



Lodging Tax Advisory Committee (LTAC) Meeting Approved 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.

Approved September 25, 2025