

11/5/14 mp

**CITY OF MUKILTEO, WASHINGTON**  
**LODGING TAX ADVISORY COMMITTEE MEETING MINUTES**  
**October 15, 2014**

**Staybridge Suites Mukilteo – 9600 Harbour Place, Mukilteo, WA 98275**

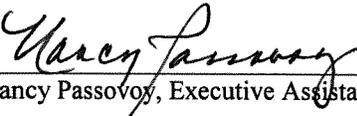
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- CALL TO ORDER** Chair Linda Grafer called the regular meeting to order at 2:00 PM.
- ATTENDANCE** Committee Members  
Chair Linda Grafer, Members Fawn Bowles, Mark Lee, Shannon Myers, Lisa Romo and Ann Spikes. Member Skip Kidd was absent.
- City Staff  
Policy Analyst Marko Liias and Executive Assistant Nancy Passovoy.
- CHAIR AND MEMBER COMMENTS** None.
- PUBLIC COMMENTS** None.
- BUSINESS ITEMS** Policy Analyst Liias presented the “2014 Status Report and Update” (attached) and discussed the Hotel/Motel Lodging Tax Fund balance and reserve policy, 2014 expected hotel/motel tax revenue, loan repayment options, 2015 budget and selection of 2015 Grant funding level. There was discussion about ongoing programs and what the funding level should be in 2015. The group also reviewed unspent grant funds approved in 2014. 15 grant proposals were reviewed.
- 13 group presentations of their grant proposals were made to the Committee, who approved the following recommendations to make to the City Council at the November 3, 2014 regular meeting:
- Designate Major Event Support/Lighthouse Festival (\$50,000) and Tourism Center Staffing (\$42,000) as ongoing programs to provide funding stability
  - Fund \$197,650 for 12 tourism grant awards for 2015
  - Pay off the remaining Visitor Center interfund loan amount of \$23,679 in 2014 from unanticipated revenues.
  - Recommend a reserve fund balance of \$140,001 (7.3 months reserve)
- OLD BUSINESS** Member Bowles suggested that future Lodging Tax Advisory Committee meetings be held earlier in the day to prevent the presentations from being scheduled late in the evening. There was discussion about having the presentations on one day and the Committee discussion/recommendations made on a second or later date.
- NEW BUSINESS** None.
- PUBLIC COMMENTS** None.
- STAFF COMMENTS** None.
- ADJOURNMENT** The meeting adjourned at 7:15 PM.

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These minutes are excerpts from the Committee proceedings.

Prepared by:

  
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Nancy Passovoy, Executive Assistant