



Lodging Tax Advisory Committee

Kim Harless, President / Janet Kenefsky /
Ryan Hart / Steve Bowers / Jennifer Kenney
/ Carla Rise / Terry Goldman / Temple Lentz
/ Christie Rust

Lodging Tax Advisory Committee Meeting Agenda

October 9, 2024

12:00 PM

Physical Location: City Hall - Aspen Room, Floor 1

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

1. Call to Order and Roll Call

2. Approval of Minutes

- a. Approval of 9/11/24 Meeting Minutes

3. Review 2025 Lodging Tax Grant Applications

4. Other Business

5. Community Communication

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

- In 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.
- Remotely: Pre-register by phone at 360-487-7846 or email kimberly.kerlee@cityofvancouver.us by 5pm the day before the meeting.
- 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.

6. Executive Session (as needed)

7. Adjournment

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reasonable accommodation will be made. To request this agenda in another format, please also contact the phone numbers listed above.

Date: September 11, 2024

Time: 12 – 1:30 p.m.

Location

City Hall – Birch Room, Fl 2
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: [24 09 11 LTAC Meeting Video](#).

Item 1: Call to Order and Roll Call

The meeting of the Lodging Tax Advisory Committee was called to order at 12:03 pm by Kim Harless, Committee Chair.

Board Members Present: Kim Harless, Steve Bowers, Jennifer Kenney, Carla Rise, Temple Lentz (remote), Janet Kenefsky, Terry Goldman

Board Members Absent: Ryan Hart, Christie Rust

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

Guests: Carmen De Leon, Community Member

Motion by Bowers, seconded by Rise, and carried unanimously to excuse the absence of Ryan Hart and Christie Rust.

Item 2: Approval of Minutes

Motion by Bowers, seconded by Kenney, and carried unanimously to approve the July 11, 2024, minutes.

Item 3: Update on Grant promotion, Website, and Application Process

Chris Harder reviewed the Lodging Tax Program page and discussed the promotion efforts, including press releases, media coverage, and social media outreach for the grant applications. Harder also discussed the Q&A session that occurred on September 10 and the session scheduled for September 23. Discussion occurred around the scoring tool for each grant category.

Item 4: Application Review & Recommendation Process

Chris Harder reviewed the timeline for reviewing and scoring applications and the group discussed the process of utilizing the new scoring tool, and the consideration of presentations from applicants. Committee Member Rise asked about the possibility of

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

moving applicants to a different category that better fits their event if applicable. Harder responded. The equitable treatment of applicants and the need to ensure fairness in the process was emphasized. The group discussed and agreed to extend the meeting times in October. The committee members overall agreed with the plan to allow for optional presentations from applicants and explored the process of providing clear instructions for the presentations advising applicants to block their calendars and utilizing a scheduling tool. The submission of a staff memo outlining administrative costs related to LTAC was also discussed and a proposal to allocate funds from the LTAC budget to cover administrative costs and costs incurred by the Parks Department for permitting and special events. The submission of a proposal or staff memo was discussed. Bowers and Kenefsky asked about permitting costs and fees for events. Harder responded. The group discussed the special event permitting process.

Item 5: Public Comment

None

Item 6: Executive Session (as needed)

None

Item 7: Adjourn

1:03 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.

Lodging Tax Advisory Committee

October 9, 2024

Objectives

- Conflict of Interest
- Review Recommended Budget
- Discussion: Review Applications
- Identify Applicants for Round 2

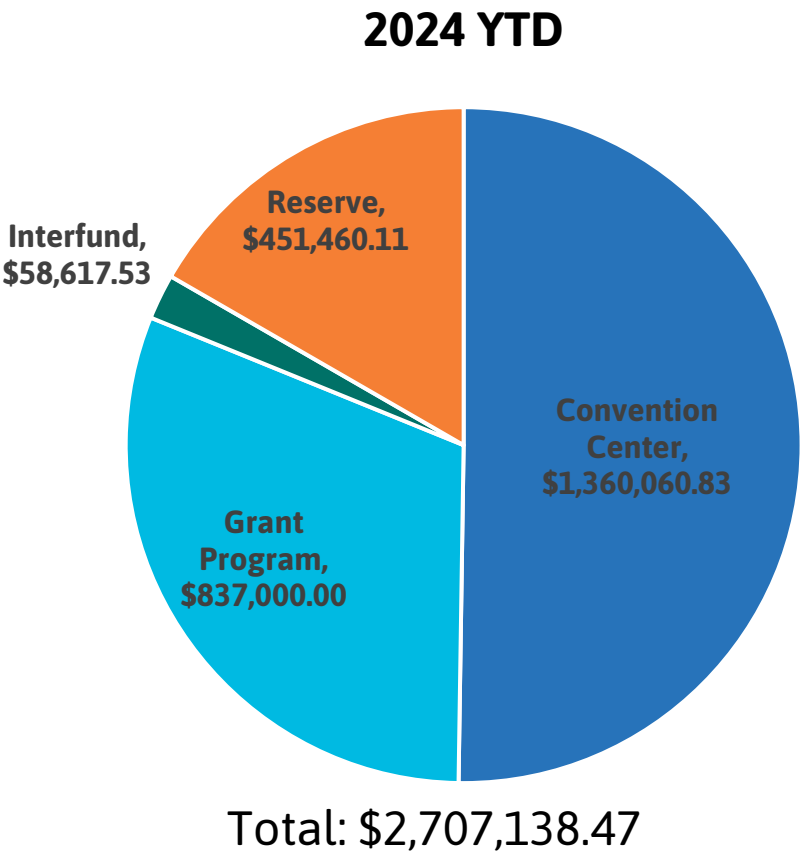
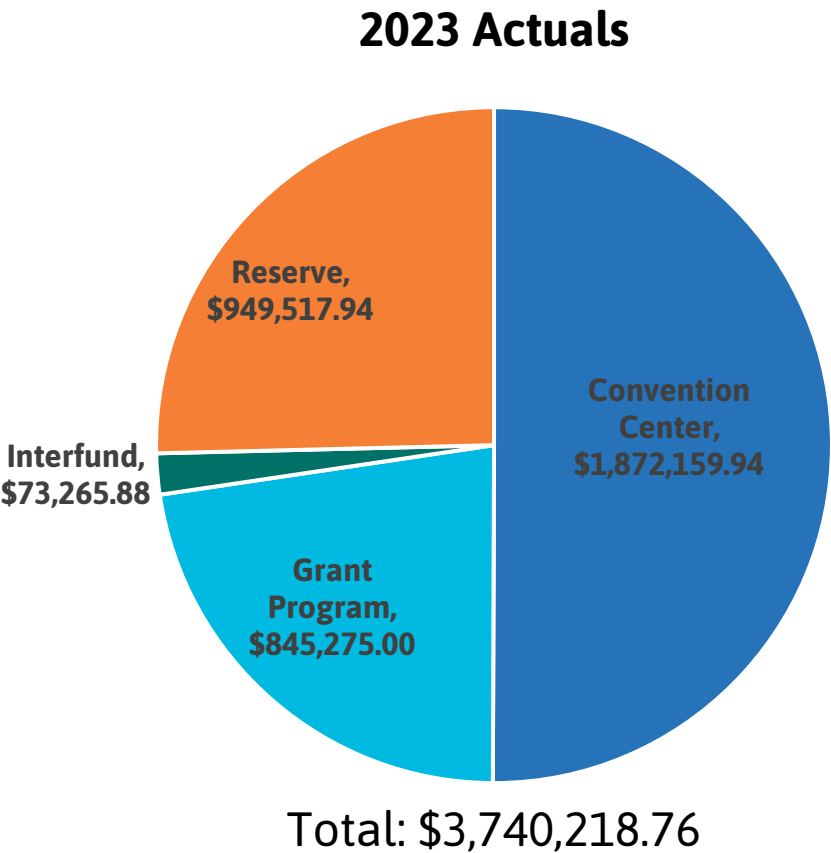
Conflict of Interest

Chapter 42.23 RCW, Code of Ethics of Municipal Officers

- LTAC members should recuse themselves from discussing or making decisions related to any applicant organization where they are a board member or employee.
- Applicants where LTAC members likely have a conflict of interest or perceived conflict of interest: Visit Vancouver, VDA, Hilton Vancouver. Others?
- In recusing, the LTAC members should disclose their relationship on the record and then (a) leave the room if they're attending in-person, or (b) turn off their camera and refrain from unmuting if they're attending remotely.
- Where there are conflicts of interest scoring was not considered.



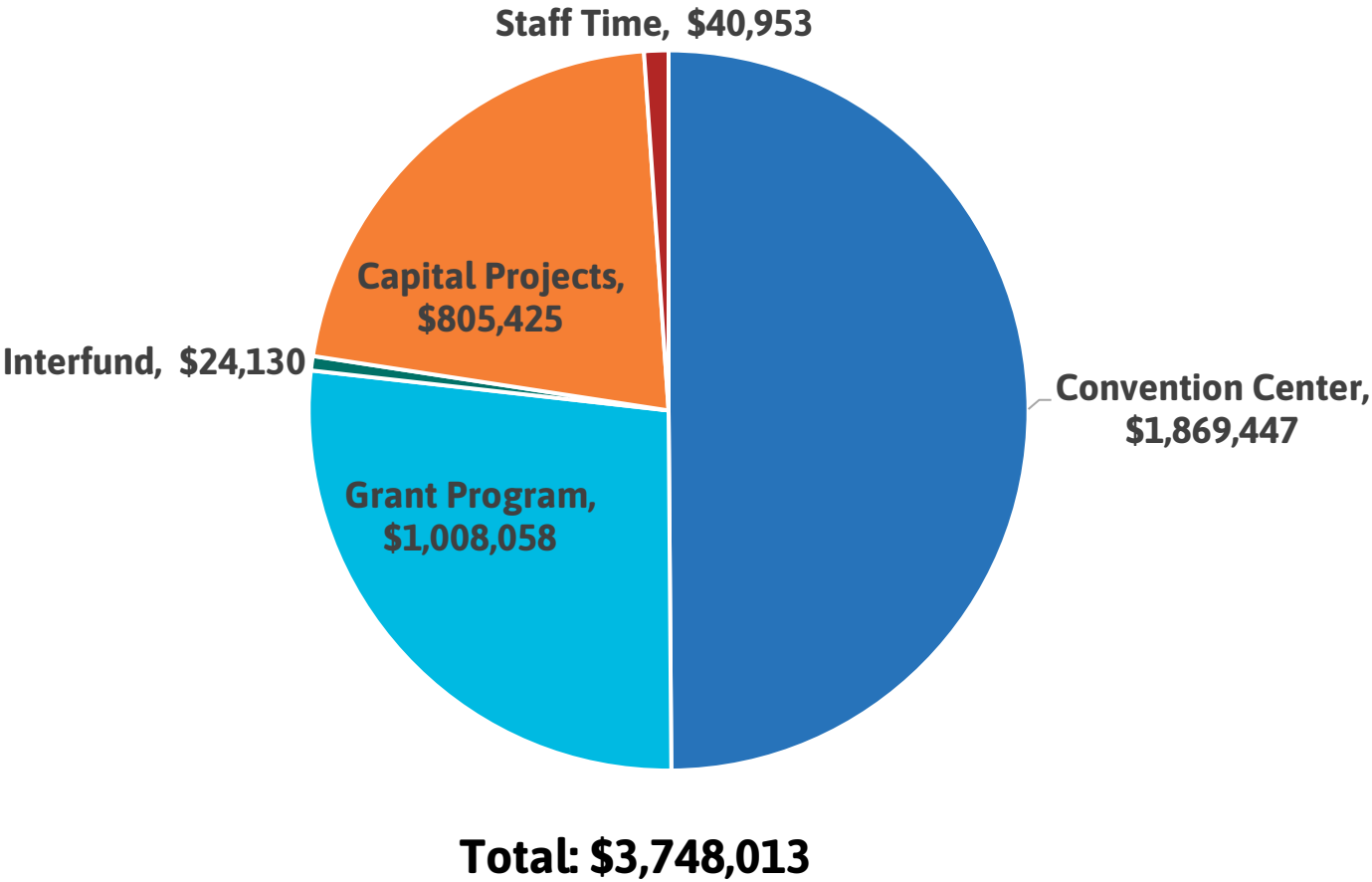
Lodging Tax Revenue and Uses



Interfund charges reflect the City’s indirect costs associated with operating the program. Interfund is charged to all City funds, based on a formula allocation.



2025 City Manager Recommended Budget



Grant Program total includes approximately \$3,000 for Foundant license.



Budget Notes

- The “Recommended Budget” is not the Adopted City Budget. Available resources could change.
- We are still waiting on admin/staff cost projections from the Parks & Recreation Dept. That figure would further reduce the Grant Program Budget.
- The max amount LTAC could award for “Non-Capital Improvement” grants (events, festival, programs) is \$1,005,000
- The Capital Improvement Budget is for municipal or PFD facilities applications only
- LTAC could also use the Grant Program budget (\$1,005,000) to fund Capital Improvement proposals.
- Both of the Capital Improvement/Facilities applications are considered multi-year requests.



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Today's Application Review Goals

1. Identify proposals to move on to round 2 – optional presentations
2. Identify any questions you have for “round 2” applicants that you would like addressed in their 5 min presentation.
3. Other goals?

Note: scoring can't be compared across category; different questions and criteria values.



Discussion

