



AGENDA LODGING TAX ADVISORY COMMITTEE

DATE: June 12, 2023

TIME: 4:30 pm – 5:00 pm

PLACE: This meeting will be conducted via ZOOM. Any member of the public wishing to attend the meeting virtually may do so by logging onto <https://us02web.zoom.us/j/83242077109> or by calling 1-253-215-8782, enter the meeting ID no. 83242077109 and passcode 761706 and follow the instructions. Zoom will allow all committee members, staff, and members of the public to hear all individuals who are participating in the meeting. Members of the public, please mute your phone upon joining.

LTAC: Shane Bowman, Chair, City of Battle Ground Council
Al Patel, Best Western
Mar Meyerhoefer, Airbnb
Wayne Rivers, Chamber of Commerce
Elba Benzler, Get Bold Events

AGENDA ITEMS:

1. Review and approval of minutes for September 12, 2022
2. Review of accounts payable
 - Choice Events Pig Jam 2022 - \$7,000
 - Ladybug Bazaar 2022 - \$670.67
 - Best Western 2022 advertising - \$16,271.89
 - Best Western 2023 advertising - \$17,887.75
3. Cash Balance - \$281,317 as of 6.12.23
4. New/Other Business
 - JLARC report submitted for 2022 activities
 - Applications for 2024 lodging activities will be open at the end of June
5. Next Committee Meeting:
 - This institution is an equal opportunity provider and employer.
 - Información será traducida al español a petición de cityclerk.info@cityofbg.org.
 - Информация имеется на русском языке по запросу на cityclerk.info@cityofbg.org.
 - 如需相关信息的中文版本, 请来函索取: cityclerk.info@cityofbg.org
 - Za informacije na bosanskom jeziku obratite se na adresu cityclerk.info@cityofbg.org
 - Ang impormasyon ay makukuha sa Tagalog sa pamamagitan ng kahilingan sa cityclerk.info@cityofbg.org

- Gửi yêu cầu nhận thông tin sẵn có bằng tiếng Việt đến cityclerk.info@cityofbg.org



MINUTES LODGING TAX ADVISORY COMMITTEE

DATE: September 12, 2022

TIME: 4:30 pm – 5:00 pm [4:31pm meeting called to order 5:02pm meeting adjourned](#)

PLACE: This meeting will be conducted via ZOOM. Any member of the public wishing to attend the meeting virtually may do so by logging onto <https://us02web.zoom.us/j/87447112693> or by calling 1-253-215-8782, enter the meeting ID no. 87447112693 and passcode 701006 and follow the instructions. Zoom will allow all committee members, staff, and members of the public to hear all individuals who are participating in the meeting. Members of the public, please mute your phone upon joining.

LTAC: Shane Bowman, Chair, City of Battle Ground Council ([Absent](#))
Al Patel, Best Western ([Present](#))
Mar Meyerhoefer, Airbnb ([Present](#))
Wayne Rivers, Chamber of Commerce ([Present](#))
Elba Benzler, Get Bold Events ([Present](#))

AGENDA ITEMS:

1. Review and approval of minutes for December 13, 2021 and April 25, 2022 [Wayne Rivers made a motion to approve, Al Patel seconded, motion passed unanimously](#)
2. Review of accounts payable
 - Battle Ground Festivals – 2021 Harvest Days \$18,675.90
 - Best Western – 2021 advertising \$4,671.95
 - Best Western – 2022 advertising and highway signage \$41,108
 - Whisper Community – 2022 Resolution Run \$2,500

[Meagan Lowrey, Finance and Information Services Director for the City of Battle Ground Presented the accounts payable items](#)
3. Cash Balance - \$304,527 as of 9.7.22 [Meagan Lowrey, Finance and Information Services Director for the City of Battle Ground presented the fund's cash balance](#)
4. Old Business
 - Pig Jam 2022 application approved by city council [Meagan Lowrey, Finance and Information Services Director informed the committee of the status of application](#)
 - Harvest Days 2022 additional funding approved by city council [Meagan Lowrey, Finance and Information Services Director informed the committee of the status of application](#)
5. New/Other Business

- JLARC report submitted for 2021 activities [Meagan Lowery, Finance and Information Services Director informed the committee of the status of the annual report](#)
- Applications for 2023 lodging activities were open June 27th- August 31st [Meagan Lowery, Finance and Information Services Director reviewed the application timeframe](#)
- Review and potential approval of 2023 lodging activity applications submitted 31st [Meagan Lowery, Finance and Information Services Director presented the 2023 Lodging Tax applications with a correction to two of Best Western's applications, #2 in the Summary was for Plan B and requesting 24,000 and #3 was for 13,356. In addition, a portion of #5 is for 2022 funding \\$6,750 while remaining \\$15,225 is for 2023. Mar Sellers made a motion to approve the applications as presented, Wayne Rivers seconded the motion, motion passed unanimously.](#)

6. Next Committee Meeting: [December 12, 2022](#)

- This institution is an equal opportunity provider and employer.
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CITY OF BATTLE GROUND
 LODGING TAX FUND

REVENUE 108-0000-313-31-00 (CASH BASIS)

| | 2009 | 2010 | 2011 | 2012 | 2013 | 2014 | 2015 | 2016 | 2017 | 2018 | 2019 | 2020 | 2021 | 2022 | 2023 |
|---------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|----------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Jan | 1,496.74 | - | 1,660.56 | 1,769.66 | 2,589.52 | 1,918.72 | 1,918.72 | 2,382.80 | 2,307.18 | 3,691.32 | 4,046.67 | 4,623.22 | 356.64 | 6,974.55 | 10,859.97 |
| Feb | 1,982.62 | 1,728.60 | 3,033.36 | 1,396.06 | 1,459.32 | - | - | 2,648.56 | 2,995.36 | 2,906.28 | 3,897.72 | 4,536.16 | 1,153.86 | 6,905.56 | 5,014.06 |
| March | 1,721.66 | - | - | - | - | 1,754.94 | 1,761.20 | 2,460.78 | 2,900.90 | 2,880.70 | 4,115.50 | 3,954.06 | 687.74 | 6,376.61 | 5,470.92 |
| Apr | 1,251.02 | 2,216.54 | - | 1,124.36 | 2,671.26 | - | 1,653.32 | 1,977.60 | 3,330.24 | 6.72 | 4,318.00 | 609.56 | 3,925.64 | 6,837.32 | 5,580.54 |
| May | - | - | 3,281.68 | 1,094.06 | 1,250.58 | 4,830.58 | 1,296.52 | 26.48 | 4,245.42 | 7,593.91 | 5,189.84 | - | 4,474.68 | 8,476.18 | 5,763.02 |
| Jun | 3,212.72 | - | 1,447.88 | 987.60 | 1,927.06 | 1,970.92 | 4,284.00 | 5,047.52 | 4,136.28 | 4,181.38 | 4,397.88 | 2,974.82 | 5,862.32 | 9,887.28 | - |
| Jul | 1,599.98 | 2,084.52 | 1,599.34 | 1,397.18 | - | 2,175.56 | 2,683.92 | 3,113.68 | 4,456.76 | 5,070.66 | 4,798.65 | 6,974.36 | 5,929.28 | 10,363.38 | - |
| Aug | - | 1,799.52 | 1,740.74 | 1,504.46 | 3,720.66 | 2,284.08 | 2,925.94 | 3,886.42 | 5,282.54 | 6,269.22 | 6,371.00 | 5,859.08 | 6,548.14 | 11,680.44 | - |
| Sep | 2,424.24 | 2,130.80 | 1,887.60 | 3,502.52 | 2,708.68 | - | 3,964.12 | 4,144.46 | 5,594.16 | 6,785.92 | 7,456.18 | 5,085.02 | 11,017.86 | 9,270.20 | - |
| Oct | - | - | 2,094.96 | 2,194.92 | 3,447.20 | 7,346.00 | 3,905.80 | 4,555.00 | 6,109.36 | 6,466.46 | 7,134.32 | 5,639.10 | 9,889.65 | 8,541.76 | - |
| Nov | 2,196.22 | 4,429.64 | 2,161.92 | 2,221.94 | 3,267.76 | 2,941.92 | 3,178.78 | 3,465.28 | 4,332.90 | 4,737.20 | 5,897.92 | 5,570.04 | 8,207.74 | 6,774.68 | - |
| Dec | 4,042.68 | 2,174.84 | 2,087.06 | 2,276.40 | 2,826.16 | 2,452.40 | 2,907.66 | 3,561.14 | 3,759.30 | 4,339.13 | 5,556.14 | 847.10 | 8,200.95 | 7,807.77 | - |
| Total | \$ 19,927.88 | \$ 16,564.46 | \$ 20,995.10 | \$ 19,469.16 | \$ 25,868.20 | \$ 27,675.12 | \$ 30,479.98 | \$ 37,269.72 | \$ 49,450.40 | \$ 54,928.90 | \$ 63,179.82 | \$ 46,672.52 | \$ 66,254.50 | \$ 99,895.73 | \$ 32,688.51 |
| Interest | | | | 691.32 | 878.82 | 859.19 | 1,045.18 | 1,478.60 | 2,207.27 | 5,333.60 | 2,876.20 | 789.55 | 3,589.74 | 4,091.87 | |
| Total | \$ 26,559.52 | \$ 28,553.94 | \$ 31,339.17 | \$ 38,314.90 | \$ 50,929.00 | \$ 57,136.17 | \$ 68,513.42 | \$ 49,548.72 | \$ 67,044.05 | \$ 103,485.47 | \$ 36,780.38 | | | | |
| Budget | | | | | | | | 35,000.00 | 36,000.00 | 50,000.00 | 50,500.00 | 53,045.00 | 52,959.00 | 52,960.00 | |

| ACTUAL EXPENDITURES 108-0000-557-30-41 | 2013 | 2014 | 2015 | 2016 | 2017 | 2018 | 2019 | 2020 | 2021 | 2022 | 2023 |
|---|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|----------------------|---------------------|
| Battle Ground Chamber of Commerce (Passport) | | | | | | | | | | | |
| Passport Program | 22,638.16 | 4,146.36 | | | | | | | | | |
| Geocoins | | | | | | 1,483.00 | | | | | |
| Best Western - Advertising | | 10,298.89 | | | | | | | | | |
| DigiTouch Media | | | 766.35 | | | | | | | | |
| Expedia Travel Ads | | | 6,000.00 | | | | | 1,800.00 | 4,000.00 | 29,595.00 | 6,000.00 |
| Holiday Package Advertising | | | | 2,500.00 | | 3,000.00 | 3,000.00 | | | | |
| Lafromboise Communications | | | 277.20 | | | | | | | | |
| Lamar Companies - Bulletins | | | | 3,948.00 | 11,700.00 | | 6,000.00 | | | | |
| Milestone | | | | 8,093.70 | 8,791.60 | 11,219.00 | 13,463.40 | 13,463.40 | 13,463.00 | 10,097.55 | 5,609.75 |
| Oregonian Media Group - Holiday Train | | | 2,748.52 | | | | | | | | |
| Pamplin Media Group - Holiday Events Guide | | | 938.33 | 2,496.66 | | | | | 7,550.00 | 13,979.00 | |
| StoreyCo, Inc. - brochures for rest areas | | 900.00 | 900.00 | | | | | | | | |
| The Daily News (Longview) | | | 2,094.06 | 739.00 | 530.00 | 270.00 | | | | | |
| The Register-Guard - Romance Package | | | 498.60 | | | | | | | | |
| WSDOT Motorist Signs | 1,047.00 | 1,047.00 | 1,047.00 | 1,047.00 | 1,047.00 | 1,047.00 | 1,047.00 | 1,047.00 | 1,047.00 | 1,047.00 | 1,047.00 |
| Koin 6 News campaign | | | | | | | | | | 4,679.94 | 5,231.00 |
| Subtotal | 1,047.00 | 12,245.89 | 15,270.06 | 18,824.36 | 22,068.60 | 15,536.00 | 23,510.40 | 16,310.40 | 26,060.00 | 59,398.49 | 17,887.75 |
| Get Bold Events | | | | | | | | | | | |
| North County Wine Run | | | | 6,000.00 | 5,500.00 | | | | | | |
| Resolution Run | | | | | | | 1,500.00 | 2,000.00 | | | |
| Whisper Community | | | | | | | | | | | |
| Resolution Run | | | | | | | | | 2,500.00 | 2,500.00 | |
| General Federation of Women't Clubs | | | | | | | | | | | |
| Ladybug Bazaar - Advertising | | | | | | 335.00 | 465.00 | - | - | 670.67 | |
| Battle Ground Art Alliance | | | | | | | 970.00 | | | | |
| Battle Ground Festival Association | | | | | | | | | 18,675.90 | 44,473.05 | |
| Choice Events | | | | | | | | | | | |
| Pig Jam | | | | | | | | | | 7,000.00 | |
| Transfer to general fund (Harvest Days) | 295.00 | | 5,000.00 | 5,000.00 | 6,464.00 | 7,000.00 | 7,000.00 | - | 8,547.02 | | |
| Total | \$ 23,980.16 | \$ 16,392.25 | \$ 20,270.06 | \$ 29,824.36 | \$ 34,032.60 | \$ 24,354.00 | \$ 33,445.40 | \$ 18,310.40 | \$ 55,782.92 | \$ 114,042.21 | \$ 17,887.75 |
| Budget | | | | | 36,000.00 | 40,000.00 | 33,500.00 | 51,106.00 | 63,751.00 | 120,345.00 | 120,345.00 |

108-0000-111-10-99 Cash Balance \$ 113,961.09 \$ 128,100.16 \$ 139,314.34 \$ 148,588.42 \$ 164,323.05 \$ 196,600.81 \$ 242,594.18 \$ 267,821.44 \$ 286,049.76 \$ 278,313.18 \$ 281,317.76