

**CITY OF OAK HARBOR  
 LODGING TAX ADVISORY COMMITTEE (LTAC) MINUTES  
 August 22, 2023 1:30p.m.**

This hybrid meeting was hosted from the Mayor’s Conference Room in City Hall and recorded through RingCentral.

**1. CALL TO ORDER/ROLL CALL:** Chair Bryan Stucky called the meeting to order at 1:33p.m.

<b>Position</b>	<b>Member’s Name</b>	<b>Attendance</b>		
Chair	Bryan Stucky	In person ✓	Online	Absent
Collector 1	Megan Goodrich, Operations Manager, Candlewood Suites	In person	Online	Absent ✓
Collector 2	Ken Huang, Owner, Oak Harbor Inn	In person	Online	Absent ✓
Collector 3	Pamela Estes, General Manager, Best Western	In person	Online ✓	Absent
Recipient 1	Larry Munns, Oak Harbor Youth Sailing	In person ✓	Online	Absent
Recipient 2	Christine Kelln, Greater Oak Harbor Chamber	In person	Online ✓	Absent
Recipient 3	Margaret Livermore, Executive Director, Oak Harbor Main Street Assoc	In person	Online ✓	Absent

**CITY STAFF PRESENT:** David Goldman, Finance Director; Chas Webster, Finance & Performance Analyst; Wendy Horn, Grants Administrator

**OTHERS PRESENT:** none

**2. APPROVAL OF AGENDA:**

**MOTION:** Committee Member Munns **MOVED** to approve the agenda as submitted, **SECONDED** by Committee Member Livermore. **MOTION PASSED UNANIMOUSLY.**

**3. APPROVAL OF THE MINUTES:**

a. Regular Meeting of October 21, 2022.

**MOTION:** Committee Member Munns **MOVED** to approve the October 21, 2022 minutes as submitted, **SECONDED** by Committee Member Livermore. **MOTION PASSED UNANIMOUSLY.**

**4. PUBLIC COMMENT PERIOD:** No public comments

**5. PRESENTATIONS, REPORTS AND DISCUSSION ITEMS:**

**a. LTAC Purpose and Overview**

Finance and Performance Analyst Chas Webster, presented an overview of the LTAC process.

1. Purpose of LTAC
  - a. Review and comment on Council proposals regarding (1) the imposition of a tax; (2) any increase in the rate of the tax; (3) repeal of an exemption from the tax; and (4) a change in the use of the revenue received from the tax.
  - b. Council must submit the proposals 45-days in advance of a final action.
  - c. LTAC will provide comments including an analysis of the extent to which the proposal will accommodate activities for tourists or increase tourism, and the extent to which the proposal will affect the long-range stability of the fund.
  - d. LTAC will review applications for award of city grant funds and make recommendations for awards leaving the final decision to be made by Council.
2. Received approval from Council on 2024 grant funding level
  - a. Council approval received 8/15/23 for \$375,000.
  - b. Noted that \$211,160 was committed to multi-year & Embrace Whidbey.
  - c. \$163,840 available for new grants.
  - d. 8/15/2023 started the 45-day requirement before taking final Council action.
3. Open grant period would be a 17-day period
  - a. Dates 8/28/2023-9/13/2022.
  - b. Public notice in the paper prior to opening grant period.
  - c. Email all past grant applicants of grant period.
4. Close of grant period
  - a. Provide all grant applications to members for evaluation via email.
5. LTAC meeting to evaluate grant applications
  - a. Date set for 9/19/23 @ 10:00am.
  - b. Time for applicants to present projects.
6. LTAC meeting to deliberate and award funding for recommendation to Council
  - a. Tentative date set for 9/26/2023.
7. LTAC recommendations presented to City Council for final action approving awards
  - a. Tentative date set for 10/17/23.
  - b. This date satisfies 45-day requirement.
8. Reviewed current grading criteria, Exhibit B, Use of revenues, 12-year history and Lodging Fund balance projections
9. 2024 Grant Terms
  - a. Single year only.
  - b. Remind applicants this is public record.
10. Reviewed key dates

**b. Discussion of Island County Joint Tourism (ICJT) contribution and Council 2024 appropriation**

Chair Stucky explained the process for the Council and subsequent deliberation regarding the change to the ICJT interlocal agreement. Committee Member Munns commented that he would have preferred ICJT to submit the same paperwork as other applicants and noted he has never seen an annual report from the group. Ms. Webster explained the interlocal agreement has been in place since 2000 with 3 amendments. The new increase will make it 4 amendments with a biennial review of the agreement.

**c. Discussion process, amount, grading sheet, criteria and scoring**

Committee Member Munns commented that the grant funding this year is a significant decrease from last year and that staff should let applicants know not to expect as much. Chair Stucky

agreed and that there may be applications that don't fit the criteria and it will be up to the committee to make those decisions. Committee Member Estes asked about the current grantees – specifically the EV charging stations and why the project was not completed. Grants Administrator Wendy Horn responded that the project is on track to be completed by the end of the year. Other Committee comments included that the application is event-driven and it might make it more difficult to answer the questions for some of the other applicants. It was also noted that it made sense given the required questions from the RCW and that not all grant requests last year necessarily met the intent of the program and that a lot had nothing to do with tourism.

6. **MEMBER COMMENTS:** No other member comments
7. **DETERMINATION OF FUTURE AGENDA ITEMS:**
  - a. Review of applications
  - b. Applicant presentations
  - c. Scoring / Ranking applications
  - d. Next meeting date: Tuesday, September 19 at 10:00am
8. **ADJOURNMENT:** Chair Stucky adjourned the meeting at 2:13p.m.

Minutes taken by Grants Administrator Wendy Horn.

✓