



City of Port Orchard

216 Prospect Street, Port Orchard, WA 98366
(360) 876-4407 • FAX (360) 895-9029

Lodging Tax Advisory Committee September 7, 2016; 7:00 p.m. at City Hall

Committee Members present: Chair Fred Chang; Kathy Michael, Cedar Cove Inn; Chan Park, Comfort Inn; Bobbie Stewart, Port Orchard Bay Street Association; Jessie Turner, Fathoms O' Fun Festival, Inc; Christine Stansbery, Sidney Museum and Arts Association; City Clerk Brandy Rinearson; and Deputy Clerk Jenine Floyd.

Absent: Lorraine Olsen, Mrs. Howe's B&B.

Introductions/Roll Call - Chair Chang introduced himself, and asked each committee member to introduce themselves and which organization they represent.

Review of the Lodging Tax Funding Regulations/Reporting - City Clerk Rinearson noted nothing has changed regarding the RCW statutes from last year. She said that some discussion was held regarding council and committee recommendations, and clarified that the Lodging Tax committee can make the recommendation to Council, who can accept, change or deny the recommendations. If Council changes or denies the recommendations, it would then go back before the committee for comments. The committee does have the final say for recommendations.

City Clerk Rinearson also provided the committee with the 2015 JLARC reports. The committee briefly discussed the amounts shown on the report.

Committee Timeline – City Clerk Rinearson provided the committee with an estimated timeline of the applications and interviews. After discussion, the committee agreed applications will be provided September 9 and due on October 3. The committee will then review applications and meet with the applicants in October and will provide a recommendation to the Council in October.

Projected Revenue of Lodging Tax for 2017/2018 – City Clerk Rinearson stated the City is moving into a biennial budget beginning 2017. The projected lodging tax funds allocations for 2017/2018 is \$190,000.

Chair Chang has concerns about applicants applying for two years worth of lodging tax.

After a brief discussion, the committee recommended that applicants apply every year instead of applying for a two-year period, as it is difficult to project two years worth of lodging tax.

Contract Review – The committee discussed the contract lodging tax recipients signed this year, and noted the only concerns were regarding exhibit A to the contract which reflects the applicants budget. The committee agreed that exhibit A could include the applicants budget, or a PNL statement, whichever the applicants feels is the best document reflecting their lodging tax budget.

2017 Application Review – The committee discussed the application, noting a couple changes including removing project information and inserting project details, and removing the type of funding applicant is requesting.

There being no further business, Chair Chang adjourned the meeting at 8:44 p.m.

Next meeting: TBD, October 2016

cc: Council/Mayor/Department Directors