



## Lodging Tax Advisory Committee Agenda

Committee Members: Bill Boyce, Chair  
John Casey - Tim Higgins - Andrew Hutchison  
Mo Abouelrous - David Kwok – Bryan Powell - Barbara Smith  
City Staff: Bill Ellis – Michelle Wilmot - Rhonda Bylin

**April 22, 2019, 4 p.m.**  
**Centennial Center N&S Conference Rooms**

<u>Item</u>	<u>Description</u>	<u>Action</u>	<u>Speaker</u>	<u>Time</u>
1.	Call to order		Chair Boyce	1 min.
2.	Roll call		Chair Boyce	1 min.
3.	Changes to the agenda		Chair Boyce	1 min.
4.	Approval of the Minutes – December 10, 2018	YES	Chair Boyce	1min.
5.	LTAC Budget Update/Review	NO	Barbara Lopez	10 min.
6.	Review/Adoption of Proposed LTAC Bylaws	YES	Adam Long	15 min.
7.	Determination of Non-Profit vs. For Profit Applicant Eligibility	NO	Adam Long	10 min.
8.	Adjourn		Chair Boyce	

The Lodging Tax Advisory Committee typically meets in April and September to review grant requests. Unless otherwise noted, meetings are held in the Centennial Center North & South Conference Rooms, 400 West Gowe Street, Kent.

For more information, contact Rhonda Bylin at **253-856-5457** or **RBylin@KentWA.gov**.

For disability accommodation, please contact the City Clerk's Office at **253-856-5725** in advance. For TDD relay service call Washington Telecommunications Relay Service at 7-1-1.



Pending Approval  
Lodging Tax Advisory  
Committee  
Lodging Tax Advisory  
Committee-Special Meeting  
Minutes  
December 10, 2018

**Date:** December 10, 2018  
**Time:** 4:00 PM  
**Place:** Centennial Center - 1St Flr  
**Attending:** Bill Boyce, Chair  
 John Casey,  
 Tim Higgins,  
 Andrew Hutchison,  
 Andrea Keikkala,  
 David Kwok,

**Agenda:**

1. **Call to Order 4:00 PM**
2. **Roll Call**

Attendee Name	Title	Status	Arrived
Bill Boyce	Chair	Present	
John Casey		Present	
Tim Higgins		Absent	
Andrew Hutchison		Present	
Andrea Keikkala		Absent	
David Kwok		Present	
Bryan Powell		Absent	
Barbara Smith		Present	

3. **Changes to the Agenda**
4. **Approval of the Minutes - November 26, 2018**
  1. **Approval of Minutes dated November 26, 2018**  
**MOTION: Move to approve the Minutes dated November 26, 2018**

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	John Casey
<b>SECONDER:</b>	Barbara Smith
<b>AYES:</b>	Casey, Hutchison, Kwok, Smith
<b>ABSENT:</b>	Higgins, Keikkala, Powell

5. **Evaluate/Score Grant Applications**

The four remaining proposals were discussed and a recommended award amount determined by the committee. Members recommended awards were averaged then rounded up to the nearest \$100.00, resulting as follows:

<b>Title (Event /Project / Program / Facility)</b>	<b>Amount Requested</b>	<b>Recommendation</b>
Washington Open Invitational	\$12,800	\$10,000
CAMPS Round Table Breakfast meetings and events	\$15,000	\$7,500
Valley Cities Geocaching Adventure	\$2,750	\$1,100
Highline Golf Invitational	\$2,500	\$2,900

These recommendations and those discussed during the November 26<sup>th</sup> Meeting will be presented to Kent City Council for approval Tuesday, December 11, 2018, as a walk-on item under Other Business.

**6. Appoint/Re-appoint Committee Members**

Motion was made to re-appoint both Andrew Hutchinson and Barbara Smith to the Lodging Tax Advisory Committee for three year terms that will expire on December 31, 2021.

John Casey Moved, Andrew Kwok Seconded and the re-appointments were confirmed with all present voting Aye/Yes.

Motion was made to appoint Mohamad Abouelrous to the Lodging Tax Advisory Committee for a three year term that will expire on December 31, 2018. Mr. Abouelrous represents hotel interests.

David Kwok Moved, Barbara Smith Seconded and the appointment was confirmed with all present voting Aye/Yes.

**7. Adjournment 4:45 PM**

\_\_\_\_\_  
Committee Secretary

**Lodging Tax Operating Fund Report  
as of March 31, 2019**

	<b>2016 Actual</b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Adopted Budget</b>	<b>2019 YTD</b>	<b>2019 Est. Actual</b>
<b>Beginning Fund Balance</b>	394,516	469,386	457,556	336,486	336,486	336,486
<b>Revenues</b>						
Lodging Tax	293,347	312,980	312,813	291,830	53,480	291,830
Interest Income	1,512	3,995	7,682	3,000	1,881	3,000
<b>Total Revenues</b>	294,859	316,975	320,495	294,830	55,362	294,830
<b>Expenditures</b>						
Annual Contracts	184,678	287,123	362,170	307,600	-	307,600
One-time Projects & Events	25,000	25,000	61,698	193,000	2,200	193,000
Interfund Charges (ECD Staff & IT)	10,311	16,681	17,698	10,190	47	10,190
<b>Total Expenditures</b>	219,989	328,804	441,566	510,790	2,247	510,790
<b>Change in Fund Balance</b>	<b>74,870</b>	<b>(11,830)</b>	<b>(121,071)</b>	<b>(215,960)</b>	<b>53,114</b>	<b>(215,960)</b>
<b>Ending Fund Balance</b>	469,386	457,556	336,486	120,526	389,600	120,526

Attachment: March 2019 Lodging Tax Operating Fund Report (1748 : LTAC Budget Update/Review)

# Lodging Tax Revenues

	2013	2014	2015	2016	2017	2018 PRELIM	2019	Variance	% of Change
January	13,395	13,336	16,651	17,552	18,474	18,552	18,304	(248)	-1.4%
February	10,886	12,550	13,424	14,410	15,163	18,027	16,576	(1,451)	-8.8%
March	11,641	13,004	13,870	16,517	17,130	16,513	18,600	2,087	11.2%
April	13,023	14,787	14,512	17,505	19,187	16,030			
May	14,764	16,742	17,421	18,210	21,895	23,372			
June	14,664	15,636	17,213	21,337	21,174	22,985			
July	17,290	20,058	22,598	23,960	25,904	29,311			
August	23,152	26,947	34,809	33,870	36,793	37,386			
September	28,734	33,976	38,364	38,142	39,246	37,885			
October	31,628	35,047	37,780	39,611	41,791	43,310			
November	19,525	24,710	29,028	31,007	30,307	26,825			
December	18,916	22,583	23,796	20,474	25,916	24,070			
<b>Year to Date</b>	<b>\$ 217,618</b>	<b>\$ 249,377</b>	<b>\$ 279,466</b>	<b>\$ 292,594</b>	<b>\$ 312,980</b>	<b>\$ 314,265</b>	<b>\$ 53,480</b>	<b>\$ 388</b>	<b>0.1%</b>
% Change:	15.8%	14.6%	12.1%	4.7%	7.0%	0.4%			

Attachment: March 2019 Lodging Tax Operating Fund Report (1748 : LTAC Budget Update/Review)

**LODGING TAX ADVISORY COMMITTEE**

220 Fourth Ave S  
Kent, WA 98032

**DATE:** April 22, 2019  
**TO:** Lodging Tax Advisory Committee  
**FROM:** Office of the City Attorney  
**SUBJECT:** **Review/Adoption of Proposed LTAC Bylaws**

**MOTION: Recommend the Committee Adopt the bylaws as presented by the assistant City Attorney.**

**SUMMARY: Bylaws establish rules of conduct and govern the operations of the committee. The bylaws proposed are attached to this agenda.**

**BUDGET IMPACT: None**

**SUPPORTS STRATEGIC PLAN GOAL:**  
Inclusive Community, Thriving City

**ATTACHMENTS:**  
1. LTAC Bylaws 2019 ARL 4.16.19 (003) (PDF)

**BYLAWS OF THE  
CITY OF KENT LODGING TAX ADVISORY COMMITTEE**

**ARTICLE I  
Organization**

**Section 1.1. Organizational Name.** The name of the Committee is the City of Kent Lodging Tax Advisory Committee (“Committee”). As provided for in section 2.54.020 of the Kent City Code (“KCC”), the Committee consists of nine (9) members appointed by the City Council (“Members”).

**Section 1.2. Committee’s Duties and Responsibilities.** The Committee shall have those duties and responsibilities as provided for in RCW 67.28.1816 and KCC 2.54.040, as currently enacted or later amended.

As provided in KCC 2.54.040, the Committee shall make reports and recommendations to the mayor and city council as follows regarding proposals for imposition of a city lodging tax, review any increases in the rate of tax imposed, repeal of any exemption from a tax imposed, or a change in the use of revenue received under Chapter 67.28 RCW. The Committee shall consider any such proposal, provide for public input, and submit comments in a timely manner to the Mayor and City Council. The comments shall include 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-term stability of the fund created under RCW 67.28.1815.

As provided in RCW 67.28.1816, the Committee shall also receive applications for use of lodging tax revenues, and shall select candidates from amongst the applicants, and provide a list of such candidates and recommended amounts of funding to the City Council.

**ARTICLE II  
Meetings**

**Section 2.1. Place of Meetings.** All regular meetings of the Committee shall be held in the City of Kent, Centennial Building, 4<sup>th</sup> Floor, Room 402 at 4:00 PM, located at 220 Fourth Avenue South, in the City of Kent, Washington, unless otherwise designated by a majority of the Committee or the Chair and set forth in the notice of the meeting.

**Section 2.2. Meetings.**

2.2.1 *Regular Meetings.* The Committee shall regularly meet, at least twice per year, on the first Monday of April and October, at 4:00 p.m., in the meeting location designated in accordance with Section 2.1. All meetings of the Committee will be conducted in accordance with the Open Public Meetings Act, Ch. 42.30 RCW. Subject to appropriate notice, the Chair, by written or verbal order, may establish or amend the date or time for regular meetings of the Committee.

2.2.2 *Special Meetings.* Special meetings of the Committee may be called at any time by the Chair or a majority of the Committee, subject to the notice and special meeting requirements of Ch. 42.30 RCW.

**Section 2.3. Notice of Meetings.** Notice of the Committee’s meetings shall be given by the Secretary as required by the Open Public Meetings Act, Ch. 42.30 RCW.

**Section 2.4. Agendas.** The Committee's agenda shall be set by the Chair, in coordination with the Secretary. A copy of the agenda for all Committee meetings should be sent by the Secretary to each Member at 24 hours prior to the date of the next meeting, accompanied with any necessary staff reports.

Unless altered by the Chair, or by a majority of the Members present at any Committee meeting, the order of business of all meetings of the Committee shall be as follows:

1. Call to order;
2. Roll call;
3. Changes to the agenda (if not a special meeting);
4. Adoption of minutes from prior meeting(s);
5. Business;
6. Informational Items; and
6. Adjournment.

At any regular meeting, a Member may ask that an item be considered by the Committee, even if it is not identified on a formal agenda, by raising the issue during the changes to the agenda. The item shall then be considered, with the approval of the Committee. At a special meeting, however, items that are not on the agenda should not be considered or discussed by the Committee.

**Section 2.5. Quorum.** The number of Members required to be present at any meeting to transact the Committee's business is five (5), or if the number of Members serving on the Committee is less than nine (9), then a majority of the then current membership shall constitute a quorum for the purpose of transacting the Committee's business.

If there is no quorum at the opening of a meeting, the Chair may re-arrange the agenda to allow voting items to occur later in the meeting, allowing additional members to arrive, if late, or such meeting may be adjourned, recessed, or measures taken to obtain a quorum, by a vote of a majority of the members voting on the motion.

**Section 2.6. Presiding Officer.** The Chair shall be the presiding officer for all meetings of the Committee. If the Chair will not be present at a meeting, another City Council member shall attend and act as Chair and presiding officer ("Substitute Chair"). In the absence of both the usual Chair and a Substitute Chair, the meeting shall be cancelled and rescheduled by the Secretary. The presiding officer shall retain all powers and rights inherent to a Member, including without limitation, voting powers.

**Section 2.7. Member Conduct.** While the Committee is in session, all its members must preserve order, decency, and decorum at all times and no Member shall, by conversation or otherwise, delay or interrupt the proceedings or the peace of the meeting, nor disturb any Member while speaking, or refuse to obey the order of the Chair. The Members may reprimand any other Member for disorderly conduct and, upon written charges entered upon by motion, may expel a member from the Committee meeting by a vote of a majority plus one of the membership of the Committee in attendance at that meeting. In addition, the following shall control Member's conduct during any meeting of the Committee or any of its subcommittees:

2.7.1 The Chair will call the meeting to order and manage the meeting agenda and time to allow for appropriate discussion and action, where appropriate.



2.7.2 Members are to keep the meeting organized by speaking only when recognized by the Chair and granted the floor. To seek recognition, Members are to raise their hands and wait to be addressed by the Chair. In lieu of hand raising, voting/name cards may be used to indicate votes or requests to speak.

2.7.3 Members are to refrain from interrupting another person who has the floor or from having any sidebar conversation.

2.7.4 Members are to treat others with respect, courtesy, and in a fair and unbiased manner. Members shall refrain from any conduct or speech that is abusive, bullying, discriminatory, or derogatory.

2.7.5 Members should be open and honest about their actions and decisions, and be respectful of others whose opinions may differ.

Repeated violations may result in the Member's removal from the Committee in accordance with Section 3.3.

**Section 2.8. Public Comment.** While the public may attend Committee meetings, the meetings are those of the Committee itself and the public has no general right to address the Committee. Committee meetings are not an open public forum, and they are subject to restrictions imposed by the Chair, these bylaws, and the law.

The Chair has the discretion to authorize the public to address the Committee, if the Chair so desires. If permission is granted, and prior to addressing the Committee, each speaker shall sign in and state his or her name and address for the record. Remarks will be limited to the time allocated by the Chair for each speaker, usually three (3) minutes per speaker. All remarks shall be pertinent to matters considered by the Committee, and speakers shall address the Chair and the Committee as a whole and not any member individually.

**Section 2.9. Public Demeanor.** No one shall use any impertinent, degrading, or slanderous language directed to the Chair, Members, Mayor, staff, or other member of the public, and no one shall otherwise engage in disruptive behavior. Disruptive behavior includes, for example, addressing matters restricted from public comment, repeated shouting and angry outbursts, cursing, direct or implied threats of violence, etc. After receiving verbal notice from the presiding officer, the presiding officer may direct that a speaker return to his or her seat or may remove any person for disruptive behavior at Committee meetings.

**Section 2.10. Voting.** Discussion by the Committee shall relate to the subject matter at hand and shall be relevant and pertinent. When action of the Committee is required, the Chair will request a motion for a vote. Each Member shall be entitled to one vote, including the Chair. Motions shall be made, seconded, and voted upon. The Chair is authorized to establish all reasonable and necessary procedures to permit the casting of votes by Members. Every Member, unless disqualified by reason of a conflict of interest or as otherwise provided by law or excluded by the Committee, shall cast his or her vote upon any matter put to vote by the Committee.

Unless otherwise directed by the Chair, all votes shall be by voice or a show of hands. No votes shall be made by proxy. Any Member who abstains from voting, or who otherwise remains silent during a vote, will be deemed to have not have casted a vote on that item. As

provided for in Section 2.12, an abstention will not count as a vote, either in favor of, or in opposition to, any motion. Action by the Committee requires only the affirmative vote of a majority of the votes cast, except where otherwise required by these bylaws or law.

**Section 2.11. Conflict of Interest.** A conflict of interest arises when a Member has a direct personal or pecuniary interest in the Committee's action on a matter, which interest is not common to other members of the Committee. If a Member determines he or she has a conflict of interest, that Member may state the nature of the conflict and abstain from the discussion and vote on the matter. A conflict of interest, however, shall not preclude a Member from remaining present during the discussion.

**Section 2.12. Abstention.** An abstention is a decision by a Member not to vote on a particular matter and it shall not affect the quorum of the Committee or count as any vote in favor of, or in opposition to, any matter. An abstention is not a vote and is not counted as a vote.

### ARTICLE III Officers and Members

**Section 3.1. Chair of the Committee.** Pursuant to KCC 2.54.020, the City Council president shall appoint a member of Council's operations committee to serve as a member and the Chair of the Committee. The Chair shall have the powers and duties as set forth in these bylaws.

**Section 3.2. Chair Powers and Duties.** The duties of the Chair are as follows:

3.2.1 *Chair.* The Chair shall perform the following duties:

- 3.2.1.1 Set the Committee's agenda, in coordination with the Secretary;
- 3.2.1.2 Preside over all meetings of the Committee, preserve order and decorum, decide all questions of order and conduct the meeting's proceedings using the rules contained in *Robert's Rules of Order* where applicable, with the Chair having the ultimate decision of how the meeting will be conducted;
- 3.2.1.3 Call special meetings and cancel regular meetings for cause, including lack of a quorum;
- 3.2.1.4 Act as the Committee's liaison with the Council, the Mayor, and the Department of Economic and Community Development on policy issues;
- 3.2.1.5 Nominate or appoint Members to any subcommittees the Committee may form;
- 3.2.1.6 Serve as a Committee focal point for Council, Mayor, and staff and as principal spokesperson for the Committee;
- 3.2.1.7 Oversee the distribution of the Committee's agenda and materials during the monthly Committee meetings;

**Section 3.3. Secretary of the Committee.** The Secretary of the Committee shall be the staff member assigned by the Mayor to assist the Committee.

3.3.1 Secretary. The Secretary is not a Member and shall have no voting rights. The Secretary shall perform the following duties:

- 3.3.4.1 Attend all Committee meetings and keep the Committee's minutes, including those of any meetings of any subcommittees the Committee may form, which minutes will be reviewed and adopted by the Committee at a subsequent meeting;
- 3.3.4.2 Reproduce, distribute, and file with the City Clerk's Office for the city of Kent a copy of all minutes of Committee meetings;
- 3.3.4.3 See that all notices of Committee meetings are given as required by the Open Public Meetings Act, Ch. 42.30 RCW, and these bylaws;
- 3.3.4.4 Serve as custodian of the Committee's records and responsible for retaining those records as required by state retention schedules and producing those records as required under the state Public Records Act, Ch. 42.56 RCW;
- 3.3.4.5 Maintain a list of the names, addresses, and contact information for each Member;
- 3.3.4.6 Perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned to him or her by the Chair.

**Section 3.4. Members of the Committee.** Members of the Committee shall be appointed by the City Council in accordance with RCW 67.28.1817 and KCC 2.54.020. Each Member may serve a three (3) year term as provided in KCC 2.54.030. Members seeking reappointment to a subsequent term shall signify their intent in writing to the Secretary three (3) months prior to their current terms' expiration.

Members shall complete training regarding the Open Public Meetings Act ("OPMA") in accordance with RCW 42.30.205 within 90 days of assuming duties on the Committee.

3.4.1 Removal from Committee. In accordance with KCC 2.54.030, the City Council the city council shall review the membership of the lodging tax advisory committee at least once annually, and shall make changes as appropriate. The Chair may also recommend to Council removal or replacement of a Member from the Committee for any reason, which may include any of the following:

- 3.4.2.1 A Member resigns from the Committee; or
- 3.4.2.2 A Member is absent from more than two (2) consecutive meetings; or

3.4.2.3 A Member is absent from a meeting four (4) times within any twelve (12) month period; or

3.4.2.4 A Member fails to complete training on the OPMA.

Any decision by the City Council to remove a Member is final and no appeal may be taken.

**ARTICLE IV**  
General Provisions

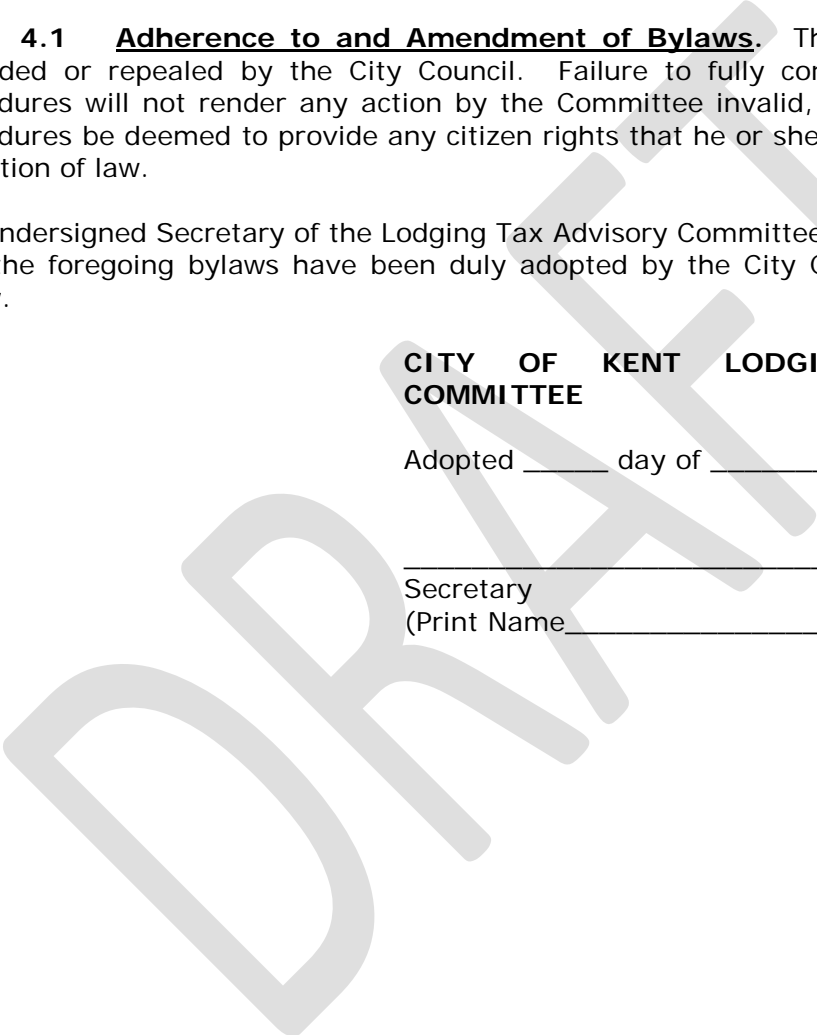
**4.1 Adherence to and Amendment of Bylaws.** These bylaws may only be amended or repealed by the City Council. Failure to fully conform to these rules and procedures will not render any action by the Committee invalid, nor shall these rules and procedures be deemed to provide any citizen rights that he or she does not already have by operation of law.

The undersigned Secretary of the Lodging Tax Advisory Committee certifies by signing below that the foregoing bylaws have been duly adopted by the City Council on the date noted below.

**CITY OF KENT LODGING TAX ADVISORY COMMITTEE**

Adopted \_\_\_\_\_ day of \_\_\_\_\_, 2018

\_\_\_\_\_  
Secretary  
(Print Name \_\_\_\_\_)



Attachment: LTAC Bylaws 2019 ARL 4.16.19 (003) (1746 : Review/Adoption of Proposed LTAC Bylaws)