

AGENDA
Clallam County Lodging Tax Advisory Committee
March 21, 2016
Clallam County Courthouse
Rm. 160 Commissioners' Boardroom
2:30 PM

I. CALL TO ORDER, ROLL CALL

II. REQUEST FOR MODIFICATIONS/APPROVAL OF AGENDA

III. APPROVAL OF MINUTES FOR THE MEETING OF FEBRUARY 8, 2016

IV. REVIEW/RECOMMENDATIONS

1. Financial Report - review of final income figures for 2015, and current status.
2. Funding decision for adjustment of Olympic Peninsula Visitors Bureau (OPVB) budget based on actual 2015 tax revenues.
3. Funding decision for OPVB supplemental projects for conversion study (\$20,000, cooperative with Jefferson County and possibly cities), photographic assets/library (\$10,000), and website overhaul (\$20,000, cooperative with the Olympic Peninsula Tourism Commission) based on 2015 funds and reserves.
4. Funding decision to consider restoring general Olympic Peninsula Visitors Bureau (OPVB) budget to \$490,000 recommendation (from \$459,000).
5. Status review of Port Angeles Theatre Project Application for Operations and Marketing/Programming.
6. Status review of Clallam Bay-Sekiu funding gap.
7. Review of draft project funding application and guidelines.
8. Review of draft LTAC Bylaws.

VI. OTHER BUSINESS

VII. NEXT MEETING – Proposed for October 4, 2016, 2:30 p.m. (Boardroom reserved)

VII. ADJOURNMENT

Clallam County LTAC – Hotel/Motel Tax Advisory Committee Minutes ... February 8, 2016 1:30 p.m.

Committee Members present: Chair Mark Ozias (Clallam County Commissioner), Vice Chair/Secretary Sande Balch (Juan de Fuca Scenic Byway Association), Laurel Black (Laurel Black Design), Diane McGann (Rainbow's End RV Park), new member Linda Keen (Quillayute River Resort).

Also present: Jim Jones (County Administrator), Debi Cook (Clallam County Budget Director), Bill Peach (Clallam County Commissioner, former LTAC Chair).

Call to Order, Roll Call: The meeting was called to order by former Chairman Bill Peach at 1:35 p.m. Introductions were made around the table.

Officers: The municipality representative is by RCW ruling the chairman and Sande Balch agreed to continue as Vice Chairman/Secretary. This was approved by consensus.

Agenda: The agenda was accepted. MOTION: (Sande/Laurel)

Minutes: The minutes of the November 30, 2015 meeting were approved. MOTION: (Laurel/Diane)

Review Board of Clallam County Commissioners discussion of Lodging Tax fund account reserve at their work session earlier in the day: Commissioner Peach opened the discussion stating that the LTAC had recommended to the BOCCC that there be a guideline set as to the balance of funds kept in the Lodging Tax account to be available for cash flow purposes and to be prepared to continue marketing efforts if tax revenues suddenly dropped off. The amount of \$200,000 or a percentage of the previous year expenditures was recommended. Any fund balance exceeding this set level would be considered for funding project requests at the March 2016 meeting. The LTAC suggested that it would be beneficial to use some of these funds when appropriate rather than miss opportunities to fund/partner in projects that would be constructive for the county and promote lodging in the unincorporated area.

Jim Jones explained that Clallam County accounting is done by the cash method as opposed to the accrual method. [Cash: income recorded when received and expenses recorded when paid. Accrual: income recorded when earned and expenses recorded when billed.] He also commented that LTAC does not need to be too concerned about cash flow. When the budget is set, the lodging tax funds budgeted are available at any time during that budget period.

The process is that items submitted prior to setting the budget will be included in the budget and taken to the BOCCC for approval. Any items in the budget can be paid without further approval. Once the budget is adopted, additional expenditures must be paid by the Budget Emergency procedure which requires BOCCC approval at a public meeting and a 5-day waiting period for public comment. The larger the funding request the more public interest will be generated.

It was suggested that these funds remaining beyond the budget for the year not be called “reserves” as the term has a different connotation, such as “restricted”, than what we intend. These remaining funds are not budgeted, are above and beyond our spending authority. Debi Cook said it would be appropriate to simply refer to the funds as “Ending Fund Balance”.

Financial Report, Review of Funds: Debi Cook shared 2016 budget information with the committee: \$566,000 is appropriated for expenses (including \$50,000 for unanticipated services). \$540,000 is the estimated tax revenue. The account shows a current balance of \$461,423.69.

Clallam Bay-Sekiu Lodging Tax Revenues: Debi also presented information on the tax situation for Clallam Bay-Sekiu Chamber/Tourism. This area receives quarterly payments (\$4000, \$4000, \$1000, \$1000) throughout the year. When the year-end statement is received from the Department of Revenue, any additional tax revenues collected in the 98326/98381 is then forwarded to Clallam Bay-Sekiu. In the past few years tax revenue totals have been between \$25,000 up to nearly \$30,000. For 2015, revenues reported only totaled \$14,760.11 leaving the chamber short to pay for their marketing commitments.

This situation was discussed. Stefanie Rotmark at the OPVB talked to a person at Department of Revenue looking for an explanation for the “flat” numbers at the end of 2015, and the low revenues for Clallam Bay-Sekiu. No direct answer was received, but it was noted that several Clallam County businesses changed ownership in 2015. The OPVB will do further research to determine if a lag in receipt of tax revenues occurs when ownership changes.

Sande volunteered to talk to Ali Baker (Clallam Bay-Sekiu Tourism chair), who is currently wintering out of state, to see if she had any ideas. Linda Keen will talk to the staff at OPVB. Both will report information back to LTAC.

It was agreed, that if additional tax revenues will not be forthcoming or are significantly delayed, LTAC will discuss filling the gap in funding for this year’s marketing plan for Clallam Bay-Sekiu. This will be discussed again at the March meeting.

Review and development of future Lodging Tax/Tourism Promotion funding application, guidelines, and reporting process and requirements: A draft application form/guidelines was reviewed and discussed.

Laurel commented that it is very difficult to put hard numbers on people crowds and income amounts to back-up the effectiveness of marketing. The most common way is to compare the lodging tax revenue reports year to year. The requirements for hard metrics as proof of effectiveness/justification for expenditures is increasing. It would make more sense to the applicants if we developed our own benchmarks for measuring the projects.

LTAC Minutes ... Meeting 2.8.2016 ... Page 3 (Funding Application)

Commissioner Mark Ozais commented that the application/reporting should be revised in an effort to get the information required to qualify ... fair, transparent, and in-line with the RCW's. It must be in meeting with the RCW, but have some flexibility within the boundaries of the RCW. The process needs to come up with metric measurement tools that are appropriate to those requesting funds.

Linda Keen told us that the OPVB has worked on an educational process to help applicants get through the process and have an understanding of the requirements a project must meet.

Commissioner Ozais will work with Laurel Black and Marsha Massey to have a revised application with guidelines for LTAC to review at the March meeting. The resulting application will be reviewed by Debi Cook to be sure all information needed for reporting to Department of Revenue will be obtained. Any other information or comments from LTAC members should be sent to Commissioner Ozais.

Sande noted that the meeting packet included new LTAC contact information. There is also a draft of bylaws to be reviewed and then discussed at the March meeting. Bylaws were adopted (as per a boiler-plate version from the Clallam County Administrative Manual Policy 952) at the meeting on December 12, 2005, but no formal copy was developed/printed specific to this committee. An amendment concerning E-Participation was adopted at the meeting October 24, 2007.

Next Meeting: The next meeting is proposed for March 21 at 2:30 p.m.

Adjournment: The meeting was adjourned at 3.25 p.m.

December 2015 OPTC Room Tax Report

Clal. Co	January	February	March	April	May	June	July	August	September	October	November	December	YTD	MTD	% Change
2015	\$18,498.56	\$53,383.94	\$11,472.80	\$11,450.60	\$22,313.46	\$20,414.18	\$37,880.30	\$74,184.70	\$77,758.62	\$77,149.30	\$93,570.32	\$27,540.36	\$525,617.14	\$525,617.14	9.62%
2014	\$11,771.08	\$35,207.04	\$11,804.76	\$7,593.68	\$15,679.20	\$18,135.80	\$32,462.00	\$62,142.66	\$78,442.28	\$84,382.62	\$95,224.36	\$26,640.72	\$479,486.20	\$479,486.20	14.68%
2013	\$8,197.68	\$28,430.60	\$11,414.88	\$8,837.54	\$15,355.98	\$16,842.92	\$28,559.78	\$55,547.34	\$67,754.74	\$75,207.50	\$83,948.76	\$18,020.22	\$418,117.94	\$418,117.94	4.45%
2012	\$9,668.64	\$27,037.14	\$5,924.80	\$6,410.96	\$12,614.00	\$15,497.74	\$25,023.24	\$57,138.62	\$61,567.64	\$69,916.22	\$86,759.78	\$22,739.48	\$400,298.26	\$400,298.26	7.33%
2011	\$5,492.18	\$28,667.34	\$7,246.92	\$6,854.16	\$13,876.88	\$11,933.82	\$26,124.86	\$52,776.04	\$62,371.48	\$66,615.40	\$74,247.84	\$16,746.34	\$372,953.26	\$372,953.26	-12.30%
2010	\$17,571.12	\$29,582.38	\$6,943.06	\$7,189.08	\$18,378.94	\$13,838.43	\$23,671.24	\$66,750.68	\$51,408.08	\$79,118.52	\$74,590.08	\$36,222.50	\$425,264.11	\$425,264.11	16.49%
2009	\$15,621.70	\$28,346.66	\$4,253.26	\$6,920.95	\$13,981.70	\$8,476.98	\$14,444.26	\$58,599.18	\$57,772.42	\$68,759.46	\$80,273.82	\$11,622.02	\$365,072.41	\$365,072.41	
P.A.	January	February	March	April	May	June	July	August	September	October	November	December	YTD	MTD	% Change
2015	\$16,653.42	\$19,918.77	\$14,892.19	\$20,395.22	\$25,115.84	\$40,632.02	\$52,646.16	\$71,411.98	\$108,977.36	\$111,495.74	\$75,321.88	\$39,369.22	\$596,829.80	\$596,829.80	11.17%
2014	\$19,230.84	\$17,842.26	\$16,970.75	\$17,177.66	\$25,267.30	\$27,223.00	\$42,532.48	\$57,037.06	\$99,010.60	\$113,034.82	\$68,014.86	\$33,528.92	\$536,870.55	\$536,870.55	7.06%
2013	\$20,170.80	\$20,108.22	\$12,775.48	\$19,145.46	\$26,910.30	\$28,972.08	\$42,924.74	\$54,446.00	\$89,538.10	\$95,736.06	\$63,027.30	\$27,719.22	\$501,473.76	\$501,473.76	9.16%
2012	\$18,252.44	\$18,381.46	\$14,937.92	\$17,536.12	\$22,708.62	\$25,169.62	\$33,918.34	\$48,860.38	\$79,956.24	\$89,154.28	\$57,288.82	\$33,209.48	\$459,373.72	\$459,373.72	0.35%
2011	\$20,564.02	\$15,906.86	\$15,499.02	\$16,928.92	\$22,751.44	\$26,674.38	\$39,089.66	\$49,250.16	\$81,286.00	\$85,699.42	\$56,453.92	\$27,683.00	\$457,786.80	\$457,786.80	-5.64%
2010	\$7,326.82	\$20,899.78	\$14,573.16	\$20,006.76	\$25,292.90	\$31,859.60	\$37,102.50	\$51,951.46	\$108,072.20	\$74,310.20	\$80,157.54	\$13,582.78	\$485,135.70	\$485,135.70	3.33%
2009	\$3,712.96	\$17,550.36	\$14,376.12	\$19,437.72	\$26,935.44	\$25,331.54	\$37,947.30	\$49,181.28	\$92,627.18	\$79,732.72	\$70,516.30	\$32,135.20	\$469,484.12	\$469,484.12	
Sequim	January	February	March	April	May	June	July	August	September	October	November	December	YTD	MTD	% Change
2015	\$12,223.02	\$8,997.22	\$9,977.34	\$12,747.28	\$15,260.98	\$18,731.34	\$24,306.76	\$30,020.78	\$48,815.56	\$48,365.04	\$30,543.20	\$18,946.94	\$278,935.46	\$278,935.46	16.78%
2014	\$10,659.60	\$7,762.24	\$8,007.00	\$9,270.66	\$12,616.24	\$14,969.88	\$21,398.42	\$23,294.38	\$42,455.40	\$45,955.44	\$26,739.06	\$15,725.32	\$238,853.64	\$238,853.64	4.41%
2013	\$11,090.74	\$8,671.75	\$8,295.21	\$11,525.14	\$12,771.74	\$13,547.48	\$20,338.24	\$22,042.68	\$39,367.38	\$38,729.80	\$27,097.18	\$15,295.86	\$228,773.20	\$228,773.20	16.96%
2012	\$8,579.02	\$10,010.68	\$6,660.32	\$8,644.52	\$11,742.39	\$12,043.91	\$15,220.48	\$19,889.86	\$32,002.92	\$34,167.90	\$23,940.18	\$12,704.86	\$195,607.04	\$195,607.04	1.34%
2011	\$8,610.58	\$9,720.54	\$8,115.08	\$8,675.72	\$11,788.28	\$12,699.68	\$16,020.98	\$20,200.16	\$30,186.26	\$35,448.56	\$20,606.26	\$10,955.10	\$193,027.20	\$193,027.20	7.28%
2010	\$6,253.02	\$8,071.32	\$6,202.80	\$7,414.84	\$10,023.00	\$11,164.52	\$14,831.08	\$21,960.44	\$30,778.94	\$28,987.38	\$21,044.40	\$13,199.88	\$179,931.62	\$179,931.62	19.33%
2009	\$6,694.78	\$6,409.04	\$5,785.20	\$7,106.24	\$9,290.40	\$9,302.38	\$10,816.46	\$15,922.96	\$25,183.34	\$22,618.18	\$22,194.12	\$9,455.70	\$150,778.80	\$150,778.80	
Forks	January	February	March	April	May	June	July	August	September	October	November	December	YTD	MTD	% Change
2015	\$6,534.86	\$5,148.50	\$5,559.40	\$6,994.62	\$8,381.54	\$9,081.26	\$10,161.34	\$15,510.16	\$23,789.04	\$29,235.40	\$20,273.02	\$10,446.24	\$151,115.38	\$151,115.38	10.62%
2014	\$4,963.18	\$6,876.88	\$4,767.52	\$6,791.86	\$8,104.04	\$8,075.02	\$10,632.56	\$13,505.82	\$23,021.02	\$24,611.16	\$16,927.24	\$8,337.28	\$136,613.58	\$136,613.58	2.52%
2013	\$5,499.38	\$7,714.16	\$4,533.08	\$6,500.22	\$8,969.22	\$6,416.14	\$10,245.70	\$14,207.34	\$22,469.04	\$23,215.88	\$15,754.90	\$7,729.62	\$133,254.68	\$133,254.68	-9.90%
2012	\$5,749.78	\$8,397.56	\$2,115.70	\$8,908.74	\$7,240.04	\$8,117.44	\$9,430.32	\$14,381.72	\$22,840.20	\$23,505.32	\$22,403.04	\$14,810.64	\$147,900.50	\$147,900.50	6.71%
2011	\$4,340.70	\$11,059.38	\$4,000.78	\$5,614.14	\$8,162.14	\$5,890.20	\$7,976.69	\$16,902.32	\$22,842.28	\$23,544.48	\$18,674.48	\$9,687.16	\$138,594.75	\$138,594.75	-7.66%
2010	\$3,950.90	\$10,420.44	\$3,467.04	\$5,803.44	\$13,231.92	\$6,954.34	\$8,202.24	\$22,601.02	\$23,673.28	\$23,941.08	\$17,721.94	\$10,124.72	\$150,092.36	\$150,092.36	12.36%
2009	\$3,620.70	\$7,545.84	\$3,597.72	\$5,018.76	\$10,431.48	\$7,819.52	\$8,699.42	\$16,757.46	\$20,165.40	\$20,002.14	\$21,861.06	\$8,066.16	\$133,585.66	\$133,585.66	
Jeff. Co	January	February	March	April	May	June	July	August	September	October	November	December	YTD	MTD	% Change
2015	\$17,011.22	\$36,086.78	\$14,242.40	\$14,983.04	\$23,824.36	\$25,021.90	\$27,653.98	\$48,796.64	\$44,665.06	\$49,122.12	\$49,494.00	\$25,149.24	\$376,050.74	\$376,050.74	12.11%
2014	\$13,530.84	\$30,316.36	\$12,683.40	\$12,399.06	\$19,122.32	\$18,759.16	\$24,510.86	\$37,504.38	\$42,318.96	\$43,628.44	\$46,845.70	\$33,825.30	\$335,444.78	\$335,444.78	13.82%
2013	\$8,780.82	\$38,212.94	\$11,203.46	\$11,365.22	\$17,962.48	\$16,439.20	\$21,478.08	\$33,105.60	\$39,854.24	\$41,705.60	\$39,127.80	\$15,476.88	\$294,712.32	\$294,712.32	7.88%
2012	\$11,996.60	\$23,142.64	\$7,222.94	\$14,904.94	\$17,098.82	\$17,873.40	\$20,148.32	\$31,117.74	\$40,826.32	\$40,960.14	\$36,847.02	\$11,051.36	\$273,190.24	\$273,190.24	-6.64%
2011	\$11,410.54	\$25,445.64	\$12,335.50	\$10,709.38	\$25,079.86	\$17,257.48	\$19,264.64	\$24,694.50	\$42,448.28	\$43,809.32	\$38,509.42	\$21,653.20	\$292,617.76	\$292,617.76	0.38%
2010	\$10,606.40	\$21,606.70	\$9,713.20	\$11,857.38	\$19,488.14	\$11,857.92	\$14,236.30	\$35,987.79	\$40,127.20	\$46,454.74	\$34,199.38	\$18,669.34	\$291,514.49	\$291,514.49	-7.68%
2009	\$13,595.02	\$27,530.88	\$22,286.94	\$10,818.22	\$19,349.26	\$18,999.22	\$19,934.44	\$34,897.06	\$41,572.00	\$42,864.90	\$44,203.50	\$19,725.22	\$315,776.66	\$315,776.66	
Port T.	January	February	March	April	May	June	July	August	September	October	November	December	YTD	MTD	% Change
2015	\$21,452.72	\$20,000.48	\$16,992.86	\$34,899.20	\$26,768.04	\$27,612.58	\$33,825.32	\$48,143.06	\$66,770.66	\$62,099.52	\$50,745.46	\$34,548.38	\$443,858.28	\$409,309.90	23.04%
2014	\$18,038.90	\$20,248.36	\$14,390.74	\$16,016.08	\$21,515.20	\$22,217.46	\$23,867.80	\$29,349.46	\$61,522.60	\$56,190.04	\$49,312.56	\$29,491.08	\$362,160.28	\$332,669.20	-3.03%
2013	\$18,381.52	\$18,058.82	\$14,376.70	\$15,367.80	\$23,994.98	\$19,417.10	\$28,428.76	\$44,789.95	\$54,148.30	\$54,589.32	\$51,506.48	\$23,621.22	\$366,680.95	\$343,059.73	4.75%
2012	\$15,360.18	\$17,932.52	\$15,517.40	\$13,990.38	\$25,957.94	\$25,205.64	\$29,502.34	\$35,229.38	\$51,390.99	\$51,626.90	\$45,782.92	\$22,594.16	\$350,090.75	\$327,496.59	-0.22%
2011	\$30,353.32	\$21,532.38	\$12,889.88	\$16,316.80	\$19,944.32	\$23,176.78	\$22,211.38	\$37,121.72	\$49,579.40	\$49,672.38	\$45,414.00	\$22,210.84	\$350,423.20	\$328,212.36	8.70%
2010	\$14,019.26	\$21,420.96	\$12,081.92	\$16,409.84	\$21,826.00	\$22,205.26	\$26,591.14	\$35,147.12	\$43,657.18	\$46,654.06	\$41,942.74	\$20,198.20	\$322,153.68	\$301,955.48	-4.33%
2009	\$14,806.80	\$18,309.40	\$13,703.80	\$17,203.86	\$21,337.26	\$22,259.66	\$23,663.40	\$34,566.54	\$51,888.10	\$47,882.08	\$50,013.10	\$22,510.60	\$338,144.60	\$338,144.60	
GHC	January	February	March	April	May	June	July	August	September	October	November	December	YTD	MTD	% Change
2015	\$64,545.53	\$96,898.34	\$83,517.49	\$74,567.64	\$91,975.21	\$100,509.64	\$100,660.36	\$142,865.53	\$210,962.91	\$236,114.42	\$164,002.30	\$84,702.37	\$1,451,321.74	\$1,366,619.37	21.51%
2014	\$52,828.60	\$86,510.79	\$61,584.62	\$55,177.41	\$69,184.77	\$85,905.48	\$83,277.94	\$114,259.17	\$170,992.67	\$200,494.61	\$144,525.17	\$73,842.07	\$1,198,583.30	\$1,124,741.23	10.22%
2013	\$50,150.29	\$69,437.41	\$56,763.76	\$47,502.41	\$61,451.58	\$101,640.41	\$66,491.58	\$129,025.36	\$149,226.76	\$170,194.08	\$118,612.48	\$61,767.97	\$1,082,264.09	\$1,020,496.12	10.98%
2012	\$82,421.71	\$60,328.70	\$53,737.84	\$50,935.45	\$54,744.10	\$64,209.88	\$61,736.17	\$86,299.31	\$137,862.81	\$164,539.06	\$102,726.79	\$60,328.32	\$975,492.95	\$919,541.82	
M. Co	January	February	March	April	May	June	July	August	September	October	November	December	YTD	MTD	% Change
2015	\$13,126.58	\$43,614.66	\$14,206.64	\$11,992.52	\$25,323.62	\$17,448.70	\$21,007.98	\$39,511.70	\$39,319.62	\$48,552.72	\$41,499.56	\$20,160.36	\$335,764.66	\$315,604.30	9.33%
2014	\$13,825.60	\$38,558.08	\$11,829.48	\$10,738.64	\$16,608.54	\$16,498.68	\$19,479.94	\$36,813.32	\$						

January 2016 OPTC Room Tax Report

Clal. Co	January	February	March	April	May	June	July	August	September	October	November	December	YTD	MTD	% Change
2016	\$13,263.38												\$13,263.38	\$13,263.38	-28.30%
2015	\$18,498.56	\$5,383.94	\$11,472.80	\$11,450.60	\$22,313.46	\$20,414.18	\$37,880.30	\$74,184.70	\$77,758.62	\$77,149.30	\$93,570.32	\$27,540.36	\$525,617.14	\$18,498.56	57.15%
2014	\$11,771.08	\$35,207.04	\$11,804.76	\$7,593.68	\$15,679.20	\$18,135.80	\$32,462.00	\$62,142.66	\$78,442.28	\$84,382.62	\$95,224.36	\$26,640.72	\$479,486.20	\$11,771.08	43.59%
2013	\$8,197.68	\$28,430.60	\$11,414.88	\$8,837.54	\$15,355.98	\$16,842.92	\$28,559.78	\$55,547.34	\$67,754.74	\$75,207.50	\$83,948.76	\$18,020.22	\$418,117.94	\$8,197.68	-15.21%
2012	\$9,668.64	\$27,037.14	\$5,924.80	\$6,410.96	\$12,614.00	\$15,497.74	\$25,023.24	\$57,138.62	\$61,567.64	\$69,916.22	\$86,759.78	\$22,739.48	\$400,298.26	\$9,668.64	76.04%
2011	\$5,492.18	\$28,667.34	\$7,246.92	\$6,854.16	\$13,876.88	\$11,933.82	\$26,124.86	\$52,776.04	\$62,371.48	\$66,615.40	\$74,247.84	\$16,746.34	\$372,953.26	\$5,492.18	-68.74%
2010	\$17,571.12	\$29,582.38	\$6,943.06	\$7,189.08	\$18,378.94	\$13,838.43	\$23,671.24	\$66,750.68	\$51,408.08	\$79,118.52	\$74,590.08	\$36,222.50	\$425,264.11	\$17,571.12	
P.A.	January	February	March	April	May	June	July	August	September	October	November	December	YTD	MTD	% Change
2016	\$22,540.80												\$22,540.80	\$22,540.80	35.35%
2015	\$16,653.42	\$19,918.77	\$14,892.19	\$20,395.22	\$25,115.84	\$40,632.02	\$52,646.16	\$71,411.98	\$108,977.36	\$111,495.74	\$75,321.88	\$39,369.22	\$596,829.80	\$16,653.42	-13.40%
2014	\$19,230.84	\$17,842.26	\$16,970.75	\$17,177.66	\$25,267.30	\$27,223.00	\$42,532.48	\$57,037.06	\$99,010.60	\$113,034.82	\$68,014.86	\$33,528.92	\$536,870.55	\$19,230.84	-4.66%
2013	\$20,170.80	\$20,108.22	\$12,775.48	\$19,145.46	\$26,910.30	\$28,972.08	\$42,924.74	\$54,446.00	\$89,538.10	\$95,736.06	\$63,027.30	\$27,719.22	\$501,473.76	\$20,170.80	10.51%
2012	\$18,252.44	\$18,381.46	\$14,937.92	\$17,536.12	\$22,708.62	\$25,169.62	\$33,918.34	\$48,860.38	\$79,956.24	\$89,154.28	\$57,288.82	\$33,209.48	\$459,373.72	\$18,252.44	-11.24%
2011	\$20,564.02	\$15,906.86	\$15,499.02	\$16,928.92	\$22,751.44	\$26,674.38	\$39,089.66	\$49,250.16	\$81,286.00	\$85,699.42	\$56,453.92	\$27,683.00	\$457,786.80	\$20,564.02	180.67%
2010	\$7,326.82	\$20,899.78	\$14,573.16	\$20,006.76	\$25,292.90	\$31,859.60	\$37,102.50	\$51,951.46	\$108,072.20	\$74,310.20	\$80,157.54	\$13,582.78	\$485,135.70	\$7,326.82	
Sequim	January	February	March	April	May	June	July	August	September	October	November	December	YTD	MTD	% Change
2016	\$12,320.30												\$12,320.30	\$12,320.30	0.80%
2015	\$12,223.02	\$8,997.22	\$9,977.34	\$12,747.28	\$15,260.98	\$18,731.34	\$24,306.76	\$30,020.78	\$48,815.56	\$48,365.04	\$30,543.20	\$18,946.94	\$278,935.46	\$12,223.02	14.67%
2014	\$10,659.60	\$7,762.24	\$8,007.00	\$9,270.66	\$12,616.24	\$14,969.88	\$21,398.42	\$23,294.38	\$42,455.40	\$45,955.44	\$26,739.06	\$15,725.32	\$238,853.64	\$10,659.60	-3.89%
2013	\$11,090.74	\$8,671.75	\$8,295.21	\$11,525.14	\$12,771.74	\$13,547.48	\$20,338.24	\$22,042.68	\$39,367.38	\$38,729.80	\$27,097.18	\$15,295.86	\$228,773.20	\$11,090.74	29.28%
2012	\$8,579.02	\$10,010.68	\$6,660.32	\$8,644.52	\$11,742.39	\$12,043.91	\$15,220.48	\$19,889.86	\$32,002.92	\$34,167.90	\$23,940.18	\$12,704.86	\$195,607.04	\$8,579.02	-0.37%
2011	\$8,610.58	\$9,720.54	\$8,115.08	\$8,675.72	\$11,788.28	\$12,699.68	\$16,020.98	\$20,200.16	\$30,186.26	\$35,448.56	\$20,606.26	\$10,955.10	\$193,027.20	\$8,610.58	37.70%
2010	\$6,253.02	\$8,071.32	\$6,202.80	\$7,414.84	\$10,023.00	\$11,164.52	\$14,831.08	\$21,960.44	\$30,778.94	\$28,987.38	\$21,044.40	\$13,199.88	\$179,931.62	\$6,253.02	
Forks	January	February	March	April	May	June	July	August	September	October	November	December	YTD	MTD	% Change
2016	\$6,575.86												\$6,575.86	\$6,575.86	0.63%
2015	\$6,534.86	\$5,148.50	\$5,559.40	\$6,994.62	\$8,381.54	\$9,081.26	\$10,161.34	\$15,510.16	\$23,789.04	\$29,235.40	\$20,273.02	\$10,446.24	\$151,115.38	\$6,534.86	31.67%
2014	\$4,963.18	\$6,876.88	\$4,767.52	\$6,791.86	\$8,104.04	\$8,075.02	\$10,632.56	\$13,505.82	\$23,021.02	\$24,611.16	\$16,927.24	\$8,337.28	\$136,613.58	\$4,963.18	-9.75%
2013	\$5,499.38	\$7,714.16	\$4,533.08	\$6,500.22	\$8,969.22	\$6,416.14	\$10,245.70	\$14,207.34	\$22,469.04	\$23,215.88	\$15,754.90	\$7,729.62	\$133,254.68	\$5,499.38	-4.35%
2012	\$5,749.78	\$8,397.56	\$2,115.70	\$8,908.74	\$7,240.04	\$8,117.44	\$9,430.32	\$14,381.72	\$22,840.20	\$23,505.32	\$22,403.04	\$14,810.64	\$147,900.50	\$5,749.78	32.46%
2011	\$4,340.70	\$11,059.38	\$4,000.78	\$5,614.14	\$8,162.14	\$5,890.20	\$7,976.69	\$16,902.32	\$22,842.28	\$23,444.48	\$18,674.48	\$9,687.16	\$138,594.75	\$4,340.70	9.87%
2010	\$3,950.90	\$10,420.44	\$3,467.04	\$5,803.44	\$13,231.92	\$6,954.34	\$8,202.24	\$22,601.02	\$23,673.28	\$23,941.08	\$17,721.94	\$10,124.72	\$150,092.36	\$3,950.90	
Jeff. Co	January	February	March	April	May	June	July	August	September	October	November	December	YTD	MTD	% Change
2016	\$18,366.50												\$18,366.50	\$18,366.50	7.97%
2015	\$17,011.22	\$36,086.78	\$14,242.40	\$14,983.04	\$23,824.36	\$25,021.90	\$27,653.98	\$48,796.64	\$44,665.06	\$49,122.12	\$49,494.00	\$25,149.24	\$376,050.74	\$17,011.22	25.72%
2014	\$13,530.84	\$30,316.36	\$12,683.40	\$12,399.06	\$19,122.32	\$18,759.16	\$24,510.86	\$37,504.38	\$42,318.96	\$43,628.44	\$46,845.70	\$33,825.30	\$335,444.78	\$13,530.84	54.10%
2013	\$8,780.82	\$38,212.94	\$11,203.46	\$11,365.22	\$17,962.48	\$16,439.20	\$21,478.08	\$33,105.60	\$39,854.24	\$41,705.60	\$39,127.80	\$15,476.88	\$294,712.32	\$8,780.82	-26.81%
2012	\$11,996.60	\$23,142.64	\$7,222.94	\$14,904.94	\$17,098.82	\$17,873.40	\$20,148.32	\$31,117.74	\$40,826.32	\$40,960.14	\$36,847.02	\$11,051.36	\$273,190.24	\$11,996.60	5.14%
2011	\$11,410.54	\$25,445.64	\$12,335.50	\$10,709.38	\$25,079.86	\$17,257.48	\$19,264.64	\$24,694.50	\$42,448.28	\$43,809.32	\$38,509.42	\$21,653.20	\$292,617.76	\$11,410.54	7.58%
2010	\$10,606.40	\$21,606.70	\$9,713.20	\$11,857.38	\$19,488.14	\$19,567.92	\$14,236.30	\$35,987.79	\$40,127.20	\$46,454.74	\$43,199.38	\$18,669.34	\$291,514.49	\$10,606.40	
Port T.	January	February	March	April	May	June	July	August	September	October	November	December	YTD	MTD	% Change
2016	\$21,856.56												\$21,856.56	\$21,856.56	1.88%
2015	\$21,452.72	\$20,000.48	\$16,992.86	\$34,899.20	\$26,768.04	\$27,612.58	\$33,825.32	\$48,143.06	\$66,770.66	\$62,099.52	\$50,745.46	\$34,548.38	\$443,858.28	\$21,452.72	18.92%
2014	\$18,038.90	\$20,248.36	\$14,390.74	\$16,016.08	\$21,515.20	\$22,217.46	\$23,867.80	\$29,349.46	\$61,522.60	\$56,190.04	\$49,312.56	\$29,491.08	\$362,160.28	\$18,038.90	-1.86%
2013	\$18,381.52	\$18,058.82	\$14,376.70	\$15,367.80	\$23,994.98	\$19,417.10	\$28,428.76	\$44,789.95	\$54,148.30	\$54,589.32	\$51,506.48	\$23,621.22	\$366,680.95	\$18,381.52	19.67%
2012	\$15,360.18	\$17,932.52	\$15,517.40	\$13,990.38	\$25,957.94	\$25,205.64	\$29,502.34	\$35,229.38	\$51,390.99	\$51,626.90	\$45,782.92	\$22,594.16	\$350,090.75	\$15,360.18	-49.40%
2011	\$30,353.32	\$21,532.38	\$12,889.88	\$16,316.80	\$19,944.32	\$23,176.78	\$22,211.38	\$37,121.72	\$49,579.40	\$49,672.38	\$45,414.00	\$22,210.84	\$350,423.20	\$30,353.32	116.51%
2010	\$14,019.26	\$21,420.96	\$12,081.92	\$16,409.84	\$21,826.00	\$22,205.26	\$26,591.14	\$35,147.12	\$43,657.18	\$46,654.06	\$41,942.74	\$20,198.20	\$322,153.68	\$14,019.26	
GHC	January	February	March	April	May	June	July	August	September	October	November	December	YTD	MTD	% Change
2016	\$72,700.99												\$72,700.99	\$72,700.99	12.64%
2015	\$64,545.53	\$96,898.34	\$83,517.49	\$74,567.64	\$91,975.21	\$100,509.64	\$100,660.36	\$142,865.53	\$210,962.91	\$236,114.42	\$164,002.30	\$84,702.37	\$1,451,321.74	\$64,545.53	22.18%
2014	\$52,828.60	\$86,510.79	\$61,584.62	\$55,177.41	\$69,184.77	\$85,905.48	\$83,277.94	\$114,259.17	\$170,992.67	\$200,494.61	\$144,525.17	\$73,842.07	\$1,198,583.30	\$52,828.60	5.34%
2013	\$50,150.29	\$69,437.41	\$56,763.76	\$47,502.41	\$61,451.58	\$101,640.41	\$66,491.58	\$129,025.36	\$149,226.76	\$170,194.08	\$118,612.48	\$61,767.97	\$1,082,264.09	\$50,150.29	-39.15%
2012	\$82,421.71	\$60,328.70	\$53,737.84	\$50,935.45	\$54,744.10	\$64,209.88	\$61,736.17	\$86,299.31	\$137,862.81	\$164,539.06	\$102,726.79	\$60,328.32	\$975,492.95	\$82,421.71	
M. Co	January	February	March	April	May	June	July	August	September	October	November	December	YTD	MTD	% Change
2016	\$24,818.36												\$24,818.36	\$24,818.36	89.07%
2015	\$13,126.58	\$43,614.66	\$14,206.64	\$11,992.52	\$25,323.62	\$17,448.70	\$21,007.98	\$39,511.70	\$39,319.62	\$48,552.72	\$41,499.56	\$20,160.36	\$335,764.66	\$13,126.58	-5.06%
2014	\$13,825.60	\$38,558.08													



**LODGING TAX FUNDING APPLICATION
2017**

I **AMOUNT of Lodging Tax Requested:** \$ _____

II **Agency/Organization Name:** _____

Organization is Government Entity 501(c)3 501(c)6 Other
Federal Tax ID No. _____ UBI Number _____

III **Project/Activity/Event:** _____

IV **Representative Contact Information:**

Name, Title _____
Mailing Address _____
Phone(s) _____
Email _____

V **Service Categories, check all applicable:**

- _____ Tourism Promotion/Marketing
- _____ Operation of a Special Event/Festival designed to attract tourists
- _____ Operation of a Tourism Promotion Agency
- _____ Operation of a Tourism-Related Facility owned or operated by Non-Profit Organization
- _____ Operation and/or Capital Costs of a Tourism-Related Facility owned by a Municipality

CERTIFICATION

I am the authorized agent of the Agency/Organization applying for Lodging Tax funding. I understand and affirm that:

- I am proposing a tourism-related service this year. If awarded, my organization intends to enter into a contract with Clallam County, and meet all specified requirements of that contract.
- Clallam County will only reimburse those costs incurred by my Agency/Organization and only after the service is rendered, paid for if provided by a third party, and a signed Request for Reimbursement form (or other form acceptable to Clallam County) has been submitted to Clallam County with copies of invoices and payment documentation.
- My Agency/Organization is required to submit a report documenting economic impact results in a format determined by Clallam County.

Signature

Date: _____

Print or Type Name

Continue to Supplemental Questions

LODGING TAX APPLICATION – REQUIRED SUPPLEMENTAL QUESTIONS

(You may use this Supplemental Questions form or type the questions and answers on separate sheets)

1. Identify the specific tourism audience/market located more than 50 miles from Clallam County that your organization will target with these funds: _____

2. Describe the tourism promotion activities or event relative to this funding request.

- If an event, list the event name, date(s), and projected overall attendance.
- _____
- _____

3. Describe why tourists will travel to Clallam County to attend your event/activity/facility.

4. 2017 Tourism-Impact Estimate and 2016 Annual Report.

(2016 Actual must be completed by applicants who had a Clallam County Lodging Tax Contract in 2016)

As a direct result of your proposed tourism-related service, provide:	2017 Estimate	2016 Actual
a. Overall attendance at your event/activity/facility		
b. Number of people who travel more than 50 miles for your event/activity/facility		
c. Of the people who travel more than 50 miles, the number of people who travel from another country or state.		
d. Of the people who travel more than 50 miles, the number of people who stay overnight in the unincorporated Clallam County area.		
e. Of the people staying overnight, the number of people who stay in PAID accommodations e.g. hotel, motel, bed-breakfast, RV park, in the unincorporated Clallam County area.		
f. Number of paid lodging room nights resulting from your event/activity/facility.		

5. What methodology did you use to calculate the 2017 Estimates?

6. What methodology did you use to calculate / document the 2016 Actual numbers?

7. Is there a host hotel for your event? If yes, please identify. _____

8. Describe the prior success of your event/activity/facility in attracting tourists.

9. Describe your target tourist audience (location, demographics, etc.)

10. Describe how you will promote your event/activity/facility to attract tourists.

11. Describe how you will promote lodging establishments, restaurants, and businesses located in the unincorporated area of Clallam County.

12. Are you applying for Lodging Tax funds from another community (yes or no)? If yes, attach a copy of the other jurisdiction(s) application(s). _____

13. What is the overall budget for your event/activity/facility? \$ _____
What percent of the budget are you requesting from Clallam County Lodging Tax Fund? _____%

APPLICATION INSTRUCTIONS – GENERAL GUIDELINES

APPLICATION DEADLINE: FRIDAY, SEPTEMBER____, 2016, 4:30 p.m., Board of County Commissioner's Office, 223 East 4th Street, Suite 4, Port Angeles WA 98362-3015 (Clallam County Courthouse, main level, Room 150); 360-417-2233.

The Clallam County Lodging Tax Advisory Committee (LTAC) will review 2017 Lodging Tax funding proposals in a public meeting as determined, at the Clallam County Courthouse, Commissioner's Boardroom, main level, as part of the annual budget process. Applicants will be notified and attendance by the applicant's representative is recommended for presentation and questions. Following review, LTAC will forward its recommendation to the Board of County Commissioners and Finance Manager for inclusion in Clallam County's 2017 proposed budget which will be considered at public hearing in December.

APPLICATION, SUPPLEMENTAL QUESTIONS, INFORMATION SUBMITTAL:

Submit the original application and one copy to:
Clallam County Lodging Tax Advisory Committee
Board of Commissioner's Office
223 East 4th Street, Suite 4
Port Angeles WA 98362-3015

Required Additional Information – In addition to the application and supplemental questions answers, it is required that you attach the following:

- An itemized budget for your event/activity/facility (income and expense).
- Description and budget showing the intended use of the amount requested from the Clallam County Lodging Tax Fund.
- If the applicant is a non-profit organization, a copy of your agency/organization's current non-profit corporate registration with the Washington Secretary of State, and current annual budget.

Optional Information - Brochures/information concerning your event/activity/facility, in particular, items showing recent tourism promotion efforts.

Contract Requirement – In order to be a recipient of Lodging Tax funds, a contract is required between Clallam County and the receiving Agency/applicant.

Post Reporting

Reporting Requirements enacted by the Washington State Legislature in 2013 (RCW 67.28.1816) requires the County to file an annual report to the State of Washington Joint Legislative Audit and Review Committee regarding the use of funds for the year including a requirements to quantify how many individuals were attracted from more than fifty miles away and spent the night in paid lodging, and the reporting of expenditures and activities shall meet

those requirements. It is required that all recipients submit a post-event activity report that provides information to the Clallam County Administrator as specified by the contract.

GUIDELINES

Clallam County lodging tax is a consumer tax on lodging charges for periods of less than 30 consecutive days for hotels, motels, rooming houses, private campgrounds, RV parks, and similar facilities within the unincorporated areas of Clallam County. CCC 5.13.020 Special fund.

Eligibility

Clallam County's Lodging Tax Fund will be the primary source of County funding for activities, operations, and expenditures designed to increase tourism. Applications may be submitted by any non-profit entity, any public entity, or any group of eligible organizations (RCW 67.28).

Pursuant to Clallam County Code 5.13.025, the Clallam Bay-Sekiu area needs special consideration, and a portion of the tax will be distributed to the Clallam Bay-Sekiu Chamber of Commerce (Olympic Peninsula Visitor's Bureau) in an amount not less than that which is generated by the area. The balance of the funds collected should be used to fund a comprehensive professional promotion program to create lodging nights year-round for the unincorporated portion of Clallam County.

Clallam County intends to maintain a reserve in the Fund in the amount of 50% of the previous year expenditures in order for funds to be available early in the year to maintain cash flow for necessary operations and spring marketing expenditures and in the event of unexpected circumstance.

Appropriate Uses

The guiding principle for the use of lodging taxes is that they must be used for activities, operations and expenditures designed to increase tourism. Specifically, lodging taxes can be used for:

- Tourism marketing;
- Marketing and operations of special events and festivals designed to attract tourists;
- Operations and capital expenditures of tourism-related facilities owned or operated by a municipality or a public facilities district; or
- Operations of tourism-related facilities owned by nonprofit organizations (RCW 67.28.1816).

A tourism-related facility is a real or tangible personal property with a usable life of three or more years, or constructed with volunteer labor that is (a) owned by a public entity, nonprofit organization (including a non-profit business organization, destination marketing organization, main street organization, lodging association, or chamber of commerce) and (b) used to support tourism, performing arts, or to accommodate tourist activities (RCW 67.28.080) The guiding principle is that the facilities should be used by tourists.

Tourism Marketing and Operations includes activities defined as “tourism promotion” in state law (RCW 67.28.080)

- Advertising, publicizing, or otherwise distributing information for the purpose of attracting and welcoming tourists;
- Developing strategies to expand tourism;
- Operating tourism promotion agencies; and
- Funding the marketing or operation of special events and festivals designed to attract tourists.

HIGH PRIORITY will be given to tourism activities that:

- Have a demonstrated potential or high potential from the Committee’s perspective to result in overnight stays by tourists in lodging establishments within Clallam County unincorporated area.
- Promote Clallam County events, activities, and places in the unincorporated area of Clallam County to potential tourists from outside the County.
- Have demonstrated a high potential from the Committee’s perspective to result in documented economic benefit to Clallam County.
- Have demonstrated history of success in Clallam County, or are proposed by a group with a demonstrated history or high potential of success with similar activities.
- Minimize duplication of services where appropriate and encourage cooperative marketing and/or includes an element of cooperation or partnership.
- Provide, maintain, operate, or enhance County-owned tourism facilities or infrastructure.

Lodging Tax Advisory Committee Considerations

In developing its recommendations, the Committee considers:

- The estimated amount of Lodging Tax Fund available for the coming year as provided by the City’s Finance Manager.
- Completeness of the proposal information.
- % of the proposal request to the event/facility promotions budget and overall revenues.
- % of increase over prior year Clallam County Lodging Tax funded proposals, if any.
- Projected economic impact within the unincorporated area of Clallam County, in particular projected overnight stays in this area lodging establishments.
- The applicant’s financial stability.

CLALLAM COUNTY
LODGING TAX ADVISORY COMMITTEE
BYLAWS

ARTICLE 1 NAME

The name of this Advisory Committee is the Clallam Lodging Tax Advisory Committee (LTAC). It was established by Clallam County, Resolution 23, 1998.

ARTICLE 2 ROLE AND PURPOSE

Pursuant to Clallam County Resolution 23, 1998, the Clallam County Lodging Tax Advisory Committee is formed to make a recommendation to the Clallam County Board of Commissioners on any proposals submitted regarding the implementation of a local option excise lodging tax in unincorporated Clallam County. The committee shall submit comments on any proposal in a timely manner through generally applicable public comment procedures. 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 57.28.1815.

Clallam County Resolution 13, 1999, further identifies that the purpose of the Committee shall be to:

1. Further define and recommend to the County Commissioners the term “comprehensive, professional promotion program to create lodging nights year-round for the unincorporated portion of Clallam County as specified in Clallam County Code 5.13.025, including coordination with the separate marketing program for Clallam Bay/Sekiou as addressed in Clallam County Code 5.13.025(2).
2. Review and recommend to the County Commissioners proposals from individuals and organizations responding to a Request for Proposals to provide a comprehensive professional promotion program.
3. Assist the County Commissioners in tracking compliance with the contracts entered into under Ordinance No. 649, 1998.

The Committee will follow Clallam County Policy and Procedure 952 - Boards and Committees, unless amended by these Bylaws.

ARTICLE 3 MEMBERSHIP

In accordance with RCW 67.28.1817, the Committee consists of two members who are representatives of businesses required to collect lodging tax, and at least two members who are persons involved in activities authorized to be funded by revenue received under this chapter, and one member shall be an elected official (Commissioner) of the County who shall serve as Chair of the Committee.

Committee members that are representatives are appointed by the Clallam County Board of Commissioners for three year terms, with no term limits. A member may request that an alternate be appointed to attend in their absence.

The LTAC may recommend to the Clallam County Board of Commissioners the removal of an LTAC member for inefficiency, neglect of duty, or malfeasance in office. The LTAC may consider three consecutive absences from the scheduled meetings of the committee as neglect of duty.

ARTICLE 4 OFFICERS

In accordance with RCW 67.28.1817, the Clallam County Commissioner appointed to serve on the LTAC, shall serve as Chair. Typically at its first meeting of the calendar year, the Committee will elect officers for Vice-Chair and Secretary. Nomination of officers may be made from the floor on the day of election; voting will be by show of hands or acclamation. Election of any officer requires a the presence of a quorum of members, as described in Article 5 of these by-laws. In the event of a vacancy or absence of the elected Chair, the Vice-Chair will automatically succeed to the Chair. A vacancy occurring in the office of Chair or Vice-Chair is filled by election, as defined above, to serve for the unexpired portion of the term. The Chair is responsible for appointing subcommittees and to conduct business of the LTAC.

ARTICLE 5 MEETINGS & NOTICES

MEETINGS.

All Committee meetings shall be open to the public in accordance with the Open Public Meetings Act. Meetings are held to consider applications received for funding primarily in the fall during the annual budget period and may schedule meetings in March to review additional funding requests following the determination of the prior year revenue totals, however, meetings may be called as necessary throughout the year. Notice of Meeting for LTAC meetings will be issued to all LTAC members and posted on the Clallam County LTAC website with a twenty-four (24) hour or greater notice.

SUBCOMMITTEE MEETINGS.

Subcommittee meetings may be scheduled as needed. Subcommittee meetings are also open to the public, however, public participation may be limited unless specifically requested or invited by the subcommittee chair.

ATTENDANCE.

To achieve full and proper review of funding applications and development of recommendations, the LTAC requires attendance of its members at all or most of the meetings. Committee members are required to notify the Chair or LTAC staff person of anticipated absence from any meeting as far in advance of the meeting as possible. In the event such notifications indicate a quorum will not be present, the Chair will ordinarily cancel and reschedule the meeting to the next earliest date.

E-PARTICIPATION.

The Hotel/Motel Tax Advisory Committee will utilize electronic participation when there is not sufficient time to call a meeting to hear the presentation and vote in person. Whenever possible, disbursement decisions should be made at a regularly scheduled meeting. When using electronic participation there will be only one issue addressed.

Electronic participation shall include email, fax, telephone, and conference calls. The process for electronic participation will be managed from the Clallam County Commissioners office and any votes received from electronic participation will be recorded in the Clallam County Commissioner's office by the staff member that supports the committee. The simple majority will carry the vote (three of five committee members) and non-response will be viewed as "abstention".

When an electronic participation issue has been circulated, the committee members will have three business days to respond. The votes received for each issue will be read into the minutes of the next regularly scheduled advisory committee meeting.

QUORUM - VOTING.

Three members of the Committee shall constitute a quorum for the conduct of business. Voting shall be by voice vote unless the majority is unclear. In the event that a member is physically absent from a meeting, he or she may participate in a meeting by the use of a conference telephone or similar communications equipment that allow all persons participating in the meeting to hear each other at the same time. Participation by such means shall constitute presence-in-person at a meeting. For voting purposes, no proxies will be allowed.

PARLIAMENTARY PROCEDURE.

Deliberations shall be governed by commonly accepted Parliamentary Rules and Procedures.

ARTICLE 6 LODGING TAX FUND

In accordance with Clallam County Code 5.13.025:

- (1) The Clallam Bay-Sekiu area needs special consideration and a portion of the lodging tax revenue should be distributed to the Clallam Bay-Sekiu Chamber of Commerce in an amount not less than that which is generated by the area.
- (2) The balance of the funds collected should be used to fund a comprehensive professional promotion program to create lodging nights year-round for the unincorporated portion of Clallam County.

Reserves: LTAC will annually review and determine a reasonable fund reserve without diminishing needed funds for tourism. At this time, LTAC has recommended Lodging Tax funds at this time be held in reserve at fifty percent (50%) of the previous year expenditures to allow cash flow for necessary expenditures (operations and spring marketing) until receipt of current year revenues, and to address any circumstances that may arise; the Clallam County Board of Commissioners concurred with this recommendation.

ARTICLE 7 AMENDMENTS

These rules may be amended at any regular meeting by a vote of the majority of the members present, providing there is a quorum. Proposed changes to the Bylaws shall be available to LTAC members for at least seven days before a vote.

Adopted this ___ day of _____, 2016.