



Lodging Tax Advisory Committee Meeting Agenda

Refer to the bottom of the agenda for meeting information.

Thursday, April 23, 2026

1:00 PM

Council Chambers 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. Approval of the Minutes of October 16, 2025

5. Public Comment

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

6. Business Items

A. **2025 Funding Cycle Review**

Sadie Siglin, Management Analyst

B. **2026 Updates**

Sadie Siglin, Management Analyst

Chelsea Knight, Deputy Finance Director

C. **2027 Funding Cycle**

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_MNWcFHFIQHyb8Wqr_DpHuw

Website: <https://cityoflacey.org/government/public-meetings/>

Facebook: <https://www.facebook.com/cityoflacey>

YouTube: <https://www.youtube.com/watch?v=CT02oVv020M>

Cable: Channel 77 with your local cable provider

Phone: (888) 788-0099 or (877) 853-5247 (Webinar ID 827 7544 8610)

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_MNWcFHFIQHyb8Wqr_DpHuw

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, October 16, 2025 - Executive Board Room and Online

1. Call to Order

Chair Miller called the meeting to order at 3:09 p.m.

2. Roll Call

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

STAFF PRESENT: Rick Walk, City Manager; Chelsea Yarwood, Accounting Manager; Sadie Siglin, Management Analyst; 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. Approval of the Agenda
- B. Approval of the Minutes of October 9, 2025

Committee Member Weigelt moved to 1) approve the agenda and 2) approve the minutes of October 9, 2025. Committee Member Shin seconded. The motion carried.

5. Public Comment

Verbal Public Comment

One (1) person signed up to speak at the meeting.

Emily Brooks, Director of Marketing for Experience Olympia and Beyond, provided comment about her organization's services and how they support Lacey lodging tax funding recipients, including providing geofencing services.

No one registered to speak remotely, and no written comments were received.

6. Business Items

A. City Council Updates: Revenue Strategy and Community & Cultural Event Grant Program

Rick Walk, City Manager

Sadie Siglin, Management Analyst

Siglin provided an overview of the City Council's October 14, 2025, worksession regarding historic spending patterns, budget alignment, and the City's use of lodging tax revenue. The City Council reviewed outcomes reported by program participants and compared overnight stays associated with funded events. The City Council provided direction to LTAC to: 1) increase funding allocations for the Regional Athletic Complex, 2) prioritize funding for activities located in Lacey, and 3) prioritize funding activities with high potential for paid overnight stays.

Siglin reviewed the Community and Cultural Event Grant program, including eligibility criteria and available funding.

B. 2026 Funding Cycle Application Review

Sadie Siglin, Management Analyst

Chelsea Yarwood, Accounting Manager

Rick Walk, City Manager

Siglin reviewed allowable uses for lodging tax funds and LTAC guidelines for award selection. The guidelines include reimbursement of up to 40 percent of the award for preparatory event expenses incurred prior to the activity, award minimums of \$5,000, and recusal of committee members, when possible, to avoid conflicts of interest. Siglin presented guidelines impacted by recent City Council direction, including funding limitations for facilities located outside Lacey and funding allocations for City administrative expenses. Walk provided information about the City Council's strategic planning and review of City revenue sources. Walk also provided an update on the proposed activities for the FIFA Fan Zone, activities applied for lodging tax funding as the Olympia/Lacey Fan Zone.

Yarwood summarized year-to-date revenue, interest projections and expenses for lodging tax revenues. Siglin presented the results of the committee members individual scoring rubrics and funding recommendations and provided a funding option for committee consideration. The committee deliberated 2026 funding requests. Committee member Weigelt was recused during discussion of the Spring Fun Fair. Committee member Carpenter was recused during discussion of the Olympia/Lacey Fan Zone and Oly Soccer.

The Committee formed the 2026 Lodging Tax Funding recommendations for Council consideration as outlined below:

2026 LTAC Lodging Tax Funding Recommendations

Experience Olympia and Beyond- \$100,000
Regional Athletic Complex- \$278,739
Lacey Museum and Cultural Center- \$30,000
Lacey MakerSpace- \$15,000
Washington Center for the Performing Arts- \$15,000
Thurston County Fairgrounds and Event Center- \$15,000
Nisqually Reach Nature Center- \$5,000
Lacey Night Market-\$5,000
FC Olympia Artesian USL Soccer Matches- \$40,000
Cascades National Championship Tournament- \$10,000
Lacey Chamber Visitors Center- \$35,000
Washington State Senior Games- \$13,000
Lacey Fireworks Spectacular- \$11,000
South Sound BBQ Festival- \$10,000
Lacey Poly Fest- \$5,000
Holiday Market- \$5,000
Olympia/Lacey Fan Zone- \$80,000
Olympia Funk Festival- \$2,500
South Sound Block Party- \$10,000

Chair Miller moved to recommend the 2026 Lodging Tax Funding Awards to Council as outlined above. Committee member Carpenter seconded. The motion carried.

7. Adjourn

Chair Miller adjourned the meeting at 6:28 p.m.

City of Lacey Lodging Tax Advisory Committee

	2025 Budget	2025 Actual	2026 Adopted Budget	2026 Y-T-D
Revenues:				(March 2026)
Beginning Cash	40,784	-	108,000	
Hotel/Motel Tax	540,000	565,005	560,000	41,108
Interest Income	26,441	47,734	17,239	2,658
Misc. Revenue	-	6		1
Total Revenues	607,225	612,745	685,239	43,767
Expenditures:				
Contract Services				
Lacey Chamber of Commerce - Visitor Center	35,000	35,000	35,000	
Washington Center For Performing Arts	20,000	18,169	15,000	
Experience Olympia and Beyond	100,000	100,000	100,000	
Promotion/Advertising/Special Events				
Lacey Spring Fun Fair	18,000	18,000		
Washington State Senior Games	13,000	13,000	13,000	
Lacey Cultural Celebration	10,000	10,000		
South Sound BBQ Festival	8,000	8,000	10,000	
Brats, Brews, and Bands/Tour de Lacey (Rotary Club of Gateway)				
Capital Lakefair	5,000	5,000		
Lacey July 3rd Fireworks Spectacular	22,000	22,000	11,000	
Polyfest	8,000	7,920	5,000	
Chamber of Commerce Golf Classic				
Lacey South Sound Chamber of Commerce Holiday Market	2,250	2,250		
TOMORROW - South Sound Block Party	7,500	7,500	10,000	
American Lung Association - Reach the Beach	7,500			
Spouses' Club of Lewis-McChord Kris Kringle Market Festival	6,000			
Juneteenth Celebration	8,000			
Olympia Soccer Foundation	35,000	35,000	40,000	6,388
Deschutes Rugby Club				
Thurston County Fairgrounds	17,000	17,000	15,000	
Harbor Days	2,500	1,500		
USSSA Tournament	5,475	5,475	10,000	
Night Market at the Depot	8,500	8,500	5,000	
Harlequin Productions	2,000	2,000		
Night Market at Ricardo's	3,000	3,000		
Holiday Market	2,500	2,500	5,000	
Maker Space	17,500	17,500	15,000	
Olympia Funk Off	2,500	2,500	2,500	
All Kids Win	3,000	2,558		
Nisqually Reach Nature Center	-	-	5,000	
Olympia/Lacey Fan Zone	-	-	80,000	
Olympia Symphony	-			
Regional Athletic Complex - Marketing & Promotion				
Operation and Maintenance	180,000	180,000	278,739	
Lacey Parks				
Lacey In Tune Concert Series	18,000	18,000		
Museum Operations	40,000	40,000	30,000	
Total Museum & Contract Services	607,225	582,372	685,239	6,388
Capital				
Washington Center For Performing Arts Renovation				
Regional Athletic Complex - Golf Carts for Maintenance				
Wayfinding				
Total Expenditures	607,225	582,372	685,239	6,388

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

Cash Balance as of 1/1/2026		\$	941,036
Reserves/Commitments:			
2026 Budget Use of Reserves	\$	108,000	
RAC Synthetic Field Replacement		500,000	
Two-Month Operating Reserve		<u>114,207</u>	
	\$	722,207	
Projected Available Cash Balance		\$	218,830