

September 24, 2013

CITY OF NORTH BONNEVILLE
RESOLUTION NUMBER 463

A RESOLUTION OF THE CITY ON NORTH BONNEVILLE, WASHINGTON
AMENDING ADOPTED LODGING TAX POLICIES.

WHEREAS, the City of North Bonneville established formal policies and procedures for expending lodging tax funds in 2011; and

WHEREAS, the Council has determined the present method of reviewing lodging tax funding requests has certain limitations; and

WHEREAS, the City Council is desirous of modifying these lodging tax policies to gain broader public input in the decision making process by establishment of a permanent tourism committee to review these requests; and

NOW THEREFORE BE IT RESOLVED BY THE CITY OF NORTH BONNEVILLE CITY COUNCIL THAT THE CITY OF NORTH BONNEVILLE ADOPTS THE ATTACHED AMENDED LODGING TAX POLICY AND PROCEDURES.

PASSED IN REGULAR SESSION this ~~27th~~ day of August, 2013



Mayor Don Stevens

24th DAY OF SEPTEMBER



ATTEST:



City Clerk

September 24, 2013

This is the City's Lodging Tax Allocation Policy as adopted by the City Council September 24, 2013

City of North Bonneville
Policy and Procedure for Lodging Tax Allocations

The City of North Bonneville accepts proposals from contractors to provide services that will attract visitors to the City. To be considered for funding, proposals must use the funds "...solely for the purpose of paying all or any part of the cost of tourism promotion, acquisition of tourism-related facilities, or tourism-related facilities" (RCW 67.28. 1815).

Tourism promotion is defined in RCW 67.28.080 as "activities and expenditures designed to increase tourism, including but not limited to, advertising, publicizing, or otherwise distributing information for the purpose of attracting and welcoming tourists; developing strategies to expand tourism; operating tourism promotion agencies; and funding marketing of special events and festivals designed to attract tourists."

The City of North Bonneville uses the following process and criteria in allocating Lodging Tax Funds:

- 25% of annual lodging tax revenues will be reserved [set aside] for the eventual construction of a tourism facility.
- An annual estimate shall be made for the cost of City staff time allocated to Lodging Tax Fund activities.
- An annual estimate of revenue shall be made, and the above expense shall be subtracted before estimating revenues available for proposals.
- Allocations should be made only from annual revenues [not fund balances].
- All proposals shall be scored according to the attached scoring sheet [Appendix A]. The Council reserves the right, with input from the advisory committee, to modify the scoring sheet or manner of scoring at any time, provided the new scoring method is consistent with criterion established for allocating these funds.
- The City Council shall have final authority in all decisions.
- Grants shall support activities that will increase tourism, especially overnight stays.
- Activities and events not resulting in overnight stays are acceptable, but must be designed to attract new visitors and encourage repeat visitations.
- Grants shall be directed to those events which generate maximum economic benefit.
- Grants are intended to promote eventual self sufficiency within three [3] years. Ongoing City marketing efforts shall be an exception to this requirement.
- A strong preference shall be accorded to grants that are used to leverage other funding sources.
- Broad tourism promotion efforts will be given higher priority over the marketing of individual festivals, concerts or shows.
- While a portion of grants may be used to benefit region-wide promotion or overhead costs of an organization, grantees must show that the majority of funds will be used for tourism promotion within the City.

All applications will be reviewed and scored by the Lodging Tax Advisory Committee [LTAC]. The LTAC shall receive all applications for lodging tax revenue and recommend a list of candidates and funding levels to the City Council for their final determination. However, the City

does not have to fund the full list as recommended by the LTAC and can choose to make awards in the recommended amounts to all, some or none of the candidates on the list. The City does not have to make all funds available, or award all funds available, each year. Any revenue remaining may be carried over to future funding cycles. .

Grantees must subsequently complete a contract with the City before receiving grant payments. All payments for services will be on a reimbursement basis after services have been received or the grantee has been legally bound to pay a vendor. Grantees shall be considered independent contractors.

Grantees are required to obtain written permission before using the City of North Bonneville Logo.