

MOSES LAKE LODGING TAX ADVISORY COMMITTEE

August 31, 2020

A meeting of the Moses Lake Lodging Tax Advisory Committee was called to order at 3:12 p.m. by Chair Eck in the Council Chambers of the Civic Center, 401 S. Balsam, Moses Lake, Washington and was broadcast remotely via Zoom.

ROLL CALL

Present: Chair: Council Member David Eck; Committee Members: Tim Molitor, Richard Hanover, Barry Lawson, and B.J. Garbe. Staff: Finance Director Cindy Jensen, City Clerk Debbie Burke, and City Manager Allison Williams.

NEW BUSINESS

1. Approval of Minutes dated October 17, 2019

Action Taken: Committee Member Lawson moved to approve the minutes, second by Committee Member Molitor. The motion passed unanimously.

2. 2020 Application Status and Budget Review

Finance Director Cindy Jensen provided a summary of the 2019-2020 actual revenue and expense line items on the 2% Hotel/Motel Tax funds with estimated amounts for 2021, a report on 2013-2020 revenues by month, and a report of 2020 application distributions in the amount of \$101,353.89. Two applicants are pending reimbursement and several other events were unable to be held due to the COVID-19 pandemic.

3. 2021 Application Process

The Committee reviewed prior year application guidelines and made minor modifications to meet present application processes.

4. 2021 Application Timeline

Applications will be due by 5:00 p.m. on October 2, 2020. They will be uploaded to the cloud for the committee to review upon receipt.

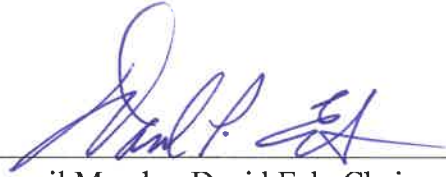
Communications and Reports

The Communications and Marketing Specialist has used funds to get the STR reports, which report 30-days out versus the 2-month reporting lag from the state. Staff will forward reports to Committee Members once they are available.

The next meeting is scheduled for October 8, 2020, at 3:00 p.m. The Committee requested staff contact the applicants and encourage them to attend this meeting in order to answer questions they

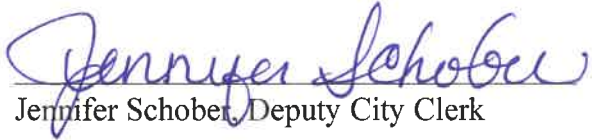
may have on their requests.

The meeting adjourned at 3:40 p.m.

A handwritten signature in blue ink, appearing to read "David P. Eck", written over a horizontal line.

Council Member David Eck, Chair

ATTEST:

A handwritten signature in blue ink, appearing to read "Jennifer Schobert", written over a horizontal line.

Jennifer Schobert, Deputy City Clerk