



Lodging Tax Advisory Committee Meeting Agenda

October 17, 2025

11:00 AM

Location

City Hall, Aspen Room, FI 1

415 W 6th Street

Vancouver, WA 98660

Virtual Meeting Link & Call-In Number:

Please call 360-487-7846 or

email kimberly.kerlee@cityofvancouver.us to request the virtual meeting information.

1. Call to Order and Roll Call

Sarah Fox, Interim Chair

a. Roll Call

b. Excusal of Absence, if needed

2. Approval of Minutes

Sarah Fox, Interim Chair

a. 7/9/25 Minutes

3. New Event Related Fee Structure

a. Presentation - Sean Douglas, Special Events Permitting Manager

4. Conflict of Interest

Chris Harder, Deputy Director

5. Review and Evaluate Grant Applications

a. Presentation - Chris Harder, Deputy Director

6. Other Business

Sarah Fox, Interim Chair

Lodging Tax Advisory Committee

Members

Sarah Fox

Interim Committee Chair

Janet Kenefsky

Ryan Hart

Steve Bowers

Jennifer Kenney

Carla Rise

Terry Goldman

Temple Lentz

Christie Rust

Economic, Prosperity and Housing

415 W. 6th Street

Vancouver, WA 98660

TTY: 711

www.cityofvancouver.us

7. Community Forum

To provide public testimony, please see instructions below.

8. Adjournment

Community Forum Instructions

The public is invited to speak regarding any issue on the agenda. Members of the public testifying are asked to limit testimony to three minutes. There are three ways to provide comments:

1. Writing: Public comments can be submitted in writing (name, address, contact information and comments) via email to kimberly.kerlee@cityofvancouver.us by 5pm the day before the meeting.
2. Remotely: Remotely: Pre-register by phone at 360-487-7846 or email kimberly.kerlee@cityofvancouver.us by 5pm the day before the meeting.
3. In Person: Pre-register by phone at 360-487-7846 or email kimberly.kerlee@cityofvancouver.us by 5pm the day before the meeting or fill out a Public Comment form in person prior to the start of the Community Communications portion of the meeting.

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Date: July 9, 2025

Time: 12 – 1:30 p.m.

Location

City Hall – Aspen Room, Fl 1
415 W 6th Street
Vancouver, WA

Regular Meeting (Convened in-person and via video conference)

The meeting agenda materials referenced in these minutes can be found [online](#).
Link to Microsoft Teams meeting video: [25 07 09 LTAC Meeting Video](#).

Item 1: Call to Order and Roll Call

The meeting of the Lodging Tax Advisory Committee was called to order at 12:01 pm by Kim Harless, Committee Chair.

Board Members Present: Kim Harless, Carla Rise (late), Terry Goldman, Christie Rust, Jennifer Kenney, Ryan Hart (virtual), Janet Kenefsky, Steve Bowers

Board Members Absent: Temple Lentz

Staff Present: Chris Harder, Kimberly Kerlee, Taylor Hallvik

Guests: Cliff Myers, CEO & President Visit Vancouver

Motion by Hart, seconded by Rise, and carried unanimously to excuse the absence of Lentz.

Item 2: Approval of Minutes

Motion by Hart, seconded by Kenefsky, and carried unanimously to approve the June 11, 2025, minutes.

Item 3: Grant Program Communication and Promotion

Chris Harder shared the Lodging Tax Grant Program website revisions and the updates to the 2026 Grant Application information that was added to the page. Marketing and promotion of the program was discussed including the City Communications department taking lead on social media and promotion of the program. A flyer and draft email will be created for committee members to share with their partners and stakeholders as well. All committee members' terms have been extended to December 31, 2025. Harder reviewed the appointment/reappointment process. Chair Harless expressed the importance of replying to the

Members

Kim Harless
Chair

Steve Bowers
Temple Lentz
Janet Kenefsky
Jennifer Kenney
Christie Rust
Terry Goldman
Ryan Hart
Carla Rise

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To request accommodation or other formats, please contact:

Economic Prosperity & Housing | 360-487-7846 | Relay 711 | Kimberly.Kerlee@cityofvancouver.us

reappointment email on time. Harder was contacted by an event organizer hosting an event at the Clark County Fairgrounds. The group discussed awarding funds to events and festivals outside of City Limits and the impact to Vancouver lodging. The group agreed it is important to focus on events within City limits but are open to considering applications that are outside of city limits if the applicant can show how they plan to promote City of Vancouver's hospitality, lodging and restaurants in their application. Bowers asked if language could be added to the grant agreement for those events outside of City limits that states they have to contract with hotels in Vancouver city limits as a stipulation to receive grant funds. Harder added this could potentially be a case-by-case basis and can follow up with legal for more information.

Item 4: Review of Application and Award Process

The proposed timeline for the application review process and calendar for the remainder of 2025 was reviewed. The group discussed the proposed meeting dates and finalized the dates and times.

Item 5: Hotel Booking Guidelines

Christie Rust discussed creating a subcommittee comprised of the LTAC members who represent hotels to create hotel booking guidelines that will provide recommendations and resources to applicants to help with planning their event and partnering with hotels. Committee member Bowers asked for clarification. Chair Harless responded.

Motion by Rust, seconded by Goldman and approved unanimously to create a subcommittee for hotel guidance.

Item 6: Other Business

Carla Rise announced she is no longer with Sonesta and is now with the Hampton Suites in Vancouver.

Item 7: Community Communications

None

Item 8: Adjournment

2:30 p.m.

Kim Harless, Board President

Meetings of the Lodging Tax Advisory Committee are electronically recorded. The tapes are kept on file in the office of the City Clerk for a period of six years.

2026 Lodging Tax Advisory Committee (LTAC) Grant Program

Applications submitted for the 2026 grant cycle including:

Project Name	Grant Category	Organization Name	Organization Point of Contact	Special Event Permit Fee	Venue Fee	Police Services	Fire Permit fees	Parking Services	Totals
						\$103hr/2 officers	inspection & epermit		
1 SW Washington Walk ALS	Cultural Enrichment	ALS Northwest	Amy Easton	\$ 200.00	\$ 2,000.00		\$ 322.33	\$ 105.00	\$ 2,627.33
2 Hockinson Meadows Disc Golf Classic	Cultural Enrichment	Parks Foundation of Clark County	Sean Janson						
3 Arts & Culture Programming	Cultural Enrichment	theARTScentered	Christine Richardson						
4 Day of the Dead-Luminarias 2026	Cultural Enrichment	Vancouver Ballet Folklorico	Anna Cruz	\$ 200.00	\$ 2,000.00		\$ 322.33		\$ 2,522.33
5 2026 AWB Spring Summit	Large Event/Festival	Association of WA Business	Brian Temple						
6 20th Anniversary Girlfriends Run	Large Event/Festival	WHY Community	Karissa Schoene		\$ 1,500.00	\$ 1,003.00	\$ 322.33	\$ 325.00	\$ 3,150.33
7 Appletree Marathon	Large Event/Festival	WHY Community	Karissa Schoene	\$ 200.00		\$ 1,003.00	\$ 322.33	\$ 205.00	\$ 1,730.33
8 Columbia River/Girlfriends Triathlon	Large Event/Festival	WHY Community	Karissa Schoene	\$ 200.00		\$ 1,003.00	\$ 322.33	\$ 325.00	\$ 1,850.33
9 Couve Clover Run	Large Event/Festival	WHY Community	Karissa Schoene	\$ 200.00	\$ 1,500.00	\$ 1,003.00	\$ 322.33	\$ 325.00	\$ 3,350.33
10 24th Annual 4 Days of Aloha	Large Event/Festival	Ke Kukui Foundation	Kaloku Holt	\$ 200.00	\$ 12,000.00	\$ 6,180.00	\$ 322.33	\$ 885.00	\$ 19,587.33
11 40th Pacific NW Mid-Amateur Championship	Large Event/Festival	Pacific NW Golf Association	Nate Schroeder						
12 Asset Fushion Forum	Large Event/Festival	Asset Fushion Events	Daniele Clark						
13 Cruise the Couve	Large Event/Festival	Cruise the Couve	Bryan Shull	\$ 200.00		\$ 9,888.00	\$ 322.33	\$ 350.00	\$ 10,760.33
14 Fort Vancouver Nutcracker	Large Event/Festival	Columbia Dance	Becky Moore						
15 Freedom! Celebrating American Music	Large Event/Festival	Bravo! Vancouver Concert Series/Vancouver Wine & Jazz	Maria Manzo	\$ 200.00	\$ 12,000.00	\$ 6,180.00	\$ 322.33	\$ 885.00	\$ 19,587.33
16 Pollinator Festival	Large Event/Festival	Vancouver Bee Project	Kyle Roslund	\$ 200.00	\$ 100.00		\$ 322.33		\$ 622.33
17 The Craig Stein Oktoberfest	Large Event/Festival	Hough Foundation	John Laughlin	\$ 200.00	\$ 12,000.00	\$ 6,180.00	\$ 322.33	\$ 885.00	\$ 19,587.33
18 The Vancouver Tacos, Taps & Tequila Festival	Large Event/Festival	Hough Foundation	John Laughlin	\$ 200.00		\$ 6,180.00	\$ 322.33		\$ 6,702.33
19 The Oregon Trail Regional Bridge Tournament	Large Event/Festival	ACBL D20 Organization, Inc	Allison Evans						
20 Vancouver Go Fest Celbration 2026	Large Event/Festival	Vancouver Arena	John Park	\$ 200.00	\$ 4,750.00	\$ 3,296.00	\$ 322.33	\$ 675.00	\$ 9,243.33
21 Vancouver Holiday Market	Large Event/Festival	Vancouver Farmers Market	Kelsey Allan						
22 Vancouver Lake Spring Sprints	Large Event/Festival	Vancouver Lake Rowing Club	Camille Cadran						
23 Vancouver USA Arts & Music Festival	Large Event/Festival	Vancouver Symphony Orchestra	Erica Schwenneker	\$ 200.00	\$ 7,500.00	\$ 6,592.00	\$ 322.33	\$ 1,600.00	\$ 16,214.33
24 Vancouver's Pride Block Party	Large Event/Festival	Queer Community Network	Terah Ebie	\$ 200.00		\$ 1,648.00		\$ 290.00	\$ 2,138.00
25 2026 Sales & Marketing Programs	Tourism Organization Operating	Visit Vancouver	Cliff Myers						
26 Boosting Heritage Yourism-Marketing Historic Tours	Tourism Program/Facilities	The Historic Trust	Carol Ross						
27 Downtown Ambassador Program	Tourism Program/Facilities	Vancouver's Downtown Association	Michael Walker						
28 Tourism Shuttle & Cultural Tour Program	Tourism Program/Facilities	Ke Kukui Foundation	Kaloku Holt						

May have 2.65% CC service fee

2025 City of Vancouver Department Fees

- **Event Venue Fees**

- Esther Short Park**

- Public Events Generating Sales and Donations \$2000/day

- Gated/Ticketed Events \$3500/day

- Waterfront Park**

- Public Events with **no** registrations/fees/donations \$1500/day

- **Parking Services Meter Hood Fees** (planned increase for 2026)

- South of Evergreen Blvd to Waterfront Way \$17.50/space/day

- Waterfront Saturday and Sundays only \$25.00/space/day

- **COV Fire Department Permits**

- E-plans from Permit Center \$113

- Permit + Inspection \$208

- **COV Vancouver Police Department** (off duty contract)

- Police Contract (3 hr minimum) \$103/hr



Lodging Tax Advisory Committee

October 17, 2025



Conflict of Interest Disclosers

LTAC Member	Applications with Disclosed Conflicts
Carla Rise	2026 Sales & Marketing Programs (Visit Vancouver)
Temple Lents	Boosting Heritage Tourism-Marketing Historic Tours (Historic Trust)
Christie Rust	Downtown Ambassador Program (VDA)
Ryan Hart	<ul style="list-style-type: none"> - 2026 AWB Spring Summit (AWB) - 2026 Sales & Marketing Programs (Visit Vancouver)
Jennifer Kenney	None
Terry Goldman	2026 Sales & Marketing Programs (Visit Vancouver)
Steve Bowers	2026 Sales & Marketing Programs (Visit Vancouver)
Janet Kenefsky	None
Sarah Fox	None



2025 Calendar

Date	Topic(s)	Participants
October	<ul style="list-style-type: none">10/17: Review initial scoring + select 2nd round10/28: Applicant presentations	LTAC + Applicants
November	<ul style="list-style-type: none">11/7: Applicant presentations11/12: Applicant presentations or final award recommendations11/14: Final award recommendation (if needed)	LTAC + Applicants
December	<ul style="list-style-type: none">12/15: Presentation of award recommendations to Council	City of Vancouver + 2 LTAC representatives



Thank You

