

**CITY OF ISSAQUAH**  
**Lodging Tax Advisory Committee**

11:00 AM  
October 25, 2022

**MINUTES**

Steelhead Room, 235 1st Ave  
SE, Issaquah

**MEMBERS AND ADMINISTRATIVE PERSONNEL PRESENT**

*Committee:*

Russel Joe, Councilmember (Chair)  
Frank Stillwagner, Village Theatre (joined  
meeting at 11:40 AM)  
Matthew McReynolds, Springhill Suites  
Marriott  
John Parizak, Hilton Garden Inn

*Administration/Staff:*

Jen Davis Hayes, Economic Development  
Manager

**CALL TO ORDER**

The meeting was called to order at 11:00 AM.

**PUBLIC COMMENT**

Christy Garrard, Visit Issaquah, shared:

- She received the Rising Star Award from The State of WA Tourism. This increased Issaquah's visibility within the tourism industry and resulted in travel bloggers visit this weekend.
- Visit Issaquah received \$8,000 grant for inclusive Issaquah programming, which will help to pay for other organization's Pride and Juneteenth events.
- Conducting industry networking at WA Trails conference, WA Events & Festivals conference and GSBA's Gala.
- Issaquah Awaits marketing launched and website under renovation. This includes a separate holiday events page.

**APPROVAL OF MINUTES**

- a) Minutes of September 19, 2022

PARIZEK motioned, MCREYNOLDS seconded to approve the minutes as presented.  
APPROVED by a 3-0 vote.

**AGENDA ITEMS**

- a) **2023 Initiative Funding Application Review & Approval, (A)**

*Presented by:*

*Jen Davis Hayes, Economic Development Manager*

The Committee members reviewed the suggested updates on the 2023 Initiative Funding Application. Requested edits included adding events to the types of projects that will be funded, applicants check which RCW the initiative applies, applicants provide previous year's actual results (for previous or on-going applicants), applicants provide volunteer hours (if utilized for initiative), and optional choice to submit PowerPoint of 6 slides (not including cover sheet) highlighting the initiative.

PARIZEK motioned, MCREYNOLDS seconded to direct staff to update and implement funding application as discussed and begin to communicate with potential applicants about earlier application process. APPROVED by a 4-0 vote.

b) **Rules & Procedures Review & Approval, (A)**

*Presented by:*

*Jen Davis Hayes, Economic Development Manager*

The Committee members reviewed the draft Rules & Procedures document. The Committee members preferred to set the date, time, and location for the annual meeting schedule at the first meeting. In addition, the Committee members preferred the requirement that members notify staff in advance with the exception language.

STILLWAGNER motioned, PARIZEK seconded to approve the Rules and Regulations as edited. APPROVED by a 4-0 vote.

## REPORTS

a) **Upcoming Events & Opportunities, (I)**

*Presented by:*

*All Commissioners*

No additional updates provided.

b) **City Council Report Out, (I)**

*Presented by:*

*Councilmember Russell Joe*

Councilmember Joe shared the process for LTAC recruitment and update on the City budget process, anticipated to be adopted on November 7.

c) **Lodging Tax Revenue Update, (I)**

*Presented by:*

*Jen Davis Hayes, Economic Development Manager*

Committee members provided staff direction to provide actual monthly revenue figures for current and a few prior years.

Hotel members shared that the revenue is in line with their experience at their individual hotels.

d) **2022 Schedule, (I)**

*Presented by:*

*Jen Davis Hayes, Economic Development Manager*

Committee members reviewed the current and next year's projected schedule.

## ADJOURNMENT

There being no further business to come before the committee, the meeting was adjourned at 12:26 PM.

# City of Issaquah Lodging Tax Advisory Committee 2023 Funding Application

## APPLICANT INFORMATION

<b>Applicant Organization</b>		
<b>Physical Address:</b>	<b>City:</b>	<b>Zip Code:</b>
<b>Primary Contact Name:</b>	<b>Primary Contact Title:</b>	
<b>Primary Contact Email:</b>	<b>Primary Contact Phone:</b>	
<b>Secondary Contact Name:</b>	<b>Secondary Contact Title:</b>	
<b>Secondary Contact Email:</b>	<b>Secondary Contact Phone:</b>	

<p><b>Did your organization receive previous LTAC funding?</b>  <input type="checkbox"/> Yes: (check all that apply) <input type="checkbox"/> 2020 <input type="checkbox"/> 2021 <input type="checkbox"/> 2022  <input type="checkbox"/> No</p>
<p><b>Is your organization’s proposal this year a continuation of initiative(s) that you received LTAC funding for in 2020, 2021 or 2022?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No</p>

### INITIATIVE DETAILS

*Not every request for information will be applicable to every application. While applications will be judged based on completeness, they will not be judged by questions that are recognizably inapplicable to the proposal.*

**NEW THIS YEAR:** Optional submittal of a PowerPoint presentation highlighting your initiative. Limited to 6 slides (not including title page slide)

### APPLICATION CATEGORY *(check all that apply):*

- Business or Organization Marketing & Promotion
- Operations of Non-Profit-Owned "Tourism-Related Facility"
- Marketing and operations of special events and festivals designed to attract tourists
- Other: \_\_\_\_\_

<b>Initiative Title</b>	
<b>Initiative Implementation Dates</b>	
<b>Total Initiative Budget</b>	<b>Total LTAC Funding Amount Requested</b>
<b>% LTAC Fund Request of Total Budget</b>	<b>If applicable, # of volunteers and total # of volunteer hours</b>

### INITIATIVE IMPACT ESTIMATES

	<b>If recurring initiative, actual outcomes in 2022</b>	<b>Projected Estimate</b>	<b>How will this be measured?</b>
<b>Overnight Stays Initiative Will Generate</b>			
<b>Day Tourists from More than 50 Miles Away</b>			
<b>Visitors from Another Country or State</b>			
<b>Other</b> <i>Please list other metrics you may wish to include here</i>			

## **NARRATIVE**

*In answering the following four questions, please detail all information that is relevant to the merit, nature, outcome and success of the initiative. Please be as specific as possible and include examples when appropriate. (Limit each response to 1/2 of a page.)*

### **1) Proposed initiative:**

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What are the primary goals of the initiative? How will LTAC funding be used to meet these goals?

*Start typing here*

### **2) Merit and quality of the initiative:**

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Succinctly describe the merits and value of the initiative. What are its distinguishing features and compelling advantages that warrant its funding?

*Start typing here*

### **3) Describe the intended audience:**

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Describe the intended audience(s) for this initiative. How will the initiative attract the estimated number of tourists?

*Start typing here*

### **4) Organizational capability of the applicant:**

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Provide organizational details about your organization. What is the type of business? How long has it been in business? What is the experience of the staff or intended consultant in implementing this initiative?

*Start typing here*

### **5) Collaboration:**

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Describe what plans your organization has to collaborate with other organizations in the community. What other organizations are you collaborating with? And how?

*Start typing here*

### **6) Diversity, Equity, and Inclusion:**

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What is your organization doing to advance the principles of diversity, equity, and inclusion? Detail practices and policies that are internal to your organization and/or community-focused.

*Start typing here*

### **7) Future Plans:**

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If this year's initiative is successful, would you plan to replicate its success in future years? How would you measure success?

*Start typing here*

***Optional: Submittal of a PowerPoint presentation highlighting your initiative. Limited to 6 slides (not including title page slide)***

## Initiative Budget

Please complete the budget form below for the initiative expenses and sources of funds. (Note: there are no formulas in this form; you will need to do addition manually.)

Detail other sources of funding (e.g. other collaborators' investments, grant funding, etc.) and expenses as needed.

<b>Initiative Expenses</b>	<b>Amount</b>
<i>Personnel</i>	
<i>Materials and Supplies</i>	
<i>Marketing</i>	
<i>Other:</i>	
<i>Other:</i>	
<i>Other:</i>	
<b>TOTAL</b> <i>(should match total initiative source of funds below)</i>	

<b>Initiative Sources of Funds</b>	<b>Amount</b>
<i>Applicant</i>	
<i>LTAC Funding Request</i> <i>(cannot exceed \$10,000)</i>	
<i>Other:</i>	
<i>Other:</i>	
<i>Other:</i>	
<i>Other:</i>	
<b>TOTAL</b> <i>(should match total initiatives expenses above)</i>	

**CITY OF ISSAQUAH  
LODGING TAX ADVISORY COMMITTEE  
RULES & REGULATIONS**

We, the members of the City of Issaquah Lodging Tax Advisory Committee, do hereby adopt, publish and declare the following rules and regulations which shall govern the conduct of business.

**ARTICLE I. NAME**

The City of Issaquah Lodging Tax Advisory Committee hereinafter is referred to as the "LTAC."

**ARTICLE II. MEMBERSHIP**

The qualifications and terms of LTAC membership are established in IMC 3.11.060.

**ARTICLE III. OFFICER AND DUTIES**

**SECTION 1. CHAIR**

- A. In accordance with IMC 3.11.060 and RCW 67.28.1817, the City Councilmember appointed to the LTAC shall serve as the Chair.

The Chair is a voting member of the LTAC and shall preside over the meetings of the LTAC and exercise all the powers granted to the position as follows:

1. Set the agenda in coordination with the designated staff liaison.
2. Open the meeting on time and call the meeting to order.
3. Announce in proper sequence the business on the agenda.
4. Recognize members who are entitled to the floor.
5. Facilitate public comment.
6. State and put to a vote all legitimate questions that arise during the meeting.
7. Protect the LTAC from frivolous or delaying motions.
8. Enforce the rules regarding debate and keep order.
9. Expedite business in a way compatible with the rights of the members.
10. Decide all questions of order. If a motion is out of order, the Chair should rule it out of order.
11. Respond to inquiries of members.
12. Declare the meeting adjourned.
13. Any other duties as prescribed by parliamentary authority.

In the absence of the Chair, the LTAC members present shall elect a temporary Chair who shall have full powers of the position for that meeting only.

## SECTION 3. SUPPORT STAFF

Support Staff shall be provided by the City to prepare the agenda and draft minutes and keep such records, attend to correspondence of the LTAC, and perform such other duties as may be deemed necessary.

**ARTICLE IV. MEETINGS**

## SECTION 1. REGULAR MEETINGS

- A. LTAC meetings shall be held in February, April, June, August, and November. At its first meeting, the Commission will adopt an annual meeting schedule setting forth the dates, times and locations of Commission meetings for the remainder of the calendar year. This schedule shall be made publicly available on the City of Issaquah website. Any meeting scheduled outside of the date, time or location of this meeting schedule will be considered a special meeting of the LTAC.
- B. If warranted, meetings may be canceled or rescheduled by the Chair. If, in any given month, there is no business which requires LTAC action, the regular meeting will be canceled.
- C. If a regular meeting falls on a legal holiday, that meeting shall automatically be held on the next day which is not a legal holiday, unless the LTAC sets an alternative day.

## SECTION 2. SPECIAL MEETINGS

Special meetings of the LTAC may be called by liaison staff, Chair, or by a majority vote of the LTAC members. Special meetings may include work sessions, retreats and joint meetings with other City boards and commissions.

## SECTION 3. QUORUM

- A. Three or more Regular members of the LTAC shall constitute a quorum for the transaction of business. Any action taken by a majority of those present, when those present constitute a quorum, at any regular or special meeting of the LTAC shall be deemed the official action of the LTAC.
- B. LTAC members are to be mindful of inadvertent quorums outside of meetings. State law defines action very broadly. Therefore, whether in person, by phone or email, LTAC members will refrain from discussing LTAC business with a quorum of members and save the discussion for official meetings.

## SECTION 4. ATTENDANCE

- A. Attendance of regular and special meetings is expected of all LTAC members.
- B. LTAC members shall provide notification well in advance--at a minimum, five days--of known attendance conflicts. An exception will be made for emergency situations, such as illness or death in the family, or unexpected situations that prevent attendance. LTAC members who fail to provide notification will be listed in the minutes as unexcused.

- C. Members with more than three consecutive unexcused regular meeting absences may be removed from the LTAC. Members finding themselves unable to attend regular meetings of the LTAC are expected to tender resignation.

#### SECTION 5. ELIGIBILITY

The eligibility to serve on the LTAC is established in Section 3.11.060 of the Issaquah Municipal Code. If an LTAC member has a change in employment or position which may impact their eligibility to serve on the LTAC, they are to notify the LTAC staff liaison as soon as possible.

#### SECTION 6. COMMITTEES

The LTAC shall have full power to create standing or temporary committees of no more than two LTAC members, charged with such duties of examination, investigation, and inquiry relative to one or more subjects of interest to the LTAC, as it may determine necessary. Committee membership will be determined by the LTAC and may be composed entirely of LTAC members or a combination of LTAC members, members of other boards and commissions, City staff or members of the public. No standing or temporary committee shall have the power to commit the LTAC to the endorsement of any plan or program without approval by the LTAC.

#### SECTION 7. PARTICIPATION

- A. Member Participation: In keeping with Robert's Rules of Order, discussion by members should be concise, to the point, and relevant to the business pending before the LTAC.
- B. Staff Participation: The Chair may request qualified staff provide expert testimony or informational presentations to the LTAC.
- C. Public Participation: Members of the public may address the LTAC as indicated on the agenda under Public Comment. The following guidelines are established:
- a) When recognized, the audience member shall use the lectern/microphone
  - b) State their Name and Address or Relationship to City  
(e.g. resident, business owner, property owner, etc.)
  - c) Limit comments to five minutes or less
  - d) Submit written comments to the staff liaison

While not a question and answer session, the staff liaison may follow up with individuals regarding questions or concerns.

The Chair shall have the discretion to make exceptions to the time restrictions or impose an overall maximum duration.

Personal attacks, obscene language, derogatory remarks and disruptive behavior such as shouting, booing, clapping, and stomping feet will not be permitted. If a speaker is out of order, the Chair will direct the speaker to return to his or her seat. If a speaker does not comply, the Chair may take a recess to restore order. If a disruption to the meeting occurs and order cannot be restored, the Chair may proceed to use one of the options provided for in RCW 42.30.050 to ensure orderly continuation of the meeting.

## SECTION 8. VOTING

- A. In preparation, all members of the LTAC are expected to review agenda materials. This may be done by reviewing current and prior meeting packets, minutes, and video.
- B. Any LTAC member who has an obvious material, direct or individual interest in any matter before the LTAC shall declare a conflict of interest prior to voting on the issue on which they have a conflict. For purpose of these rules and regulations, a material, direct, or individual interest is defined as any interest of a pecuniary or financial nature. A material, direct, or individual interest does not include:
1. that of a non-salaried officer of a nonprofit corporation;
  2. that of an employee or agent of a party with a material, direct, or individual interest in the matter, as long as the compensation of such employee or agent consists entirely of fixed wages or salary;
  3. that of a landlord or tenant of a party with a material, direct, or individual interest in the matter; or
  4. that of a holder of less than one percent of the shares of a corporation or cooperative which has a material, direct, or individual interest in the matter.

After the conflict of interest is stated, the LTAC may then, by a majority vote, excuse a member from voting on the issue. If a member is excused from voting, they shall leave the meeting room. They will be considered absent when voting occurs.

- C. Each Regular member present has a duty and obligation to vote on all questions put before the LTAC.

If a member fails to vote on an issue, when that member has not been excused from voting due to a conflict of interest, they will have been determined to vote "yes" on the issue.

If a member intends to abstain from voting, they shall announce this intention prior to the vote on the issue to ensure their abstention is recognized by the Chair. The word "abstention" will not be included in the minutes; abstentions will be recorded as a "yes" vote.

## SECTION 9. AGENDA AND STAFF REPORTS

Meeting agendas shall be prepared and distributed by City staff five days in advance, unless circumstances dictate otherwise. The agenda shall be accompanied with a copy of the draft minutes of the previous meeting, staff reports and any other material that may pertain to the agenda.

## SECTION 10. ORDER OF BUSINESS

The order of business for each regular meeting of the LTAC shall be as follows:

1. Call to Order
2. Approval of Minutes
3. Public Comments

4. Regular Business
5. Reports
6. Other Business/Announcements
7. Adjournment

SECTION 11. WASHINGTON STATE OPEN PUBLIC MEETINGS ACT (OPMA)

In compliance with the OPMA, any regular or special meeting of the LTAC shall be open to the public.

**ARTICLE V. PARLIAMENTARY AUTHORITY**


The current edition of Robert's Rules of Order shall govern the deliberations of the LTAC except when in conflict with any of the rules contained herein.

**ARTICLE VI. AMENDMENTS**

These Rules & Regulations may be amended by a majority vote of the full LTAC at a regular or special meeting. Notice of intent to amend the Rules & Regulations must be provided in the agenda of the meeting at which the amendments are to be considered.

**ARTICLE VII. ADOPTION**

Adopted by the LTAC this 25<sup>th</sup> day of October, 2022.

  
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Russell Joe, Chair

Attachments:

- A. [IMC Chapter 3.11.060](#)
- B. [Code of Ethics](#)
- C. [Ethics Guidelines](#)