



CITY OF
BAINBRIDGE ISLAND

Lodging Tax Advisory Committee
Friday, October 6, 2023
3:00-4:00 PM
Orientation Meeting
Council Conference Room
+Zoom Webinar

The Lodging Tax Advisory Committee will hold this meeting
in person and using a virtual Zoom webinar platform.
Members of the public will be able to attend in person at City Hall or on Zoom.

Please click the link below to join the webinar:

<https://bainbridgewa.zoom.us/j/87691520675>

Telephone: 1-253-215-8782

Webinar ID: 876 9152 0675

Agenda

Members	Emma Anderson Shannon Fitzgerald	Debra Ruzinsky Corinne Wolffe
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Liaisons	Mayor Fantroy-Johnson (Chair/Voting) Councilmember Moriwaki (Non-Voting)
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Meeting Goal

- LTAC members agree on approach to initial proposal review

Call to Order / Approve Agenda / Conflict of Interest Disclosure
3:00 PM

Member Introductions

Review 2024 Lodging Tax Funding Grant Review Process

Upcoming Meetings

- _____, _____ (generally, 2 hours) – Review Applications/Formulate Questions for Applicants
- _____, _____ (generally, 3 hours +/-) – Presentations
- _____, _____ (generally, 2 hours) – Funding Deliberations and Recommendations

Adjourn
4:00 PM

Proposed 2023 Timeline – LTAC Award Cycle for 2024 Funding

Intake & Review of Proposals:		
Mon Oct 2 (4 pm)	Deadline to submit 2024 LTAC proposals	Staff
Week of Oct 2	Post applications online / Share w/LTAC & Liaisons	Staff
Fri., Oct 6 3 – 4 pm	Orientation – 1 hour (+/-) – in person/Zoom	LTAC/Liaisons
_____	Application Review – 1 hour – in person/Zoom	LTAC/Liaisons
Fri., Oct 20 1 - 4 pm	Presentations – 2-3 hours – in person/no Zoom(?) <ul style="list-style-type: none"> • Will we allow PowerPoint presentations? • 5 min presentation/5 min Q&A/5 min between? 	LTAC/Liaisons
Tentative: Oct. 23 between 1 & 4 pm	Develop Funding Recommendations – 2 hours	LTAC/Liaisons
Tues Nov 28 (latest)	Consider LTAC funding recommendations	City Council
Dec	Notify applicants of award results	Staff
Dec	Draft agreements for 2023 recipients	Staff

Meeting one: Orientation

Introductions (all)

Being on a City committee (Mayor Fantroy Johnson)

❖ Open Public Meetings Act –

Washington’s open public meeting laws requires:

1. Notice must be provided for all meetings
2. Meetings must be open to the public with an option for in-person attendance; and
3. Minutes must be created for each meeting.

A “meeting” is defined to include not only formally scheduled gatherings of the LTAC, but also any occasion where a “quorum” (a majority) of the LTAC come together and discuss committee issues.

Meetings can happen by email, as well as in person.

It is important that a quorum of committee members avoid deliberating about committee work via email or in informal “side meetings or gatherings” which have not been legally noticed, as these actions may be in violation of open meetings laws.

All meetings in the LTAC process are open public meetings and will be held in City Hall.

Proposed 2023 Timeline – LTAC Award Cycle for 2024 Funding

❖ Public Records Act –

The Public Records Act (PRA) requires that all public records maintained by state and local agencies be made available to all members of the public, with very narrow statutory exemptions. A public record is defined in RCW 42.56.010(3) as any writing that is prepared, owned, used, or retained by any state or local government agency, and which contains information that relates to the conduct of government, or the performance of any governmental or proprietary function.

The term “writing” is broadly defined to include not only traditional written records, but also photos, maps, videos, voicemails, webpage and social media content, emails, text messages and tweets (RCW 42.56.010(4)). The state Attorney General’s Office has produced a helpful flowchart: When is a “Writing” a “Public Record” under the Public Records Act? Based on this flowchart, all LTAC member-created “writings” such as meeting notes and scoring matrices are public records and must be retained.

More details about the Public Records Act are available on the MRSC site: <https://mrsc.org/explore-topics/legal/open-government/public-records-act/public-records-act-basics>

❖ City email

Every LTAC member has a City email to use while conducting LTAC- related business. Personal email should not be used. If emails related to LTAC business are received or sent via your personal email account, forward them to your city email account.

You received an email with instructions about how to use this email. You can access your city email account via the Outlook web app.

Process review (Mayor Fantroy-Johnson)

1. Today’s meeting
2. Review applications and formulate questions
3. Presentations and Q&A by applicant organizations
4. Discussion and development of funding recommendations

New this year – scoring matrix.

Review Matrix

The LTAC will consider the proposals using the guidelines shown in the following table. These guidelines are intended to help the committee members focus on the various criteria as they evaluate each proposal, so that they may fully understand each application and identify any outstanding questions they may have. Other relevant factors, such as availability of funds and compatibility with the community values of the City of Bainbridge Island, will also guide the committee’s work to develop a funding recommendation.

Proposed 2023 Timeline – LTAC Award Cycle for 2024 Funding

Topic	Description	Maximum Score
Goals	Did applicant provide clear project goals? Are measurement approaches clear? Does the proposal clearly tie to increased tourism?	20 points
Impact	How does the proposal increase revenue-generating tourism or improve the tourism experience on Bainbridge Island? What is the expected return on the investment of LTAC funding in this proposal?	25 points
Timing	Does the proposal target off-season tourism?	5 points
Sustainability	Is this organization likely to continue operating throughout 2024 and in future years? Will the City's funds be used wisely and responsibly?	10 points
Support	Does the proposal demonstrate cooperation with other organizations? Does the proposal include matching funds or services?	10 points
Need	Is this an innovative use of LTAC funds?	5 points
Alignment	How well does the proposal align with the goals of COBI LTAC funding and the City's overall priorities including climate, equity and sustainability?	15 points
Capital	Is this proposal a capital project?	10 points