

## POULSBO DISTRIBUTION SCHEDULE

### RESOLUTION NO. 2013-07

### **SUBJECT: Revising Lodging Tax Advisory Committee Membership**

#### CONFORM AS TO DATES & SIGNATURES

- Filed with the City Clerk: 06/25/2014
- Passed by the City Council: 07/02/2014
- Signature of Mayor
- Signature of City Clerk
- Publication: N/A
- Effective: 07/02/2014
- Correction to error in section numbering: 08/07/14

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Kylie Purves  
City Clerk

August 7, 2014  
Date

**RESOLUTION NO. 2013-07**

A RESOLUTION OF THE CITY OF POULSBO, WASHINGTON, REVISING THE LODGING TAX ADVISORY COMMITTEE MEMBERSHIP AND PROCEDURES AS PROVIDED IN SECTION 67.28.1817 RCW.

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**WHEREAS**, State law at Section 67.28.1817 RCW requires the city to establish a lodging tax advisory committee; and

**WHEREAS**, the city did by Resolution No. 2000-03 established a lodging tax advisory committee; and

**WHEREAS**, that resolution does not comply with current state law, should be repealed and the committee structure and procedures enumerated in new Resolution, now therefore,

**THE CITY COUNCIL OF THE CITY OF POULSBO, WASHINGTON, HEREBY RESOLVES AS FOLLOWS:**

**Section 1. Repeal.**

Resolution 2000-03, Resolution 97-09, Resolution 97-13 and any other prior Lodging Tax Advisory Committee resolutions are hereby repealed.

**Section 2. Lodging Tax Advisory Committee Created.**

**A. Creation.**

There is hereby created a Lodging Tax Advisory Committee (LTAC) to serve the functions prescribed in Chapter 67.28 RCW.

**B. Membership of Lodging Tax Advisory Committee.**

The committee shall consist of at least five members, appointed by the City Council.

- (1) Two members shall be representatives of businesses required to collect tax under Chapter 67.28 RCW;
  - (2) Two members shall be involved in activities authorized to be funded by revenue received under Chapter 67.28 RCW; and
  - (3) One member shall be an elected official of the municipality and who shall serve as chair of the committee.
  - (4) Persons eligible for appointment under (1) of this subsection are not eligible for appointment under (2) of this subsection. Persons who are eligible for appointment under (2) of this subsection are not eligible for appointment under (1) of this subsection.
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**C. Appointment.**

The City Council shall appoint the public members of the committee listed in the preceding section. All members shall serve at the pleasure of the City Council and may be removed at any time, without cause, at their discretion. The Council shall review the membership of the advisory committee each June and make changes as appropriate. Organizations representing business required to collect tax under this chapter, organizations involved in activities authorized to be funded by revenue received under this chapter, and local agencies involved in tourism promotion may submit recommendations for membership on the committee.

**D. Committee Duties.**

The Lodging Tax Advisory Committee will review and make recommendations to the city council regarding:

(1) The Committee shall review and make recommendations to the City Council on any increases in the rate of tax imposed, repeal of any exemption from a tax imposed or a change in the use of revenue received, including allocation of City Lodging tax revenues, pursuant to RCW 67.28.

(2) Upon receiving a proposal for the expenditure of lodging tax funds, the lodging tax advisory committee shall analyze 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-range stability of the fund created for the lodging tax revenues. All proposals for the expenditure of lodging tax funds shall be submitted to the lodging tax advisory committee at least forty-five days prior to the date that the City Council is scheduled to take action on the allocation of such funds. The lodging tax advisory committee shall forward its recommendation to the Council regarding allocation within the forty-five day period, but the failure of the lodging tax advisory committee to forward its recommendation with the required time period shall not preclude the Council from taking final action on the proposals.

**E. Quorum and Voting.**

A quorum of the LTAC shall be a majority of persons currently serving as voting members of the LTAC. A quorum must be present in order for a vote to be taken on a recommendation to go to the City Council. Each voting member is entitled to one vote. Proxy votes are not allowed. All matters establishing policies, recommendations or decisions shall be decided by a majority vote of voting members present.

**F. Compensation.**

The members of the LTAC shall receive no compensation and are not eligible for reimbursement of expenses incidental to service on the LTAC.

**G. Submission of Proposals.**

Applicants must provide information and documents as required in the application form, pursuant to rules and procedures as the Committee from time to time may decide.

Proposals shall be dated and submitted in writing on a form as required by the Committee. Proposal shall be submitted to the Director of Parks and Recreation by the date and time established for submitting applications.

**Section 3. Effective Date.** This Resolution shall take effect immediately upon passage.

RESOLVED this 7<sup>th</sup> day of August 2013.

APPROVED:

  
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MAYOR, REBECCA ERICKSON

ATTEST/AUTHENTICATED:

  
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CITY CLERK, JILL A. BOLTZ CMC

FILED WITH THE CITY CLERK: 07/31/2013  
PASSED BY THE CITY COUNCIL: 08/07/2013  
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