



AGENDA

LODGING TAX ADVISORY COMMITTEE

DATE: September 9, 2019

TIME: 4:00 pm – 5:00 pm

PLACE: BATTLE GROUND CITY HALL, CONFERENCE ROOM 280 (2ND FLOOR – COURT ENTRANCE)

LTAC: Brian Munson, Chair, City of Battle Ground Council
Al Patel, Best Western
Valerie Prickett, Best Western
Wayne Rivers, Chamber of Commerce
Elba Benzler, Get Bold Events

AGENDA ITEMS:

1. Review and approval of minutes for June 10, 2019
2. Approval of accounts payable
 - City of Battle Ground – Harvest Days staff coverage \$7,000 (appropriation approved in budget)
 - Best Western – 4th Quarter Advertising \$3,000 (appropriation approved in budget)
3. Cash Balance
4. Old Business
 - Update on continuation of GeoCache event and funding from lodging tax
5. New/Other Business
2019 Lodging Tax applications for 2020 funding
6. Next Committee Meeting: December 9, 2019



MINUTES LODGING TAX ADVISORY COMMITTEE

DATE: June 10, 2019

TIME: 4:00 pm – 5:00 pm Meeting: called to order 4:03 pm and concluded 4:18 pm

PLACE: BATTLE GROUND CITY HALL, CONFERENCE ROOM 280 (2ND FLOOR – COURT ENTRANCE)

LTAC: Brian Munson, Chair, City of Battle Ground Council (present)
Al Patel, Best Western (absent)
Valerie Prickett, Best Western (present)
Wayne Rivers, Chamber of Commerce (present)
Elba Benzler, Get Bold Events (present)

OTHERS: Meagan Lowery, City of Battle Ground Accounting Manager

AGENDA ITEMS:

1. Review and approval of minutes for March 11, 2019
Motion by Val Prickett and second by Wayne Rivers to approve minutes as presented. Unanimous approval of minutes.
2. Approval of accounts payable – none submitted
3. Cash Balance
 - \$221,249 (as of June 10, 2019) – no further discussion on cash balance
4. Old Business
 - Update on continuation of GeoCache event and funding from lodging tax
Wayne provided an update stating there had been no change as of yet but looking at August 2019.
 - Update on Main Street banner supports and potential funding from lodging tax
Brian gave a Council update on project stating this was not a viable option for the City due to the high cost of the project.
 - 2018 Lodging Tax Report Submitted to the state
No further discussion.
5. New/Other Business
 - 2019 Lodging Tax Applications
Meagan provided an update stating the application request will go out and due back to the city by September 1, 2019. Discussion about online applications and whether paper copies could be eliminated. Decision was made to strongly suggest online applications and those who contact the city would be provided a paper application.
6. Next Committee Meeting: September 9, 2019 at 4:00 PM

CITY OF BATTLE GROUND
LODGING TAX FUND

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

	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
Jan	4,770.52	1,718.76	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
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
March			1,721.66	-	-	-	-	1,754.94	1,754.94	2,460.78	2,900.90	2,880.70	4,115.50
Apr	4,623.44	1,251.02	2,216.54	2,216.54	-	1,124.36	2,671.26		1,653.32	1,977.60	3,330.24	6.72	4,318.00
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
Jun		3,212.72	1,447.88	-	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
Jul	1,757.30	1,599.98	2,084.52	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
Aug	2,388.26	1,799.52	-	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	
Sep	3,000.78	2,424.24	2,424.24	2,130.80	1,887.60	3,502.52	2,708.68	7,346.00	3,964.12	4,144.46	5,594.16	6,785.92	
Oct	7,724.18	2,574.32	-	2,094.96	2,194.92	3,447.20	3,447.20	3,465.28	3,905.80	4,555.00	6,109.36	6,466.46	
Nov	3,242.30	2,196.22	4,429.64	2,161.92	2,221.94	3,267.76	2,941.92	2,452.40	3,178.78	3,465.28	4,332.90	4,737.20	
Dec	1,811.26	4,042.68	2,174.84	2,087.06	2,276.40	2,826.16	2,826.16	2,452.40	2,907.66	3,561.14	3,759.30	4,339.13	
	\$ 12,494.70	\$ 21,116.42	\$ 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	\$ 30,764.26
Interest					691.32			878.82	859.19	1,045.18	1,478.60	2,207.27	3,115.93
Total					\$ 26,559.52	\$ 28,553.94	\$ 31,339.17	\$ 38,314.90	\$ 50,929.00	\$ 57,136.17	\$ 33,880.19	\$ 36,000.00	\$ 50,000.00
Budget													

ACTUAL EXPENDITURES 108-0000-557-30-41

	2012	2013	2014	2015	2016	2017	2018	2019
Battle Ground Chamber of Commerce (Passport)		22,638.16	4,146.36				1,483.00	
Passport Program								
Geocoins								
Best Western - Advertising			10,298.89					
DigiTouch Media				766.35				
Expedia Travel Ads				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		
Millstone					8,093.70	8,791.60	11,219.00	
Oregonian Media Group - Holiday Train				2,748.52				
Pamplin Media Group - Holiday Events Guide				938.33	2,496.66			
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	12,245.89	15,270.06	18,824.36	22,068.60	15,536.00	4,047.00
Subtotal								
Get Bold Events								
North County Wine Run					6,000.00	5,500.00		
Resolution Run								1,500.00
General Federation of Women't Clubs							335.00	
Ladybug Bazaar - Advertising								
Battle Ground Art Alliance								970.00
Transfer to general fund (Harvest Days)		295.00			5,000.00	6,464.00	7,000.00	7,000.00
Total		\$ 23,980.16	\$ 16,392.25	\$ 20,270.06	\$ 29,824.36	\$ 34,032.60	\$ 24,354.00	\$ 13,517.00
Budget						\$ 36,000.00	\$ 40,000.00	\$ 33,500.00

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 \$ 224,909.39