



**Agenda**  
**Regular Meeting of the**  
**Ellensburg Lodging Tax Advisory Committee**

**February 5, 2020**

**2:00 p.m.**

**Council Conference Room**  
**501 North Anderson Street**

1. Minutes from Meeting of December 4, 2019.
2. Correspondence and Public Comment Period.
  - A. Email from Taylor Crouch Regarding City LTAC Representative to Dispute Board.
3. Unfinished Business.
  - A. Budget/Financials Review
  - B. Tourism Committee Report
  - C. Sign Committee Report
4. New Business.

Note: Next meeting will be **Wednesday, March 4, 2020.**

5. Adjournment.

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**Guidelines for Public Comment Period / Audience Comments:**

**Purpose:**

Allow the public to address the Lodging Tax committee on subjects that are not on the regular Agenda at this particular meeting. Comments must concern the City's business or a matter over which the committee has control.

**Procedure for Public Participation:**

- When recognized, please state your name, and the subject to be discussed.
- Each speaker's comments are to be limited to 5 minutes.
- Submit written comments to the Recording Secretary.
- Speakers are cautioned not to make comments of a personal, impertinent or derogatory nature.

**Please note:** The Lodging Tax committee will not take action at the meeting at which a subject is first introduced during the public comment period. You may wish to concisely state your concern and request placement of your matter on a future agenda.

# LODGING TAX ADVISORY COMMITTEE

December 4, 2019 (2:03 p.m. to 2:55 p.m.)

Members Present: Nicole Klauss, Sarah Maes, Christine Ritchie, and Matt Anderson

Members Absent: Mia Merendino

Others Present: Beth Leader, City Clerk; Amy McGuffin and Madison Ford, Kittitas County Chamber of Commerce and Joyce Glavish, JayRay

Chair Klauss called the meeting to order at 2:03 pm.

1. **Minutes of the October 23, 2019 meeting.** Moved and seconded (Maes/Ritchie) to approve minutes as written. Motion approved.
  2. **Correspondence and Public Comment Period.**  
None
  3. **Unfinished Business.**
    - A. **Budget/Financials Review.** Acknowledged.
    - B. **Tourism Committee Report.** Madison presented information website and social media analytics for November 2019.
    - C. **Sign Committee Report.** Amy explained a request has been sent out to the committee to meet. She requested use of funds in 2020 for replacement of banners and installation. Committee members were in consensus with the use of funds for banners next year.
    - D. **Consolidated Process – Final Amounts.** Members discussed the consolidated meeting and process for allocating funds. There was discussion regarding the lack of specific use of funds stated by the group when allocating funds and whether contracts from the County will include that information.
    - E. **JayRay Presentation of Report.** Joyce Glavish presented information on the creation of the Tourism Strategic Plan and process to obtain information from the advisory group. Nicole will discuss with the City Manager how the report will be presented to City Council.
  4. **New Business.**
    - A. **Elect Vice-Chair.** Sarah moved to nominate Matt Anderson to serve as Vice-Chair. Christine seconded. Motion approved.
    - B. **Consider 2020 Event Funding Distribution and make Recommendation to City Council for Resolution.**  
  
**Motion 2019-12-01: Matt Anderson moved the committee forward a recommendation to City Council for 2020 allocation of funding as presented in the proposed Resolution. Sarah Maes seconded. Motion approved.**
- Other:** Amy mentioned there has been discussion in the State Legislature regarding lodging tax funding and possible changes to verbiage, which could allow elected officials to have more authority over allocation of funds.

Nicole reported it was her last meeting, and it would be decided at the first Council meeting in January who would be the Council representative. There will also be one committee position open for a recipient, because Mia Merendino will not be re-applying.

Next meeting will be January 8, 2020.

With no further business, the meeting was adjourned at 2:55 pm.

Respectfully submitted,  
Beth Leader

***Drafted: 12/9/2019***

***Approved:***

## Laurie Gigstead

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**From:** Taylor Crouch <taylor.crouch@co.kittitas.wa.us>  
**Sent:** Monday, January 13, 2020 11:55 AM  
**To:** Laurie Gigstead; 'rholden@kvhealthcare.org'; Steve Harper; 'Roylene Crawford'  
**Cc:** Dora Van Epps  
**Subject:** [Ext] LTAC Dispute Board

Good Morning,

We have a request for the Dispute Board to reconvene. As of February 2019 Rhonda Holden was Roslyn representative, Steve Harper was Cle Elum representative, and Roylene Crawford represented the County.

Laurie- as City of Ellensburg Clerk, can you please add to elect a representative to the dispute board to your February LTAC meeting agenda and let me know the result?

This Dispute Board meeting will need to happen before March 15<sup>th</sup>, 2020 to remain in the first quarter of the year and on the meeting day we can plan the other 3 quarterly meetings, as it is easier to cancel a planned meeting if we do not have any disputes than to plan new ones. I have provided a link with some dates that are available, please select which works best for you, <https://www.surveymonkey.com/r/XVKRP8H>.

If you currently are sitting on the Dispute Board but do not wish to be a member, let me or your City LTAC Clerk know so that we may appoint a different member.

Thank you, please let me know if you have any questions or concerns.

**Taylor Crouch**  
Deputy Clerk of the Board I  
Kittitas County Board of Commissioners  
205 West 5<sup>th</sup> Ave. Room 108  
Ellensburg, WA 98926  
(509) 962-7508  
[www.co.kittitas.wa.us](http://www.co.kittitas.wa.us)

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Notice: Email sent to Kittitas County may be subject to public disclosure as required by law.  
message id: 38eb45916c6dcbdac24bb8719d004a14

## LTAC Dispute Board Date

1. Which one of these dates works best for you?

- Thursday February 13th, 4:00pm
- Friday February 21st, 4:00pm
- Thursday February 27th, 4:00pm
- Thursday March 5th, 4:00pm
- Other (please specify)

Done

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## 2019 Budget Expenditures

TENTATIVE RESERVES - END OF 2018	\$715,879.00
Projected 2019 Revenues	\$589,000.00
EOY Balance incl. projected expenditures	\$355,879.00

Fund #	Description	Appropriated	Disbursed thru 2019	Remaining
557-31-51	<b>Event Funding</b>	76,570	72,702	3,868
	Chamber of Commerce - Disney Institute	25,000	25,000	
	Gallery One	15,000	15,000	
	Jazz in the Valley	10,000	10,000	
	Kittitas County Historical Society	13,750	12,254	
	Chamber - Dachshunds German Fest	11,728	10,140	
	KEEN - Windfall Cinder Fest & Bluegrass	1,092	308	
		76,570		
557-32-45	<b>Visitor Information Center</b>	162,000	149,736	12,264
Include utilities in monthly total from 557-31-47	January		9,031	
	February		10,755	
	March		26,911	
	April		9,223	
	May		12,271	
	June		26,252	
	July		10,683	
	August		6,590	
	September		13,741	
	October		4,305	
	November		4,092	
	December		15,881	
557-34-51	<b>Website Maintenance</b>	13,000	12,298	702
	January		276	
	February		1,125	
	March		626	
	April		716	
	May		1,038	
	June		521	
	July		800	
	August		480	
	September		270	
	October		1,620	
	November		444	
	December		4,382	
557-34-51-000-001	<b>Collateral Materials</b>	30,000	8,592	21,408
	January		91	
	February		528	
	March		6,181	
	April		160	
	May		192	
	June		194	
	July		143	
	August		489	
	September		614	
	October		124	
	November		65	
	December		4,283	
557-33-41	<b>Marketing &amp; Advertising</b>	206,680	202,592	4,088
	January		1,950	
	February		10,216	
	March		7,636	
	April		11,089	
	May		14,973	
	June		6,007	
	July		20,705	
	August		14,761	
	September		28,710	
	October		21,813	
	November		20,200	
	December		44,532	
557-36-41-000-001	<b>5 Year Strategic Plan</b>	50,000	48,400	
557-36-41	<b>Administration (City)</b>	750	466	284
	Daily Record Ads		180	
	Utilities - S. Interchange Water Bill		286	
594-57-63	<b>Signage</b>	10,000	0	10,000
594-57-63	<b>Capital</b>	300,000	400,000	0
	Adjustment per Council	100,000		
<b>Totals</b>		<b>949,000</b>	<b>446,387</b>	<b>502,613</b>

