

CITY OF ELLENSBURG
AGENDA
Council Conference Room or via
Join Zoom Meeting
[https://us02web.zoom.us/j/87292971205?](https://us02web.zoom.us/j/87292971205?pwd=SEFEZjVnOTZXYTNLSWhTRzBDR3F1dz09)
[pwd=SEFEZjVnOTZXYTNLSWhTRzBDR3F1dz09](https://us02web.zoom.us/j/87292971205?pwd=SEFEZjVnOTZXYTNLSWhTRzBDR3F1dz09)

Wednesday, May 3, 2023
2:00 PM - Lodging Tax Advisory Committee

AMERICANS WITH DISABILITIES ACT The City of Ellensburg strives to make our services, programs, and activities readily accessible and usable by individuals with disabilities. Reasonable accommodations will be made upon request. Please furnish the ADA Coordinator with your request in sufficient time for the City to provide a reasonable accommodation. A Request for Accommodation form may be obtained on the first floor of City Hall or by calling the City of Ellensburg ADA Coordinator at (509) 962-7222 or email ADAcordinator@ci.ellensburg.wa.us.

1. CALL TO ORDER

2. APPROVAL OF MINUTES

2.A Approval of Minutes
[LTAC 4-5-23 Minutes.pdf](#)

3. CORRESPONDENCE AND PUBLIC COMMENT 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.

4. UNFINISHED BUSINESS

4.A [Tourism Report](#)

4.B [Revenues and Expenses](#)
[5-3-2023 Revenues.pdf](#)
[5-3-2023 Expenditures.pdf](#)

5. NEW BUSINESS

6. ADJOURNMENT



CITY OF ELLENSBURG

Date of Meeting

Time of Meeting

Place of Meeting

Minutes of Lodging Tax Advisory Committee, Regular Meeting

April 5, 2023

2:00 PM

Council Conference Room 501 North Anderson Street

Ellensburg, WA 98926

And remotely via Zoom

1. Call to Order and Roll Call

Roll Call Present: Adam Winn, Marie Smith, Lacie Dawson, and Steve Townsend

Absent: None

Also present in person: Cyndi LaChappelle, Executive Assistant, Matt Anderson, Director of Tourism, Brett Wachsmith, County Commissioner, Carl Jensvold, Ellensburg Rodeo Board, Kady Porterfield, Event Center Director, Gemma Fortier (remotely), LTAC candidate.

2. Approval of Minutes

Steve Townsend moved to approve the March 8, 2023 minutes as presented. **Motion approved 4-0.**

3. Correspondence and Public Comment

None

4. Unfinished Business

4.A. Tourism Report

Matt reviewed analytics and reported traffic to the site as 19-20K/month. The Chamber is including information on things to do in Ellensburg, i.e. restaurants, arts, the beer and wine scene, as well as Explore the Outdoors which includes trails and promoting Bike Month.

4.B. Revenues and Expenses

Information acknowledged.

5. New Business

5.A. Discussion and Consideration of Funding Dept Service to support KVEC/Rodeo Arena Capital Improvements.

Kady, Carl and Brett discussed the Rodeo Grandstands revitalization project and the necessity of same. Some funding has been secured but there is still a need.

Steve Townsend moved to authorize \$250k per year for ten years from LTAC funds to support the Ellensburg Rodeo Grandstands Project. **Motion approved 3-0 with 1 abstaining.**

Other: Cyndi advised that she has submitted the required JLARC report for 2022 expenditures.

The next meeting is scheduled for May 3 at 2:00 p.m.

6. Adjournment

With no further business, the meeting adjourned at 2:35 pm

Respectfully Submitted,
Cyndi LaChappelle-Mathis
Drafted: 4/5/23
Approved:



AGENDA REPORT

Meeting Date:	May 3, 2023
Agenda Subject:	Tourism Report
Submitted by:	Cynthia LaChappelle-Mathis City Manager Department
Recommended Action or Motion:	N/A
Background/Summary:	N/A
Previous Council Action:	N/A
Analysis:	N/A
Financial Impact:	N/A



AGENDA REPORT

Meeting Date: May 3, 2023

Agenda Subject: Revenues and Expenses

Submitted by: Cynthia LaChappelle-Mathis

Recommended Action or Motion: N/A

Background/Summary: N/A

Previous Council Action: N/A

Analysis: N/A

Financial Impact: N/A

Attachments:

[5-3-2023 Revenues.pdf](#)

[5-3-2023 Expenditures.pdf](#)

Lodging Tax Revenues

Tax Collected	Month Receipted	2001	2002	2003	2004	2005	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	% Diff
Nov	Jan	14,169	18,388	16,119	14,276	18,221	16,968	17,754											32,474	35,253	23,787	36,439	41,671	14.36%
Dec	Feb	10,353	10,411	12,571	13,584	14,698	18,555	14,415	15,147	14,683	15,207	16,272	17,353	17,738	18,515	24,547	23,589	26,044	26,394	26,416	18,709	34,260	29,598	-13.61%
Jan	Mar	11,242	9,368	12,802	13,584	11,339	26,140	22,474	14,781	15,578	16,385	18,391	19,890	19,906	21,798	22,435	24,104	24,780	28,172	24,341	22,227	28,797	26,580	-7.70%
Feb	Apr	12,366	9,134	10,281	14,055	19,392	21,625	19,134	20,918	17,647	21,092	20,775	21,448	23,428	30,085	24,309	25,979	28,639	28,704	21,564	25,124	32,367		-100.00%
Mar	May	16,920	14,357	18,322	22,829	21,014	25,964	23,669	24,875	26,666	25,798	28,069	31,483	32,723	35,301	36,457	41,496	38,394	42,825	14,989	33,426	42,788		-100.00%
Apr	June	17,257	16,252	18,030	18,814	17,922	27,501	34,073	24,960	29,159	29,507	29,595	35,619	34,284	35,718	41,170	45,855	44,431	48,351	8,641	39,290	50,226		-100.00%
May	July	21,818	23,011	22,299	21,051	29,567	34,364	37,641	33,418	35,791	33,670	38,639	40,528	40,666	44,613	51,075	54,651	54,672	56,037	36,383	45,224	73,669		-100.00%
June	Aug	28,538	24,644	28,774	30,709	24,871	41,157	41,398	39,778	44,945	42,388	42,315	49,135	52,532	56,237	59,814	64,841	69,893	72,926	32,565	55,965	74,579		-100.00%
July	Sept	25,934	25,837	31,170	24,507	42,655	43,762	42,950	46,559	46,197	45,437	47,844	50,459	52,574	57,261	64,703	67,931	66,553	67,114	37,693	64,747	81,367		-100.00%
Aug	Oct	26,344	27,879	28,996	29,384	34,434	44,682	45,737	39,548	44,752	40,604	45,697	53,540	62,214	51,243	54,598	63,651	63,664	72,296	39,968	67,762	77,160		-100.00%
Sept	Nov	20,264	33,216	26,311	31,714	31,841	42,467	35,680	40,969	44,946	42,203	44,937	46,558	45,725	53,775	60,170	60,022	63,415	55,516	41,344	69,683	79,311		-100.00%
Oct	Dec	19,182	20,616	25,230	24,244	23,256	31,076	27,530	29,749	30,688	31,029	31,003	33,557	38,129	40,297	40,358	47,271	49,651	47,207	34,286	51,284	64,062		-100.00%
Nov	Jan							21,023	19,682	19,608	21,526	21,138	22,864	25,117	27,332	31,509	32,500							
TOTAL		224,388	233,114	250,903	258,752	289,209	374,261	383,478	350,384	370,659	364,846	384,676	422,434	445,036	472,175	511,145	551,890	530,136	578,016	353,445	517,230	675,026	97,849	
% Difference		10.62%	3.89%	7.63%	3.13%	11.77%	17.11%	2.46%	-8.63%	5.79%	-1.57%	5.44%	9.82%	5.35%	6.10%	8.25%	7.97%	-3.94%	9.03%	-38.85%	46.34%	30.51%	-85.50%	
																			578,016	353,445	517,230	675,026	97,849	

Y:\EXECUTIVE\LAURIE\LTAC\CYNDI LTAC\[LODGING TAX 2023 BUDGET.xlsx]Expenditures

2023 Budget Expenditures

		TENTATIVE RESERVES - END OF 2022	\$420,000.00	
		Projected 2023 Revenues	\$686,000.00	
		EOY Balance incl. projected expenditures	\$746,853.78	
Fund #	Description	Appropriated	Disbursed thru 2023	Remaining
557-31-51	CLTAC Grant Funding	53,321		53,321
	Laughing Horse Arts Foundation	3,835		3,835
	Kittitas Valley Event Center - Patriot Night	25,000		25,000
	Gallery One	15,000		15,000
	Eburg Rodeo Hall of Fame	934	391	544
	The Patch at Jensen Farms	3,500		3,500
	Junk-tiquen in the Burg	5,052		5,052
		53,321		52,931
557-32-45	Visitor Information Center	64,252	24,340	39,912
	January		5,855	
	February		6,203	
	March pre 2023 exp		7,003	
	March		5,279	
	April			
	May			
	June			
	July			
	August			
	September			
	October			
	November			
	December			
557-34-51	Website Maintenance	9,100	469	8,631
	January		0	
	February		0	
	March		469	
	April			
	May			
	June			
	July			
	August			
	September			
	October			
	November			
	December			
557-34-51-000-001	Collateral Materials	7,350	3,845	3,505
	January		591	
	February		199	
includes pre 2023 exp	March pre 2023 exp		2,494	
	March		561	
	April			
	May			
	June			
	July			
	August			
	September			
	October			
	November			
	December			
557-33-41	Marketing & Advertising	189,298	55,281	134,017
	January		7,267	
	February		15,050	
includes pre 2023 exp	March pre 2023 exp		15,078	
	March		17,886	
	April			
	May			
	June			
	July			
	August			
	September			
	October			
	November			
	December			
557-36-41-000-001	5 Year Strategic Plan			
557-36-41	Administration (City)	825	234	591
	Daily Record Ads		152	
	Utilities - S. Interchange Water Bill		82	
100-165-557-35-35*	Signage	10,000	6,504	3,496
	EagleSigns PO #129302		6,000	
	EagleSigns PO #130331 (tax)		504	
594-57-63???	Capital	25,000	0	25,000
Rodeo Mural				
Totals		359,146	90,672	268,474