresholds, and capping facility expenses outside of Lacey and UGA city-limits at \$25,000.

D. Lodging Tax Advisory Committee Meeting Updates

Sadie Siglin, Management Analyst

Siglin provided an update on the schedule for upcoming Committee meetings. Meetings will be held every Thursday in September at 3:00 p.m. in the Executive Board Room.

7. Adjourn

Chair Miller adjourned the meeting at 5:03 p.m.

**City of Lacey
2026 Budget
Fund 109 Lodging Tax
Fund Balance**

Cash Balance as of 1/1/2025 \$ 909,408

Reserves/Commitments:

2025 Budget Use of Reserves	\$ 40,784
RAC Synthetic Field Replacement	500,000
Two-Month Operating Reserve	<u>101,204</u>
	\$ 641,988

Projected Available Cash Balance \$ 267,420

**City of Lacey Lodging Tax Advisory Committee
2026 Proposed Budget**

	2024 Budget	2024 Actual	2025 Adopted Budget	2025 Y-T-D	2026 Agency Requests
Revenues:				(July 2025)	
Beginning Cash	39,772	-	40,784		
Hotel/Motel Tax	540,000	583,738	540,000	281,031	560,000
Interest Income	20,228	36,795	26,441	26,754	27,500
Misc. Revenue				4	
Total Revenues	600,000	620,533	607,225	307,789	587,500
Expenditures:					
Contract Services					
Lacey Chamber of Commerce - Visitor Center	35,000	35,000	35,000	7,470	
Washington Center For Performing Arts	30,000	30,000	20,000	19,995	
Experience Olympia and Beyond	100,000	100,000	100,000	50,000	
Promotion/Advertising/Special Events					
Lacey Spring Fun Fair	15,000	14,980	18,000	17,500	
Washington State Senior Games	15,000	14,992	13,000		
Lacey Cultural Celebration	10,000	10,000	10,000	9,500	
South Sound BBQ Festival	10,000	10,000	8,000		
Capital Lakefair	7,500	7,500	5,000		
Lacey July 3rd Fireworks Spectacular	22,000	22,020	22,000	15,052	
Polyfest			8,000	7,920	
Lacey South Sound Chamber of Commerce Holiday Market	2,500	2,500	2,250		
TOMORROW - South Sound Block Party	5,000	5,000	7,500		
American Lung Association - Reach the Beach	5,000	5,000	7,500		
Spouses' Club of Lewis-McChord Kris Kringle Market Festival	9,500	6,737	6,000		
Juneteenth Celebration	10,000	10,000	8,000		
Olympia Soccer Foundation	39,000	39,000	35,000	35,000	
Deschutes Rugby Club	30,000	5,708			
Thurston County Fairgrounds			17,000		
Harbor Days			2,500		
USSSA Tournament			5,475		
Night Market at the Depot			8,500		
Harlequin Productions			2,000	2,000	
Night Market at Ricardo's			3,000	1,600	
Holiday Market			2,500		
Maker Space			17,500		
Olympia Funk Off			2,500	2,500	
All Kids Win			3,000		
Regional Athletic Complex - Marketing & Promotion					
Operation and Maintenance	180,000	180,000	180,000	180,000	
Lacey Parks					
Lacey In Tune Concert Series	18,000	18,000	18,000	7,642	
Museum Operations	48,500	48,500	40,000	40,000	
Total Museum & Contract Services	592,000	564,937	607,225	396,179	-
Capital					
Washington Center For Performing Arts Renovation					
Regional Athletic Complex - Golf Carts for Maintenance	8,000	8,000			
Wayfinding					
Total Expenditures	600,000	572,937	607,225	396,179	-