



Lodging Tax Advisory Committee Meeting Agenda

Refer to the bottom of the agenda for meeting information.

Thursday, September 25, 2025

3:00 PM

Executive Board Room and Online

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 September 4, 2025

5. Public Comment

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

6. Business Items

A. 2026 Funding Cycle Application Review

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 Executive Board Room at Lacey City Hall
420 College Street SE, Lacey, WA 98503

Zoom: https://us02web.zoom.us/webinar/register/WN_ANHN8CsnS1uecO6A6y-tVQ
Website: <https://cityoflacey.org/government/public-meetings/>
Facebook: <https://www.facebook.com/cityoflacey>
YouTube: <https://www.youtube.com/watch?v=Urpqkm9zplg>
Cable: Channel 77 with your local cable provider
Phone: (888) 788-0099 or (877) 853-5247 (Webinar ID 840 1258 0517)

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_ANHN8CsnS1uecO6A6y-tVQ

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 (LTAC) Meeting Minutes Thursday, September 4, 2025 - City Hall Executive Boardroom

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; and Annie Reinhardt

STAFF PRESENT: Shannon Kelley-Fong, Assistant City Manager; Sadie Siglin, Management Analyst; Chelsea Yarwood, Accounting Manager; and Paul J. White, Deputy City Clerk

3. Land Acknowledgement

Chair Miller presented the abbreviated Land Acknowledgment.

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

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

Committee Member Weigelt moved to 1) approve the revised agenda as published September 2, 2025, and 2) approve the minutes of July 10, 2025, as published. Committee Member Carpenter seconded. The 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. **Welcome New Commissioner Annie Choi Reinhardt**
Sadie Siglin, Management Analyst

Siglin presented new committee member Annie Choi Reinhardt and welcomed her to the LTAC, which now has a full complement of committee members. Committee members introduced themselves.

B. Finance Update

Chelsea Yarwood, Accounting Manager

Yarwood presented the lodging tax fund finance update, comparing year-to-date tax collection, interest income, and expenditures to the budget. Approximately \$587,500 is projected to be available to apply toward projects and events in 2026, excluding potential use of reserve funds. The reserve fund balance and uses were summarized.

C. Lodging Tax Funding Application Cycle Extension

Sadie Siglin, Management Analyst

Agenda Item 6(C) was added to the agenda as published September 2, 2025.

Chair Miller reported on the City Council's September 2 discussion of extending the 2026 Lodging Tax application period by two weeks to allow additional funding requests, including a potential request related to FIFA (Fédération Internationale de Football Association) Fan Zones for the 2026 World Cup. Siglin reported the application period had been reopened through 5:00 p.m., September 19, 2025, which extends the application review into October.

Siglin reported that the City Council will approve the 2026 Lodging Tax Fund budget separately from the budget process. This will allow for additional City Council review and be more consistent with other City grant programs. Lodging tax revenue is under review by the City Council as it considers potential revenue sources for the City.

D. Review of 2026 Lodging Tax Funding Applications

Sadie Siglin, Management Analyst

Siglin reviewed allowable uses of lodging tax funding, fund sources, and the goal of using the funds to promote overnight stays in Lacey. Updated policies for the use of funds for marketing and to cover City administrative costs were highlighted. Siglin reviewed the guidelines for grant award minimums and location-based thresholds. Policies for managing conflicts of interest, or the appearance of conflicts of interest, and recusal proceedings were reviewed. The application scoring tool and rubric were presented, and application updates were noted. Siglin provided a summary of the funding requests received so far and described the ground rules for applicant interviews.

7. Adjourn

Chair Miller adjourned the meeting at 4:16 p.m.

DRAFT