



AGENDA

CLALLAM COUNTY LODGING TAX ADVISORY COMMITTEE

223 East 4th Street, Room 160

Port Angeles, Washington

Thursday, October 14, 2021 – 2:30 p.m.

****ATTENTION****

In response to the current pandemic, to promote social distancing, and in compliance with Governor's Proclamation and the recommendation of the Clallam County Health Officer, the Lodging Tax Advisory Committee meetings will be virtual only. The Lodging Tax Advisory Committee strongly encourages public comments to be submitted in writing if possible.

This meeting can be viewed on a live stream at this link: <http://www.clallam.net/features/meetings.html>

If you would like to participate in the meeting via Zoom audio only, call 253-215-8782 and use meeting ID: 875 561 7844 and passcode: 12345

If you would like to participate in the meeting via Zoom video conference, visit <https://zoom.us/j/8755617844> and use meeting ID: 875 561 7844 and passcode: 12345

Public comment and questions can be directed to the Clerk of the Board at 360-417-2256 or agores@co.clallam.wa.us.

I. CALL TO ORDER, ROLL CALL

JOINT MEETING

II. Joint Meeting with Forks

➤ **INTRODUCTION:**

Welcome to the visiting LTAC members from Forks

➤ **INFORMATION SHARING:**

Information sharing from Forks. For the meeting it is requested to have the following information provided:

- Total budget
- Allocations categories
- Vetting process for applications
- How do you measure success
- What is not being accomplished related to tourism that should be funded

CLALLAM COUNTY LTAC BUSINESS MEETING

III. REQUEST FOR MODIFICATIONS/APPROVAL OF AGENDA

IV. APPROVAL OF MINUTES FOR THE MEETINGS ON:

- September 10, 2021

V. PUBLIC COMMENT

VI. BUSINESS

- a. Review of financial LTAC projections for 2021 – Mark Lane
- b. Approval of Request for Proposals Notice for 2022 Hotel/Motel Funding Requests

VII. PUBLIC COMMENT

VIII. ADJOURNMENT

LTAC 2021 meeting dates:

- November 10, 2021
- December 9, 2021

**Lodging Tax Advisory
Committee Meeting
Draft Minutes 9-10-21**



CLALLAM COUNTY LODGING TAX ADVISORY BOARD MINUTES of September 10, 2021

MEETING OF THE LODGING TAX ADVISORY BOARD (LTAC)

Chair Randy Johnson (Clallam County Commissioner and Chair of LTAC) called the meeting to order at 2:30 p.m., Friday, September 10, 2021. Also present were Ryan Malane (Black Ball Ferry Line), Marc Abshire (Port Angeles Chamber of Commerce), Vanessa Fuller (Dungeness River Audubon Center), Donya Alward (Red Lion) and Pamela Dahl (Aramark Properties). Lissy Andros (Forks Chamber of Commerce), Linda Keen (Quillayute River Resort), Lorrie Mittmann (Peninsula Adventure Sports), were absent.

APPROVAL OF AGENDA

ACTION TAKEN: Dahl moved to adopt the agenda as presented, Alward seconded, motion carried

APPROVAL OF MINUTES

- Minutes July 8, 2021

ACTION TAKEN: Fuller moved to approve the minutes as presented, Dahl seconded, motion carried

BUSINESS ITEMS

a. Review of financial LTAC projections for 2021

Johnson provided an update.

b. Review and vote to approve to forward recommendations to the BOCC - "2021 LTAC Funding Request" RFP – Olympic Peninsula Visitor Bureau (OPVB)

Olympic Peninsula Visitors Bureau (OPVB) request of \$50,000

ACTION TAKEN: Fuller moved to approve the request for \$50,000, Abshire seconded, motion carried; Dahl abstained

c. Discussion of funding amount and allocations for 2022

Johnson advised that a press release was issued today for LTAC Funding Application 2022 1st call

Discussions held regarding allocations for 2022. Committee recommends scheduling up to four meetings during the year for allocation of funds.

NEXT MEETING – October 14, 2021 at 2:30 p.m.

ADJOURNMENT

Meeting concluded at 3:05 p.m.

Lodging Tax Advisory Committee

Business Item A

Mark Lane Report

CLALLAM COUNTY
HOTEL/MOTEL TAX--FUND 19925
STATEMENT OF SOURCES, USES AND RESERVES
YTD SEPTEMBER 2021 ACTUALS, REVISED 2021 PROJECTION & 2021 BUDGET WITH 5 YEAR LOOK BACK

	BUDGET	PROJECTIONS	ACTUALS--CURRENT YEAR WITH 5 YEAR LOOK BACK						ACTUALS--YTD PRIOR YEAR	
	2021 ADJUSTED BUDGET (BASED ON CURRENT COMMITMENTS AND BUDGET REVISIONS APPROVED BY BOCC)	PROJECTED YEAR-END 2021--UP 79.6% FOR YEAR --JAN-SEPT ACTUALS UP 119%, OCT- DECEMBER UP 22%	YTD SEPTEMBER 2021	2020	2019	2018	2017	2016	YTD SEPTEMBER 2020	% CHANGE VS PRIOR YEAR
REVENUE (SOURCES OF FUNDING)										
291.31331.00.0030 HOTEL/MOTEL TRANSIENT LODGING TAX	370,000	707,645	510,723	392,878	499,196	481,653	394,239	313,770	232,398	119.8%
291.31331.00.0040 HOTEL/MOTEL LODGING ADDITIONAL TAX	380,000	708,483	510,325	395,680	492,412	436,419	394,191	313,770	232,382	119.6%
291.33121.01.9100 AMERICAN RESCUE PLAN (LOST REVENUE, "KEEP THE LIGHTS ON")	-	- **	-	-	-	-	-	-	-	--
291.33321.01.9100 CARES ACT-COVID-19 RELIEF ("KEEP THE LIGHTS ON")	-	-	-	252,761	-	-	-	-	-	--
291.36700.00.0000 CONTRIBUTIONS AND DONATIONS	-	-	-	-	940	-	-	-	-	--
291.39797.90.0240 TRANSFER FROM OPERATING TRANSFERS OUT	-	-	-	-	-	-	-	-	-	--
TOTAL REVENUE (SOURCES)	750,000	1,416,128	1,021,048	1,041,318	992,548	918,071	788,430	627,540	464,780	119.7%
% CHANGE VS PRIOR YEAR	-28.0%	36.0%	119.7%	4.9%	8.1%	16.4%	25.6%	19.4%		
% CHANGE VS PRIOR YEAR--EXCLUDING CARES	-4.9%	79.6%	119.7%	-20.6%	8.1%	16.4%	25.6%	19.4%		
EXPENDITURES (USES OF FUNDING)										
291.55730.41.0020 PROFESSIONAL SERVICES	-	-	-	-	-	-	-	-	-	--
291.55730.41.0116 CLALLAM BAY-SEKIU CHAMBER OF COMMERCE	12,000	12,000	12,000	20,000	10,086	21,363	22,971	25,760	10,000	20.0%
291.55730.41.0117 CHAMBERS OF COMMERCE	-	-	195	1,567	2,972	1,822	1,822	822	567	-65.6%
291.55730.41.0121 OLYMPIC PENINSULA VISITOR BUREAU	508,333	508,333	383,333	591,667	514,167	527,500	391,667	486,500	441,667	-13.2%
291.55730.41.5110 PARKS/FAIR/FACILITIES	39,000	39,000	-	25,947	24,025	28,596	30,000	30,000	-	--
291.55730.41.5120 PUBLIC WORKS	150,000	150,000	-	250,000	220,000	-	105,000	-	250,000	-100%
291.55730.41.5130 SHERIFF	-	-	-	-	-	-	-	5,000	-	--
291.55730.41.0118 FEIRO MARINE LIFE CENTER	-	-	-	-	-	50,000	54,000	-	-	--
291.55730.49.0036 SEQUIM PICKLERS	-	-	-	-	-	-	34,000	-	-	--
291.55730.49.0056 PENINSULA AREA PUBLIC ACCESS	-	-	-	-	-	-	33,000	-	-	--
291.55730.49.0151 DUNGENESS RIVER AUDUBON CENTER	-	-	-	-	-	-	69,710	-	-	--
291.55730.49.0155 NOR'WESTER ROTARY CLUB/FOUNDATION	-	-	-	-	5,000	-	-	-	-	--
291.55730.49.0160 PA CHAMBER OF COMMERCE	35,000	35,000	35,000	-	35,000	-	-	-	-	--
291.55730.49.0161 NEAH BAY CHAMBER OF COMMERCE	-	-	-	-	25,700	-	-	-	-	--
291.55730.49.0162 FORKS CHAMBER OF COMMERCE	40,000	40,000	40,000	-	-	-	-	-	-	--
291.55730.49.0170 PORT ANGELES MARATHON ASSOCIATION	12,500	12,500	12,500	-	-	-	-	-	-	--
291.55730.49.0175 LINCOLN PARK BMX ASSOCIATION	100,000	100,000	100,000	-	-	-	-	-	-	--
291.55730.49.0180 JUAN DE FUCA FESTIVAL	10,000	10,000	10,000	-	-	-	-	-	-	--
291.55730.49.0185 FORKS TIMBER MUSEUM	67,142	67,142	67,142	-	-	-	-	-	-	--
291.55730.49.0230 UNANTICIPATED PROJECTS (INCLUDES \$215K PLACEHOLDER FOR "KEEP THE LIGHTS ON" ROUND 4 (\$107,842 PAID YTD) & \$37.7K ADDITL FUNDING COMMITTED)	145,559	145,559	107,842	252,761	-	-	-	-	229,629	-53%
291.55730.51.0050 WASHINGTON STATE PATROL	-	-	-	-	-	5,290	4,831	-	-	--
TOTAL EXPENDITURES (USES)	1,119,534	1,119,534	768,012	1,141,942	836,950	634,571	747,001	548,082	931,863	-17.6%
EXCESS OF REVENUE(SOURCES) OVER EXPENDITURES(USES)	(369,534)	296,594	253,036	(100,624)	155,598	283,501	41,430	79,458	(467,083)	-154.2%
ENDING FUND BALANCE/RESERVES	580,999	1,247,127	1,203,569	950,533	1,051,157	895,559	612,058	570,628	584,074	106.1%

CLALLAM COUNTY
HOTEL/MOTEL TAX--FUND 19925
2021 TAX REVENUE REFORECAST

	January	February	March 2021	April 2021	May 2021	June 2021	July 2021	August	September	October	November	December	
	2021 Actual	2021 Actual	Actual	Actual	Actual	Actual	Actual	2021 Actual	Projected	Projected	Projected	Projected	2021 Projected
Hotel/Motel Transient Lodging Tax	20,937	25,973	36,841	35,692	57,270	65,013	75,778	96,978	96,241	86,105	86,023	24,794	707,645
Hotel/Motel Transient Lodging Additional	20,298	26,692	36,892	35,692	57,270	65,013	75,778	96,714	95,977	86,105	63,151	48,902	708,483
TOTAL HOTEL/MOTEL TAX REVENUE	41,234	52,665	73,733	71,384	114,540	130,026	151,555	193,692	192,218	172,210	149,174	73,696	1,416,128
YOY % CHANGE--MONTH	26.7%	39.7%	81.3%	79.7%	1721.2%	5814.2%	251.5%	89.1%	20.1%	30.0%	20.0%	10.0%	79.6%
YOY % CHANGE--CUMULATIVE	26.7%	33.7%	51.1%	58.6%	125.3%	203.9%	214.0%	172.0%	119.7%	99.8%	86.0%	79.6%	79.6%

ORIGINAL BUDGET SCENARIO 1--UP 13.6% FOR YEAR (JAN-APRIL ACTUALS UP 58.6%, MAY-DECEMBER ASSUME BUDGET (%s BELOW REFLECT 60 DAY LAG BETWEEN ACTIVITY AND TAX COLLECTION)													
YOY % CHANGE	26.7%	39.7%	81.3%	79.7%	1721.2%	1971.9%	62.1%	-0.4%	-26.3%	-8.4%	-15.6%	-24.1%	13.6%
% of 2019 to Reflect COVID Recovery	195.8%	122.3%	198.0%	247.8%	69.7%	70.0%	74.4%	75.6%	75.2%	79.3%	80.0%	80.0%	90.3%
TAX REVENUE	41,234	52,665	73,733	71,384	43,956	45,551	69,887	102,086	117,928	121,315	104,894	50,871	895,504

SCENARIO 2--UP 79.6% FOR YEAR --JAN-SEPT ACTUALS UP 120%, OCT-DECEMBER UP 22%													
YOY % CHANGE	26.7%	39.7%	81.3%	79.7%	1721.2%	5814.2%	251.5%	89.1%	20.1%	30.0%	20.0%	10.0%	79.6%
% of 2019 to Reflect COVID Recovery	196%	122%	198%	248%	182%	200%	161%	143%	123%	113%	114%	116%	142.8%
TAX REVENUE	41,234	52,665	73,733	71,384	114,540	130,026	151,555	193,692	192,218	172,210	149,174	73,696	1,416,128

Lodging Tax Advisory Committee

Business Item B

Requests for Proposals



Board of Clallam County Commissioners

RANDY JOHNSON, District 2
Chair, Lodging Tax Advisory Committee

223 East 4th Street, Suite 4
Port Angeles, WA 98362-3015
360.417.2233 Fax: 360.417.2493
E-mail: commissioners@co.clallam.wa.us

October 14, 2021

PRESS RELEASE **For Immediate Release**

CLALLAM COUNTY LODGING TAX FUNDING APPLICATION 2022 (1st call)

October 14, 2021 – The Lodging Tax Advisory Committee announces a 1st call opportunity for business grants for large-scale events, projects, or infrastructure improvements from monies received from a consumer tax on lodging. Clallam County's Lodging Tax Fund will be the primary source of County funding for activities, operations, and expenditures designed to increase tourism in the unincorporated areas. Applications may be submitted by any non-profit entity, any public entity, or any group of eligible organizations (RCW 67.28).

How to Apply or Additional Information

Interested citizens are invited to contact the Clallam County Board of Commissioners' Office at 360.417.2256, agores@co.clallam.wa.us, or online at <http://www.clallam.net/bocc/LodgingTaxAdvisoryCommittee.html> to obtain an application.

Applications/requests must be received at 223 East 4th Street, Room 150, Port Angeles, Washington by 12 p.m., Monday, November 1, 2021.

Loni Gores, Clerk
Lodging Tax Advisory Committee

REQUEST FOR 2022 LODGING TAX FUNDING APPLICATIONS (1st call)

CLALLAM COUNTY BOARD OF COMMISSIONERS LODGING TAX ADVISORY COMMITTEE

The Lodging Tax Advisory Committee announces a 1st call opportunity for business grants for large-scale events, projects, or infrastructure improvements from monies received from a consumer tax on lodging. Clallam County's Lodging Tax Fund will be the primary source of County funding for activities, operations, and expenditures designed to increase tourism in the unincorporated areas. Applications may be submitted by any non-profit entity, any public entity, or any group of eligible organizations (RCW 67.28).

Applications will be received at 223 East 4th Street, Room 150, Port Angeles, Washington until 12 p.m., Monday, November 1, 2021.

The sealed applications must be clearly marked on the outside of the envelope, "**2022 Lodging Tax Funding Applications (1st call)**". Address applications to: Clallam County Lodging Tax Advisory Committee – Commissioners Office, 223 East 4th Street, Suite 4, Port Angeles, Washington 98362 or hand-deliver to 223 East 4th Street, Room 150, Port Angeles, Washington. Drop applications in drop box no later than 12 p.m., Monday, November 1, 2021. Applications delivered to other offices and received late by the Commissioners' Office will not be considered nor will ones received by facsimile or e-mail. Submittals made in an incorrect format will not be considered.

A current applications may be obtained Monday through Friday, 8 a.m. to 4:30 p.m., from:

Loni Gores, Clerk of the Board
Clallam County Board of Commissioners
223 East Fourth Street, Suite 4
Port Angeles, WA 98362
agores@co.clallam.wa.us or 360.417.2256 or
<http://www.clallam.net/bocc/LodgingTaxAdvisoryCommittee.html>

Clallam County hereby notifies all that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined in Title VI of the Civil Rights Act of 1964 at 49 CFR Part 23 will be afforded full opportunity to submit proposals in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award.

PASSED THIS fourteenth day of October 2021

ATTEST:

Lodging Tax Advisory Committee

Loni Gores, CMC, Clerk of the Board

Randy Johnson, LTAC Chair

Publish: October 18, 22 and 24

Bill: Board of Commissioners – Lodging Tax Advisory Committee



LODGING TAX FUNDING APPLICATION 2022

GUIDELINES

Clallam County lodging tax paid by visitors 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.

This application is for applicable large-scale events, projects or infrastructure improvements only. Minimum grant is \$5,000.

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-Related Facility owned or operated by Non-Profit Organization

_____ Operation and/or Capital Expenditure 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:
- If awarded, my organization intends to enter into a contract with Clallam County, and meet all specified requirements of that contract.
- 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

LODGING TAX APPLICATION – REQUIRED SUPPLEMENTAL QUESTIONS

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

1. How will the project/program help increase the number of people traveling to Clallam County for business or pleasure on a trip?

2. How will the project/program help increase paid overnight accommodations in Clallam County?

3. How will the project/program encourage visitors to come from a distance greater than 50 miles, either for the day or for an overnight visit? If so, please describe how.

4. How will the project/program encourage visitors to come from another country or state?

5. If the project/program is an event, please provide the name, date(s) and estimated attendance.

6. 2021 Tourism-Impact Estimate

(Actual must be completed by applicants who had a Clallam County Lodging Tax Contract in 2021)

State law governing the distribution of lodging tax funds requires they be used primarily to encourage visitors from out of the area, so do your best!

As a direct result of your proposed tourism-related service, please provide:	2022 Estimate	2021 Actual	Methodology
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.			

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 the event/activity/facility will help 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? _____%

14. Please describe your plans for securing the remainder of the funds necessary to complete your event/activity/facility.

APPLICATION INSTRUCTIONS – GENERAL GUIDELINES

APPLICATION DEADLINE: Applications must be received at the Board of County Commissioner's Office, 223 East 4th Street, Suite 4, Port Angeles WA 98362-3015 (Clallam County Courthouse, main level, Room 150) until **12 p.m., Monday, November 1, 2021**.

The Clallam County Lodging Tax Advisory Committee (LTAC) will review 2022 Lodging Tax funding proposals in a public meeting as determined at the Clallam County Courthouse, Commissioner's Boardroom 160. Applicants will be notified and attendance by the applicant's representative is required for presentation and questions. Following review, LTAC will forward its recommendation to the Board of County Commissioners.

APPLICATION, SUPPLEMENTAL QUESTIONS, INFORMATION SUBMITTAL:

Submit the **original application and two copies to:**

Clallam County Lodging Tax Advisory Committee
Board of Commissioner's Office
223 East 4th Street, Suite 4
Port Angeles WA 98362-3015

All copies need to be single sided and not stapled and no folders. All brochures must be printed on 8.5 x 11 letter size paper to be accepted. Documents delivered to other offices and received late by the Commissioners' Office will not be considered nor will ones received by facsimile or e-mail. Submittals made in an incorrect format will not be considered.

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. Brochures/information must to be printed on 8.5 x 11 sized paper, single sided and not stapled copies to be accepted.

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 paid by visitors 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 in the unincorporated areas. Applications may be submitted by any non-profit entity, any public entity, or any group of eligible organizations (RCW 67.28).

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 visitors;
- 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/operated 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 visitors;
- Developing strategies to expand tourism;
- Operating tourism promotion agencies; and
- Funding the marketing or operation of special events and festivals designed to attract visitors.

HIGH PRIORITY may be given to tourism activities that:

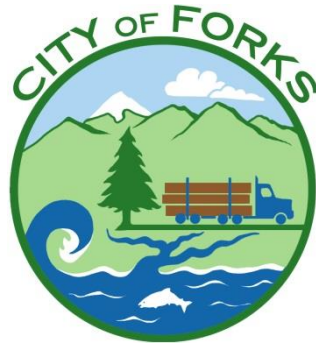
- Have a demonstrated potential or high potential from the Committee's perspective to result in overnight stays by visitors in lodging establishments for projected non peak periods within unincorporated Clallam County.
- Promote Clallam County events, activities, and places in the unincorporated area of Clallam County to potential visitors 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, 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 County's Finance Director.
- 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.

City of Forks



Lodging Tax Process & Budget

- 
- Only municipalities with a population of 5,000 or more are required to establish a lodging tax advisory committee per RCW 67.28.1817.
 - The mayor and city council fulfill the responsibilities of the LTAC within the city's annual budget process.
 - We start the process by publishing a Notice of Funding Availability every August in the Forks Forum.

CITY OF FORKS NOTICE OF FUNDING AVAILABILITY LODGING TAX FUND

The City of Forks hereby announces that applications will be accepted from public and non-profit agencies for projects that assist tourism development and promotion in the City. This program is funded through the taxes collected on overnight lodging in the City of Forks. The City will award funds on a competitive basis to eligible applicants with the demonstrated ability to complete their projects between January 1, 2022 and December 31, 2022.

Applications are available on the City's website at www.forkswashington.org or by contacting the City Clerk/Treasurer, 500 East Division Street, Forks, WA 98331. (360-374-5412 ext. 240). Completed applications are due to the Clerk/Treasurer by 5:00 p.m. on September 24, 2021. No applications received after that date and time will be considered for funding.

Applicants will be required to provide estimates of potential economic impact and include a brief description of how the estimates were calculated. Successful applicants will be required to enter into a contract with the City to provide reimbursement of costs after the service is rendered and paid, and a signed request for reimbursement has been submitted to the City. They may also be required to provide liability insurance for the duration of the contract, naming the City as additional insured in an amount determined by the City. Successful applicants will also be required to submit a post-event report to include actual attendance numbers and other information as may be required by the Washington State Joint Legislative Audit and Review Committee.

AUTHORIZED PROJECTS

The revenues received from the City's Lodging Tax Fund may be used for the following purposes:

- Paying all or any part of the cost of tourism promotion.
- Marketing and operations of special events and festivals designed to attract tourists.
- Supporting the operations and capital expenditures of tourism related facilities in which the City has an ownership interest, or facilities owned by nonprofit organizations.
- Funding general economic development projects that may increase tourism.
- Funding of a multi-jurisdictional tourism related facility.

The permitted uses according to the State Legislation authorizing the imposition of this tax-supported program are more fully explained in RCW 67.28.1815, 67.28.1816 and the definitions portion in RCW 67.28.080.

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- Applications are reviewed by the Clerk/Treasurer for completeness: signed application, budget, SOS non-profit registration, list of board members.
 - Mayor then reviews applications and makes award recommendations. City council finalizes the award amounts.
 - Applicants are encouraged to make a presentation to city council at a budget workshop in November.

CITY OF FORKS
2021 LODGING TAX REQUESTS

	PAGE NUMBER	2019 ACTUAL	2020 REQUESTS	2020 BUDGET	2020 ESTIMATED*	2021 REQUESTS	2021 MAYOR'S RECOMMENDED BUDGET	2021 APPROVED BUDGET
CITY OF FORKS DOWNTOWN SANICAN		\$ -	\$ 2,115	\$ 2,800	\$ 1,840	\$ 2,000	\$ 2,000	\$ 2,000
CITY OF FORKS SPORT FISHING POLICY ADVOCACY		\$ 7,108	\$ 7,500	\$ 7,500	\$ 3,600	\$ 6,500	\$ 5,000	\$ 5,000
FORKS CHAMBER OF COMMERCE - VIC	L3	\$ 110,000	\$ 115,000	\$ 115,000	\$ 95,000	\$ 128,000	\$ 115,200	\$ 115,200
FORKS CHAMBER OF COMMERCE - FTF FESTIVAL	L13	\$ 19,000	\$ 22,000	\$ 22,000	\$ 13,306	\$ 22,000	\$ 19,800	\$ 19,800
FORKS CHAMBER OF COMMERCE - FTF COLLECTION*	L28	\$ 14,000	\$ 14,000	\$ 14,000	\$ 14,000	\$ 14,000	\$ 14,000	\$ 14,000
FORKS MERCHANTS COED SOFTBALL		\$ 2,000	\$ 2,500	\$ 2,500	\$ -	\$ -	\$ -	\$ -
FORKS OLD FASHIONED 4TH OF JULY - CITY EXPENSES		\$ 2,612	\$ 4,000	\$ 4,000	\$ -	\$ 4,000	\$ 3,500	\$ 3,500
FORKS TIMBER MUSEUM	L39	\$ 26,000	\$ 34,000	\$ 34,000	\$ 34,000	\$ 35,000	\$ 31,500	\$ 31,500
PIECEMAKERS QUILT CLUB		\$ 6,984	\$ 12,400	\$ 12,400	\$ 12,073	\$ -	\$ -	\$ -
RAINCON	L53		\$ 1,200	\$ 1,200	\$ -	\$ 2,000	\$ 1,800	\$ 1,800
RAINFOREST COUNCIL FOR THE ARTS	L60	\$ 1,200	\$ 1,600	\$ 1,600	\$ -	\$ 1,400	\$ 1,400	\$ 1,400
RAIN OF TERROR HAUNTED HOUSE	L66		\$ 5,000	\$ 5,000	\$ -	\$ 10,000	\$ 8,000	\$ 8,000
VFW - GOLD STAR MEMORIAL		\$ 6,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
WEST END THUNDER	L72	\$ 13,000	\$ 9,800	\$ 15,000	\$ 13,000	\$ 5,500	\$ 5,500	\$ 5,500
WE YOUTH LEAGUE - NATE CRIPPEN TOURNAMENT	L77	\$ 3,400	\$ 3,400	\$ 3,400	\$ -	\$ 4,000	\$ 3,600	\$ 3,600
INSURANCE COSTS VIC/MUSEUM		\$ 2,680	\$ 3,300	\$ 3,300	\$ 3,237	\$ 3,724	\$ 3,724	\$ 3,724
WATER - VIC/MUSEUM		\$ 407	\$ 500	\$ 500	\$ 330	\$ 350	\$ 350	\$ 350
ADVERTISING (Notice of Funding Availability)		\$ 154	\$ 180	\$ 180	\$ 120	\$ 200	\$ 150	\$ 150
RAINFOREST ARTS CENTER		\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000
TRANSIT CENTER POLICE DEPARTMENT OUTPOST		\$ -	\$ -	\$ -	\$ -	\$ 6,000		\$ 6,000
MISCELLANEOUS (flower baskets, park cameras)		\$ 2,704	\$ 6,500	\$ 6,620	\$ 1,800	\$ 4,026	\$ 4,976	\$ 4,976
		\$ 220,249	\$ 247,995	\$ 254,000	\$ 195,306	\$ 251,700	\$ 223,500	\$ 229,500

CITY OF FORKS
2022 LODGING TAX REQUESTS

	PAGE NUMBER	2020 ACTUAL	2021 REQUESTS	2021 BUDGET	2021 ESTIMATED	2022 REQUESTS	2022 MAYOR'S RECOMMENDED BUDGET	2022 APPROVED BUDGET
CITY OF FORKS DOWNTOWN SANICAN		\$ 1,840	\$ 2,000	\$ 2,000	\$ 1,500	\$ 1,800	\$ -	\$ -
CITY OF FORKS SPORT FISHING POLICY ADVOCACY		\$ 3,531	\$ 6,500	\$ 5,000	\$ -	\$ 5,000	\$ -	\$ -
FORKS CHAMBER OF COMMERCE - VIC		\$ 94,761	\$ 128,000	\$ 115,200	\$ 115,200	\$ 135,000	\$ -	\$ -
FORKS CHAMBER OF COMMERCE - FTF FESTIVAL		\$ 13,306	\$ 22,000	\$ 19,800	\$ 19,800	\$ 25,000	\$ -	\$ -
FORKS CHAMBER OF COMMERCE - FTF COLLECTION*		\$ 14,000	\$ 14,000	\$ 14,000	\$ 14,000	\$ 15,000	\$ -	\$ -
FORKS LIONS CLUB		\$ -	\$ -	\$ -	\$ -	\$ 10,550		
FORKS MERCHANTS COED SOFTBALL		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
FORKS OLD FASHIONED 4TH OF JULY - CITY EXPENSES		\$ 281	\$ 4,000	\$ 3,500	\$ 7,237	\$ 7,500	\$ -	\$ -
FORKS TIMBER MUSEUM		\$ 34,000	\$ 35,000	\$ 31,500	\$ 31,500	\$ 35,000	\$ -	\$ -
PIECEMAKERS QUILT CLUB		\$ 12,058	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
RAINCON		\$ -	\$ 2,000	\$ 1,800	\$ -	\$ 2,000	\$ -	\$ -
RAINFOREST COUNCIL FOR THE ARTS		\$ -	\$ 1,400	\$ 1,400	\$ 1,400	\$ 1,400	\$ -	\$ -
RAIN OF TERROR HAUNTED HOUSE		\$ -	\$ 10,000	\$ 8,000	\$ 8,000	\$ 20,000	\$ -	\$ -
WEST END THUNDER		\$ 13,034	\$ 5,500	\$ 5,500	\$ 5,500	\$ 11,500	\$ -	\$ -
WE YOUTH LEAGUE - NATE CRIPPEN TOURNAMENT		\$ -	\$ 4,000	\$ 3,600	\$ -	\$ 4,000	\$ -	\$ -
INSURANCE COSTS VIC/MUSEUM		\$ 3,237	\$ 3,724	\$ 3,723	\$ 3,853	\$ 4,408	\$ -	\$ -
WATER - VIC/MUSEUM		\$ 328	\$ 350	\$ 350	\$ 350	\$ 370	\$ -	\$ -
ADVERTISING (Notice of Funding Availability)		\$ 120	\$ 200	\$ 150	\$ 150	\$ 150	\$ -	\$ -
RAINFOREST ARTS CENTER		\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ -	\$ -
TRANSIT CENTER POLICE DEPARTMENT OUTPOST		\$ -	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ -	\$ -
MISCELLANEOUS (flower baskets, park cameras, etc.)		\$ 1,570	\$ 4,026	\$ 4,977	\$ 2,000	\$ 2,500	\$ -	\$ -
		\$ 195,066	\$ 251,700	\$ 229,500	\$ 219,490	\$ 290,178	\$ -	\$ -

2019								
Month Collected	Month Received	Lodging Tax	YTD	% Change Month	% Change Year			
November	January	\$8,841.54	\$8,841.54	11.71	11.71	Beginning Fund Balance		355,105
December	February	\$6,178.36	\$15,019.90	-15.26	-1.22	2019 Revenue*		260,709
January	March	\$8,335.22	\$23,355.12	28.00	7.54	2019 Expenditures		-220,249
February	April	\$11,118.42	\$34,473.54	18.47	10.84	Ending Fund Balance		395,565
March	May	\$11,925.56	\$46,399.10	-14.13	3.13			
April	June	\$16,154.91	\$62,554.01	39.38	10.56	*Includes Interest		
May	July	\$26,893.64	\$89,447.65	38.74	17.75	6,980		
June	August	\$33,349.29	\$122,796.94	26.03	19.89			
July	September	\$41,329.82	\$164,126.76	10.42	17.36			
August	October	\$42,993.27	\$207,120.03	34.39	20.53			30,000
September	November	\$30,125.36	\$237,245.39	14.52	19.73			23,000
October	December	\$16,484.04	\$253,729.43	23.38	19.96			14,000
								Estimates
								Ave of 3 PY
2020								
Month Collected	Month Received	Lodging Tax	YTD	% Change Month	% Change Year			
November	January	\$9,609.28	\$9,609.28	8.68	8.68	Beginning Fund Balance		395,565
December	February	\$7,984.88	\$17,594.16	29.24	17.14	2020 Revenue*		201,248
January	March	\$8,996.30	\$26,590.46	7.93	13.85	2020 Expenditures		-195,065
February	April	\$8,947.36	\$35,537.82	-19.53	3.09	Ending Fund Balance		401,748
March	May	\$8,756.91	\$44,294.73	-26.57	-4.54			
April	June	\$648.59	\$44,943.32	-95.99	-28.15	*Includes Interest		
May	July	\$7,845.14	\$52,788.46	-70.83	-40.98	3,139		
June	August	\$17,587.44	\$70,375.90	-47.26	-42.69			
July	September	\$33,530.16	\$103,906.06	-18.87	-36.69			
August	October	\$42,082.24	\$145,988.30	-2.12	-29.52			29,750
September	November	\$30,870.12	\$176,858.42	2.47	-25.45			23,800
October	December	\$21,251.12	\$198,109.54	28.92	-21.92			11,900
								Estimates
								Ave of 3 PY
2021								
Month Collected	Month Received	Lodging Tax	YTD	% Change Month	% Change Year			
November	January	\$11,870.47	\$11,870.47	23.53	23.53	Beginning Fund Balance		401,748
December	February	\$9,868.20	\$21,738.67	23.59	23.56	Estimated 2021 Rev.*		328,966
January	March	\$13,837.32	\$35,575.99	53.81	33.79	Estimated 2021 Exp.		-219,500
February	April	\$13,862.82	\$49,438.81	54.94	39.12	Ending Fund Balance		511,214
March	May	\$27,560.75	\$76,999.56	214.73	73.83			
April	June	\$29,628.50	\$106,628.06	4468.14	137.25	*Includes Interest		
May	July	\$35,278.02	\$141,906.08	349.68	168.82	1,000		
June	August	\$49,920.41	\$191,826.49	183.84	172.57			
July	September	\$51,139.37	\$242,965.86	52.52	133.83			
August	October	\$39,000.00	\$281,965.86	-7.32	93.14			39,000
September	November	\$29,000.00	\$310,965.86	-6.06	75.83			29,000
October	December	\$17,000.00	\$327,965.86	-20.00	65.55			17,000
								Estimates
				=Estimate				Ave of 3 PY

City of Forks Lodging Tax Receipts

