

Date: September 11, 2024

Time: 12-1:30 pm

Location

City Hall – Birch Room, Floor 2

415 W 6th Street

Vancouver, WA 98660

This meeting will be open to in-person and virtual viewing via Microsoft Teams.

AGENDA

No.	Item	Action Requested	
1.	Welcome & Call to Order a. Roll Call b. Excusal of Absence, if needed		Kim Harless, Board President
2.	Approval of 7/10/24 Minutes	<i>Decision</i>	Kim Harless, Board President
3.	Update on Grant promotion, website, and application process	<i>Discussion</i>	Chris Harder, Deputy Director
4.	Application Review & Recommendation Process	<i>Discussion</i>	Chris Harder, Deputy Director
5.	Other Business		Kim Harless, Board President
6.	Public Comment		Kim Harless, Board President
7.	Executive Session (as needed)		Kim Harless, Board President

Members

Kim Harless
Board President

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

**Economic Prosperity
& Housing**

415 W 6th Street
Vancouver, WA 98660
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To request accommodation or other formats, please contact:

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

7. Adjourn		
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Community Communications

In accordance with the Open Public Meetings Act (OPMA), the LTAC meeting will be open to in-person attendance. Options for viewing and/or participating in the meeting remotely will also be accommodated. Community Communications will be accepted in writing and under the Public Comment item on the agenda. Please send all comments to Kimberly Kerlee at Kimberly.Kerlee@cityofvancouver.us.

Anyone needing language interpretation services or accommodations with a disability may contact the Economic Prosperity & Housing staff at (360) 487-7846 (Voice/Relay 711). Assistive listening devices and live Closed Captioning are available for the deaf, hard of hearing and public use. Please notify a staff person if you wish to use one of the devices. Every attempt at reasonable accommodation will be made. To request this agenda in another format, please also contact the phone numbers listed above.

Date: July 10, 2024

Time: 12 – 1:30 p.m.

Location

City Hall – Aspen Room Fl 1

415 W 6th Street

Vancouver, WA

Regular Meeting (Convened via video conference)

The meeting agenda materials referenced in these minutes can be found [online](#). Link to Microsoft Teams meeting video: [24 07 10 LTAC Meeting Video](#).

Item 1: Call to Order and Roll Call

The meeting of the Lodging Tax Advisory Committee was called to order at 12:02 pm by Kim Harless, Committee Chair.

Board Members Present: Kim Harless, Steve Bowers, Jennifer Kenney, Terry Goldman, Christie Rust, Carla Rise, Temple Lentz, Ryan Hart

Board Members Absent: Jennifer Kenney

Staff Present: Chris Harder, Kimberly Kerlee, Jonathan Young, Andrew Westlund

Guests: Cliff Myers, Visit Vancouver

Motion by Goldman, seconded by Rise, and carried unanimously to excuse the absence of Jennifer Kenney.

Item 2: Approval of Minutes

Motion by Hart, seconded by Bowers, and carried unanimously to approve the June 12, 2024, minutes.

Item Review of Grant Program

Chris Harder, Deputy Director, provided the draft LTAC Grant Program Redesign and reviewed the different categories of grant applications that have been discussed at previous meetings. Kenefsky asked if there is any concern of newly established organizations applying for funds. Harder and committee members responded and overall agreed there is little to no risk. Harless asked about including the word fundraisers in the first grant category and if that could cause confusion. Committee members agreed to exclude the word fundraisers. Bowers asked about the criteria that mentions the expected percentage of visitors to attend the event from outside of the state or 50 miles or more in the second category. Jonathan Young responded. 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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committee members overall agreed with the changes that were discussed. Harless entertained a motion to approve the changes made to category one and two.

Motion by Hart, seconded by Bowers, and carried unanimously to adopt the changes made to category one as noted.

Motion by Lentz, seconded by Goldman, and carried unanimously to adopt the changes made to category two as noted.

Further discussion occurred for categories three and four. Young provided context related to the statute in that it does not exclude for profit organizations from certain types of activities.

Motion by Hart, seconded by Rise, and carried unanimously to approve the changes made to category three and four as noted.

Harder provided an updated grant and award recommendation timeline and mentioned adding two additional meetings in October to allow time to review applications. Rise asked if the dates for optional in-person presentations be given to applicants ahead of time on the application to allow time for them to prepare. Harder reviewed the draft grant scoring tool. Committee members provided feedback and overall agreed with the scoring tool as written.

Item 4: Other Business

Andrew Westlund provided an update on the budget allocation and timeline. Harder informed committee members that a new Boards and Commissions database, CivicPlus, will be the hub for all meeting agendas and materials moving forward beginning in September. Committee members will be receiving an email with more information and login instructions.

Item 5: Public Comment

None

Item 6: Executive Session (as needed)

None

Item 7: Adjourn

1:37 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.



CITY OF
Vancouver
WASHINGTON

Lodging Tax Advisory Committee Meeting

September 11, 2024



Outline of Next Steps

- Applications opened on 9/1
- Two virtual Q&A sessions have been scheduled: 9/10 and 9/23
- Applications close on 9/30
- Scheduled LTAC application review meetings
 - o 10/9
 - o 10/16 – Need to Reschedule
 - o 10/18
 - o 10/25 or early November ??
- Finalize recommendations & prepare materials for Council – November 2024
- Council action on LTAC award recommendations – December 2024



Discussion Questions

- Applications close on 9/30. We can get your application packets by COB on 10/2. Our first LTAC application review meeting is on 10/9. Is this enough time for you to review and individually score?
- What is your preferred strategy or approach to review, prioritize, and recommend awards? How best to utilize the three scheduled review meetings?
- Thoughts on applicant presentations?
- Reminder: in addition to reviewing applications, staff will also be submitting a cost allocation/admin cost memo (General, EP&H, and Parks) for LTAC to comment on.
- Other questions or discussion topics?

