

2022 Lodging Tax Funds – General Information & Instructions

The City of Enumclaw Lodging Tax Advisory Committee (LTAC) was established by the City Council in accordance with Washington State Law. The committee’s purpose is to advise and recommend to the City Council how excise taxes on lodging should be allocated to support tourism which in turn generates revenue. The committee is comprised of two members to represent businesses required to collect the tax, two members to represent activities authorized to be funded by the tax, and one member from Enumclaw City Council.

Legislation and Application Guidelines:

Components of “tourism promotion” are described in RCW 67.28 as follows:

1. **Tourism** means economic activity resulting from tourists, which may include sales of **overnight lodging**, meals, tours, gifts, or souvenirs.

2. **Tourism promotion** means activities, operations, 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 event/project/programs and festivals designated to attract tourists.

3. **Tourism-related facility** means real or tangible personal property with a usable life of three or more years, or constructed with volunteer labor that is: (a)(i) Owned by a public entity; (ii) owned by a nonprofit organization described under section 501(c)(3) of the federal internal revenue code of 1986, as amended; or (iii) owned by a nonprofit organization described under section 501(c)(6) of the federal internal revenue code of 1986, as amended, a business organization, destination marketing organization, main street organization, lodging association, or chamber of commerce and (b) used to support tourism, performing arts, or to accommodate tourist activities.

In 2007, passage of SSB 5647 expanded the use of lodging tax funds to include paying all or any part of

SUBMITTAL INSTRUCTIONS

the cost of tourism promotion, acquisition of tourism-related facilities, or operation of tourism-related facilities and included a sunset clause provision which expired June 30, 2013. In the 2013 session, the legislature passed HB 1253 which extended all the uses of lodging tax except for funding the **capital expenditures** for tourism-related facilities owned by non-profit organizations.

Please return pages 3-5 of the original application along with (8) copies to:

City of Enumclaw
Attn: Chris Anderson, Finance Director
1339 Griffin Ave.
Enumclaw, WA 98022
(no later than 5:00pm, October 8th, 2021)

Incomplete and/or late applications will not be considered. Applications may not be changed or amended by the applicant after the submission deadline.

Schedule:

Application deadline October 8th, 2021
Funding Recommendation to Council..... October 18, 2021
City Council anticipated approval of LTAC recommendations October 18, 2021

PROJECT MANAGEMENT:

The City of Enumclaw will issue contracts for approved projects, reimburse expenses, and monitor contract compliance. City Staff will act as the coordinator of the Request for Proposals process.

State law required that local jurisdictions that receive Lodging Tax revenues under RCW 67.28.1816 must submit an annual economic impact report. To assist with this reporting requirement, the City of Enumclaw will require that recipients of the City of Enumclaw Lodging Tax funds provide the following information related to the funded event/project/program.

- Estimated number of tourists, persons traveling over 50 miles to the destination;
- Estimated number of persons remaining at the event/project/program overnight;
- Lodging stays generated by the festival or event/project/program;
- Estimated increase in sales (within Enumclaw city limits) attributable to the event/project/program;
- Any other measurement that demonstrates the positive impact of increased tourism attributable to the festival or event/project/program.

We ask that you provide this information within 60 days after your event/project/program is complete once you have critiqued your event/project/program.

OTHER INFORMATION:

Insurance: As part of its contract for performance, the City requires contractors to maintain liability insurance in the amount of \$1,000,000 and name the City as an additional insured on its liability insurance policy.

Contract: After Council adoption of allocations, a contract/agreement will be sent to you for signature. This will need to be signed and returned within 15 days of receipt.

Payment: The City normally processes payments on the 10th and 25th of each month. Invoices for reimbursement must be received within 60 days after the event/project/program date.

Application Form: Application form will be available on the City's website (www.cityofenumclaw.net). If you have any questions regarding the application form or process, please call Chris Anderson at 360.615.5629.