



BUSINESS OF THE CITY COUNCIL CITY OF SNOQUALMIE

AB23-138
December 11, 2023
Consent Agenda

AGENDA BILL INFORMATION

TITLE:	AB23-138: Recommendation for Lodging Taxes 2024 Allocation	☐ Discussion Only
PROPOSED ACTION:	Approve LTAC Funding Recommendations	☒ Action Needed: ☒ Motion ☐ Ordinance ☐ Resolution

REVIEW:	Department Director	Emily Arteche	11/21/2023
	Finance	Janna Walker	11/22/2022
	Legal	David Linehan	11/23/2022
	City Administrator	Mike Chambless	11/28/2023

DEPARTMENT:	Community Development		
STAFF:	Nicole Wiebe, Community Liaison		
COMMITTEE:	Finance & Administration	COMMITTEE DATE: December 5, 2023	
EXHIBITS:	1. Memo of Recommendation		

AMOUNT OF EXPENDITURE	\$ 175,000
AMOUNT BUDGETED	\$ 350,000
APPROPRIATION REQUESTED	\$ 0

SUMMARY

INTRODUCTION

The Lodging Tax Fund Advisory Committee (LTAC) is responsible for requesting, receiving, and evaluating applications requesting funds for tourism-related programs in Snoqualmie; determining eligibility of the applicants; and providing a recommendation of hotel/motel tax allocations to the City Council.

BACKGROUND

The City of Snoqualmie Lodging Tax Fund Advisory Committee (LTAC) was established in January of 2005 by Ordinance 948 in accordance with RCW 67.28. The committee is responsible for requesting, receiving, and evaluating applications; determining eligibility and value of the applications; and providing a recommendation of lodging tax allocations to the City Council.

ANALYSIS

LTAC reviewed the twelve applications submitted for funding and ten applicants were chosen for recommended allocation, as outlined in the memo.

BUDGET IMPACTS

Administration recommends approving LTAC's 2024 proposal for allocations in the amount of \$175,000. To date, \$47,341 has been spent against the \$350,000 Hotel-Motel Tax Fund (#110) biennial budget appropriation and \$127,658 encumbered. Therefore, \$175,000 remains available in budget appropriation for 2024 allocations. Once accounting for the 2024 allocations in the current agenda bill, Fund #110 will have no remaining budget. Therefore, sufficient appropriation exists within the current 2023-2024 Biennial Budget (Hotel-Motel Tax Fund (#110) to fund the 2024 allocations.

Hotel-Motel Tax Fund

2023-2024 Amended Biennial Budget		
Beginning Budget	\$	350,000
Expenditures	\$	(47,341)
Outstanding Contract Value	\$	(127,659)
Current Available Budget	\$	175,000
2024 LTAC Proposal	\$	(175,000)
Available Budget after LTAC Proposal	\$	-

NEXT STEPS

12/4/23: Finance and Administration Committee review and approve to move forward at the December 11, 2023, City Council consent agenda.

PROPOSED ACTION

Move to approve Lodging Tax Advisory Committee 2024 Funding Recommendations.