

# AGENDA

## LODGING TAX ADVISORY COMMITTEE

### December 3, 2025

Hybrid Meeting In-person and via Zoom



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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**

**Wednesday, December 3, 2025**

**2:00 PM - Regular Meeting**

**Join Zoom**

**Meeting <https://us02web.zoom.us/j/88027937953?pwd=Sy5j87dMnlqBKQkoa4dBaBkRUQY2yT.1&from=addon>**

**Meeting ID: 872 9297 1205**

**Passcode: 247907**

[IGNORE\_INDENT]

**1. Call to Order and Roll Call of Members**

1.A Roll Call: Arlo Evasick, Carmen Wiggins, Lacie Dawson, Steve Townsend,  
Chair Sarah Beauchamp

**2. Approval of Agenda**

2.A Approval of the December 3, 2025, LTAC Agenda as presented

**3. Approval of Minutes**

3.A Review and approve the October 22, 2025, LTAC Meeting Minutes as  
presented

**4. Budget Update**

4.A Revenue and Expense Update

**5. Unfinished Business**

5.A Community Calendar Update

5.B Downtown Trash Can Update

5.C Consolidated Lodging Tax Grant Presentation Recap

**6. New Business**

**7. Tourism Report**

7.A Tourism Report

**8. Citizen Comment**

**9. 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.



**CITY OF ELLENSBURG**

**Minutes of Lodging Tax Advisory Committee, Regular Meeting**

**Date of Meeting**

**October 22, 2025**

**Time of Meeting**

**1:00 PM**

**Place of Meeting**

**Council Conference Room 501 North Anderson Street**

**Ellensburg, WA 98926**

**And remotely via Zoom**

**1. Call to Order and Roll Call**

1.A Roll Call Present: Arlo Evasick, Carmen Wiggins, Lacie Dawson, Steve Townsend, Chair, Sarah Beauchamp  
Absent: None

Guests: Amy McGuffin and Matt Anderson, Kittitas County Chamber of Commerce

**2. Approval of Agenda**

2.A Motion: Move to approve the October 22, 2025, LTAC meeting agenda as presented.

By: Steve Townsend

Seconded by: Carmen Wiggins

All in Favor:

Opposed: None

Abstained: None

Motion carries

**3. Approval of Minutes**

3.A Approval of August 6, 2025, Lodging Tax Advisory Committee meeting minutes as presented.

Motion: Move to approve September 10, 2025, Lodging Tax Advisory Committee meeting minutes as presented.

By: Lacie Dawson

Seconded: Steve Townsend

All in Favor: All in Favor

Opposed: None

Abstained: None

Motion Carries

**4. Unfinished Business**

4.A Consolidated Lodging Tax Grant Applications Scoring  
Committee reviewed submitted applications, discussed individual scoring, created a consensus score, and Ellensburg funding recommendations. Submitted applications to the County via LaserFiche.

\*Note: During the scoring process, both Lacie Dawson and Arlo Evasick recused themselves from their specific applications represented and stepped out of the room during funding recommendation decisions for those respective applications.

**7. Citizen Comment:**

There was no citizen comment

**9. Adjournment**

With no further business, the meeting was adjourned at 3:45 pm.

Respectfully Submitted,  
Kelle Vandenberg

DRAFT

## 2025 Budget Expenditures

TENTATIVE RESERVES - END OF 2024

<b>Dept 165- Lodging Tax Fund</b>	Beg. Fund Balance	Revenues YTD
Updated: 05/15/25	\$ 1,634,549.00	\$ 548,454.28

Fund #	Description	Appropriated	Disbursed thru 2025(PAID OUT)	Remaining	
100-165-557-31-51-000-000	CLTAC Grant Funding	\$ 97,595.29	\$	97,595.29	<b>CHAMBER 2025</b>
reimburse Kittitas County				-	<b>\$ 324,600.00</b>
Ellensburg	Gallery One	\$ 5,205.92	\$	5,205.92	Includes amended contract VIC at Unity Park May-Sept.
Cle Elum	Cle Elum Downtown Association	\$ 5,205.92	\$	5,205.92	
Kittitas County	Washington State Ski & Snowboard Museum	\$ 3,123.55	\$	3,123.55	
Ellensburg	Kittitas County Historical Society	\$ 3,581.67	\$	3,581.67	
Roslyn	Roslyn Ronald Cle Elum Heritage Club	\$ 4,581.21	\$	4,581.21	
Ellensburg	Ellensburg Downtown Association	\$ 7,236.23	\$	7,236.23	
Ellensburg	Ellensburg Music Festival	\$ 4,581.21	\$	4,581.21	
Roslyn	Roslyn Downtown Association	\$ 6,663.58	\$	6,663.58	
	Webb Events	\$ 15,617.76	\$	15,617.76	
Cle Elum	International Lumber Jack Show	\$ 10,411.84	\$	10,411.84	
Ellensburg	Junk Tiquen in the Burg	\$ 1,648.30	\$	1,648.30	
Ellensburg	Ellensburg Rodeo Hall of Fame	\$ 7,288.29	\$	7,288.29	
Cle Elum	Cle Elum Roundup Association	\$ 3,687.87	\$	3,687.87	
Ellensburg	Laughing Horse Arts Foundation	\$ 853.56	\$	853.56	
Thorp	Punch Projects	\$ 7,288.29	\$	7,288.29	
Cle Elum	Washington State Horse Park	\$ 7,496.53	\$	7,496.53	
Ellensburg	Two Little Chicks	\$ 3,123.56	\$	3,123.56	

Fund #	Description	Appropriated	Disbursed thru 2025(PAID OUT)	Remaining
100-165-557-32-45-000-000	Visitor Information Center (VIC)	\$ 113,600.00	\$ 77,719.42	\$ 35,880.58
	January	\$	6,994.64	\$ (6,994.64)
	February	\$	6,261.52	\$ (6,261.52)
	March	\$	3,059.48	\$ (3,059.48)
	April	\$	7,605.93	\$ (7,605.93)
	May (includes VIC @ Unity Park)	\$	9,206.15	\$ (9,206.15)
	June (includes VIC @ Unity Park)	\$	8,951.88	\$ (8,951.88)
	July (includes VIC @ Unity Park)	\$	9,817.41	\$ (9,817.41)
	August (includes VIC @ Unity Park)	\$	8,839.81	\$ (8,839.81)
	September (includes VIC @ Unity Park)	\$	9,163.90	\$ (9,163.90)
	October	\$	7,818.70	\$ (7,818.70)
	November	\$	-	\$ -
	December	\$	-	\$ -

Fund #	Description	Appropriated	Disbursed thru 2025(PAID OUT)	Remaining
100-165-557-34-51-000-000	Website Maintenance	\$ 9,000.00	\$ -	\$ 9,000.00
	January		\$	-
	February		\$	-
	March		\$	-
	April		\$	-
	May		\$	-
	June		\$	-
	July		\$	-
	August		\$	-
	September		\$	-
	October		\$	-
	November		\$	-
	December		\$	-

Fund #	Description	Appropriated	Disbursed thru 2025(PAID OUT)	Remaining
100-165-557-34-51-000-001	Collateral Materials	\$ 7,500.00	\$ -	\$ 7,500.00
	January		\$	-
	February		\$	-
	March		\$	-
	April		\$	-
	May		\$	-
	June		\$	-
	July		\$	-
	August		\$	-
	September		\$	-
	October		\$	-
	November		\$	-
	December		\$	-

Fund #	Description	Appropriated	Disbursed thru 2025(PAID OUT)	Remaining
100-165-557-33-41-000-000	Marketing & Advertising	\$ 194,500.00	\$ 117,806.99	\$ 76,693.01
	January		\$ 10,497.27	\$(10,497.27)
	February		\$ 7,463.12	\$(7,463.12)
	March		\$ 7,642.33	\$(7,642.33)
	April		\$ 13,360.01	\$(13,360.01)
	May		\$ 9,912.80	\$(9,912.80)
Did note have June total in time for agenda packet	June		\$ 14,535.76	\$(14,535.76)
	July		\$ 9,404.47	\$(9,404.47)
	August		\$ 9,300.44	\$(9,300.44)
	September		\$ 9,334.61	\$(9,334.61)
	October		\$ 26,356.18	\$(26,356.18)

	November				\$	-
	December				\$	-
100-165-557-36-41-000-000	Administration (City-Utilities)	\$	825.00	\$	277.44	\$ 547.56
	January			\$	31.72	\$ (31.72)
	February			\$	29.41	\$ (29.41)
	March			\$	26.56	\$ (26.56)
	April			\$	27.51	\$ (27.51)
	May			\$	30.64	\$ (30.64)
	June			\$	30.95	\$ (30.95)
	July					\$ -
	August					\$ -
	September			\$	33.45	\$ (33.45)
	October			\$	35.63	\$ (35.63)
	November			\$	31.57	\$ (31.57)
	December					\$ -
100-165-557-35-35*	Signage	\$	10,000.00	\$	-	\$ 10,000.00
ST542.31247513 (Banners)	Traffic Safety Supply/Banners					
100-165-594-57-63-000-000	Capital			\$	-	\$ -
<b>Totals</b>		<b>\$</b>	<b>458,020.29</b>	<b>\$</b>	<b>195,803.85</b>	<b>\$ 262,216.44</b>

**Lodging Tax Revenues**

<b>Tax Collected</b>	<b>Month Received</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>
Nov	Jan	\$ 32,473.96	\$ 35,253.48	\$ 23,787.08	\$ 36,438.78	\$ 41,671.00	\$ 44,806.00	\$ 44,672.34
Dec	Feb	\$ 26,394.00	\$ 26,415.94	\$ 18,709.31	\$ 34,260.47	\$ 29,598.00	\$ 32,715.00	\$ 36,727.62
Jan	Mar	\$ 28,172.00	\$ 24,341.00	\$ 22,227.38	\$ 28,797.14	\$ 26,580.00	\$ 36,255.00	\$ 29,793.00
Feb	Apr	\$ 28,704.00	\$ 21,564.30	\$ 25,123.77	\$ 32,367.49	\$ 32,185.00	\$ 46,772.82	\$ 38,728.00
Mar	May	\$ 42,825.04	\$ 14,989.00	\$ 33,426.21	\$ 42,788.39	\$ 63,391.00	\$ 56,785.00	\$ 61,602.00
Apr	June	\$ 48,351.36	\$ 8,641.32	\$ 39,290.38	\$ 50,226.13	\$ 58,094.00	\$ 69,805.00	\$ 63,750.00
May	July	\$ 56,037.14	\$ 36,383.12	\$ 45,224.41	\$ 73,668.73	\$ 78,934.00	\$ 90,411.00	\$ 83,118.00
June	Aug	\$ 72,925.97	\$ 32,565.00	\$ 55,965.00	\$ 74,578.90	\$ 93,622.87	\$ 93,089.00	\$ 105,775.36
July	Sept	\$ 67,114.33	\$ 37,693.45	\$ 64,746.62	\$ 81,366.91	\$ 92,595.00	\$ 93,957.00	\$ 84,287.96
Aug	Oct	\$ 72,295.90	\$ 39,967.63	\$ 67,762.40	\$ 77,160.00	\$ 80,540.00	\$ 100,833.00	
Sept	Nov	\$ 55,515.88	\$ 41,344.25	\$ 69,683.38	\$ 79,311.00	\$ 81,098.00	\$ 94,898.00	
Oct	Dec	\$ 47,206.56	\$ 34,286.22	\$ 51,283.92	\$ 64,062.00	\$ 72,427.00		
Nov	Jan							
<b>TOTAL</b>		\$ 578,016.14	\$ 353,444.71	\$ 517,229.86	\$ 675,025.94	\$ 750,735.87	\$ 760,326.82	\$ 548,454.28

**2025 EXPENDITURES TRACKING REPORT FOR JLARC**

<b>ELLENSBURG SPECIFIC</b>		<b>2025 Estimates</b>	
Chamber Contract:	\$	324,600.00	Approved Budgeted item (tourism contract)
Community Calendar:	\$	12,000.00	Approved by Council <i>Paid: \$10,000.00</i>
Trash Cans	\$	60,000.00	Approved by Council <b>carry over to 2026</b>
Tourism Banner Signage Maintenance <i>Rodeo Grandstand</i>	\$	10,000.00	Reoccurring budgeted item
<b>2025 Subtotal</b>		<b>\$ 406,600.00</b>	

<b>Consolidated: Ellensburg Portion</b>		<b>2025 Estimates</b>	
CLTAC Grant Administration	\$	7,717.00	Approved by Council on 11/17/25
Grant Pool Contribution	\$	108,633.98	
<b>2025 Consolidated Subtotal:</b>		<b>\$ 116,350.98</b>	

**2025 Estimated Total Expenditure \$ 522,950.98**

**2025 Beginning Fund Balance: \$1,634,549.00**

**2025 Estimated Ending Fund Balance: \$1,111,598.02**