

AGENDA

LODGING TAX ADVISORY COMMITTEE

July 25, 2025

Hybrid Meeting In-person and via Zoom



Accessibility

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**CITY OF ELLENSBURG
LODGING TAX ADVISORY COMMITTEE AGENDA**

**Council Conference Room
501 North Anderson Street
Ellensburg, WA 98926
And remotely via Zoom**

Friday, July 25, 2025

9:00 AM - Regular Meeting

<https://us02web.zoom.us/j/84833048303?pwd=q9fQs4f3flkY48ZfzkwNdNgWH7WpHt.1&from=addon>

1. Call to Order and Roll Call of Members

1.A Roll Call: Arlow Evasick, Carmen Wiggins, Gemma Fortier, Lacie Dawson, Sarah Beauchamp, Steve Townsend

2. Approval of Minutes

2.A No action to be taken.

3. New Business

3.A Amendment to the Consolidated Lodging Tax Grant Process Interlocal Agreement

4. Tourism Report

4.A No action to be taken.

5. Budget Update

5.A No action to be taken

6. Citizen Comment

7. Adjournment



For more information on the Ellensburg Lodging Tax Advisory Committee, contact Arts & Economic Development Manager, Kelle Vandenberg at 509-962-7149.

The Contents of this agenda have been photocopied on recycled paper.

AMENDMENT TO AN INTERLOCAL AGREEMENT BETWEEN KITTITAS COUNTY AND THE CITIES OF ELLENSBURG, ROSLYN, AND CLE ELUM FOR A CONSOLIDATED LODGING TAX GRANT PROCESS

This Agreement is made and entered into this ____ day of _____, 2025, by and between the cities of Ellensburg, Roslyn, and Cle Elum, Washington municipal corporations (the "Cities" or "City"), and Kittitas County, a political subdivision of the State of Washington (the "County") (collectively, "Municipalities").

WHEREAS, Ch. 67.28 RCW provides for the collection and use of lodging tax revenues by local jurisdictions subject to certain conditions as set forth therein; and

WHEREAS, the four municipalities in Kittitas County collect and distribute lodging taxes for tourism promotion through an application and grant process; and

WHEREAS, the four municipalities in Kittitas County entered into an Interlocal Agreement for such application and grant process in 2013; and

WHEREAS, each municipality wishes to amend said Interlocal Agreement as provided herein.

NOW, THEREFORE, it is hereby agreed as follows:

1. Section 2(A) (D 1,2) and (F) shall be amended to read as follows:

A. **Consolidated Application:** The Chairperson of each Lodging Tax Advisory Committee ("LTAC"), or jurisdictional appointees if there is no LTAC, will review existing applications and draft a consolidated application, including instructions for applicants, which will include the pre-activity reporting requirements as set forth in RCW 67.28.1816(2)(a)-(b). The draft consolidated application will be forwarded to each municipality's LTAC (or other appointees if there is no LTAC) for review and comment. After approval, applicants for lodging tax grants will be required to submit applications to Kittitas County.

- The grant application shall be reviewed, and any proposed changes to its format or hosting location/medium must be communicated to County staff no later than December of the preceding year.
- County staff will make reasonable efforts to accommodate these requests; however, any requests that exceed capacity may be deferred at staff's discretion.

D. Streamlined Application Review and Award Process.

Review, Ranking and Recommendations by LTAC's:

The County will compile and distribute all applications to the various funding jurisdictions for review by each LTAC (or appointee(s) if no LTAC) for review,

ranking, and funding recommendation, which will then be processed as follows:

- a. Each jurisdiction's LTAC (or other) will review every application and assign it a rating based upon an agreed scoring system.
 - b. Each jurisdiction's LTAC (or other) will rank the applications in order by score.
 - c. Each jurisdiction's LTAC (or other) will produce a recommended funding level, considering each application in order of rank, and including any additional comments which provide insight into the respective funding decision. If any applications are disqualified, an explanation shall be provided.
 - d. The ratings, rankings and recommendations from each LTAC (or other) will be submitted to the County.
 - e. All participants in the Lodging Tax grant process must adhere to the agreed-upon grant scoring methodology and meet deadlines for submission.
 - f. Failure to meet either of these requirements will result in the forfeiture of the participant's ability to score the applications relevant to that grant cycle and participate in the presentation meeting and voting process. The participants contribution to the consolidated pool will remain for allocation based on the scoring from the compliant participant submissions.
- 2) CLTAC Work Group Review. The County will compile the ratings, rankings, and recommendations along with the applications and submit them to a combined county-wide CLTAC work group which will be comprised of three members from the LTAC of each participating municipality (or appointees if there is no LTAC) for consideration. The County will act as Chair of the work group. After submission:
- a. The work group will hold a public meeting where it will provide an opportunity for applicants to make a presentation before the work group and answer any questions from work group members.
 - b. The work group will review the recommendations, deliberate publicly, and make final recommendations based upon the master list. All decisions will be made by simple majority vote. In the event of a tie vote, the application or motion will be deemed to have been rejected or failed respectively.
- F. **Streamlined Reimbursement Process**. Municipalities and the County will pool funds as outlined in Section 2(C) of the coordinated funding process. Each municipality's contribution will be combined into a single pool, with all grant recipients receiving a portion of the total awards proportional to each municipality's percentage of the overall contribution. The county will review and distribute funds to recipients in accordance with their specific contract requirements. Each participating entity's share will then be invoiced by the County monthly to each respective municipality. The municipality will then send payment to the County to replenish the fund.

2. Section 2(H) is hereby added to the agreement and reads as follows:

- H. All participating entities will share the administrative costs associated with providing staff support to the Consolidated Lodging Tax Process. Administrative costs would be shared proportional to each entity's total Consolidated Lodging Tax Contribution. For example, if the County contributed 70% of the consolidated "pool" funds then the county would bear the cost of 70% of the total administrative support for that year.

3. All other provisions shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as of the date first written above.

CITY OF ELLENSBURG

KITTITAS COUNTY

Mayor

Chairman

Attest:

Vice-Chairman

City Clerk

Commissioner

Approved as to form:

Attest:

City Attorney

Clerk of the Board

CITY OF ROSLYN

Approved as to form:

Mayor

Prosecuting Attorney

CITY OF CLE ELUM

Mayor

