

CITY OF PROSSER, WASHINGTON
HOTEL/MOTEL COMMITTEE

TUESDAY, AUGUST 20, 2015
6:30 P.M.

CITY HALL COUNCIL CHAMBERS
601 7TH STREET

1. CALL TO ORDER
2. APPROVE SEPTEMBER 30, 2014 MINUTES
3. HOTEL/MOTEL 2015 FINANCIAL UPDATE
4. ADD ON ITEMS
5. NEXT MEETING
6. ADJOURNMENT

ATTACHMENTS:
September 30, 2014 Minutes
2015 Hotel/Motel Revenue/Expense Summary

**CITY OF PROSSER, WASHINGTON
HOTEL/MOTEL COMMITTEE MINUTES
THURSDAY, SEPTEMBER 30, 2014**

CALL TO ORDER

Committee Chair Everett called the meeting of the Hotel/Motel Committee to order at 6:02 p.m.

PRESENT

Committee Members Morgan Everett, Tom Denlea, Fred Lamb, Rob Siemens, Rob Steelman, Marilyn Dalstra, Assistant Finance Manager Elia Belmares, Public Works Director LJ Dacorsi for the City of Prosser and Executive Director Humberto Rodriguez for the Prosser Chamber of Commerce were present.

APPROVE AUGUST 28, 2014 MINUTES

A motion was made by Tom Denlea, seconded by Rob Steelman to approve the August 28, 2014 minutes. The motion passed unanimously.

CITY OF PROSSER APPLICATION FOR FUNDING

Public Works Director LJ DaCorsi presented to the Hotel/Motel Committee, the City of Prosser's request for funding. They City of Prosser put forth an application request for \$5,000 for the purpose of renovating the public restrooms at Prosser's City Park. The new restrooms would be ADA Accessibility Compliant, as well as allow for the restrooms to be available year round. While the renovation would not increase the number of stalls available in each restroom, it would update the plumbing, electrical wiring and include a mechanical room which would aid in the ability to maintain the restrooms better to prevent failures during high use days.

[Secretary's note: Marilyn Dalstra arrived at 6:25pm]

CHAMBER OF COMMERCE APPLICATION FOR FUNDING

Humberto Rodriguez presented to the Hotel/Motel Committee, the Prosser Chamber of Commerce's proposed 2015 Marketing Plan in the amount of \$132,000. The Chamber's proposal included funds for additional events for the year; a stronger push for a larger social media platform; and most notably the hiring of an additional individual to specifically target the business market and bring business conferences to the community. This new position would a contracted position shared between the Chamber of Commerce and the Walter Clore'-Center. The purpose of the new position would be to focus on bringing business to fill the hotels during the week day because the weekend market is currently somewhat saturated. Also some advisement was given by Mr. Denlea that when choosing dates for new events to consider which weekends the hotels are not already at capacity due to other events or family holidays.

2015 Funding Decision

After each presentation the committee discussed each presentation and whether or not to fund each application. A few of the concerns with regard to funding of the City Park restrooms were if the committee agreed to fund the requested \$5,000, if the City would return the following year and request additional funding. Especially since the project is still in its initial phases at the moment and may not begin construction in 2015. Another concern was whether or not funding this project would be the best use of funds due to the fact that many of the events held at the City Park are mainly attended by locals and not tourist.

With regard to the Chamber of Commerce there were a few concerns with regard to the new position. One concern being that in order to fund this new position the Hotel/Motel would need to use a portion of its reserves, in conjunction with the fact that in order to see a positive turn around a minimum of 2 years would need to be committed to funding this position, using Hotel/Motel reserves for both years. However it was pointed out that if this position is successful it would mean huge revenue for Hotel/Motel as the weekday market is a market that has yet to be tapped into for the City of Prosser. Committee Chair Everett also expressed concern over the possibility of bringing on an additional person only to leave them jobless after two years or less. Mr. Seismans made the point that this position would be hired as a contracted position and therefore that individual would know that they would need to prove their validity and would know that if they were not successful their contract would not be renewed.

The Hotel/Motel Committee voted to approve the Chamber of Commerce funding request for \$132,000 for 2015, with \$110,000 to be funded by Hotel/Motel funds and \$22,000 to be funded by Prosser Tourism Promotion Area (TPA), and to fund the City of Prosser's request in the amount of \$0.00. Motion was made by Tom Denlea, seconded by Rob Steelman. Motion passed unanimously

ADD ON ITEMS

Assistant Finance Manager Elia Belmares presented each committee member with information regarding required new training requirements for all open meeting appointed officials with instructions to either attend a live training or to take an online training course.

It was also announced that Committee Member Becky Yeamen had requested to be removed from the TPA/Hotel/Motel committees and that there was a vacancy available if any members new of an acceptable candidate to inform the Mayor.

NEXT MEETING

TBD

ADJOURNMENT

At 8:00 p.m., Council Member Morgan Everett adjourned the meeting of the Hotel/Motel Committee as there was no further business to discuss.

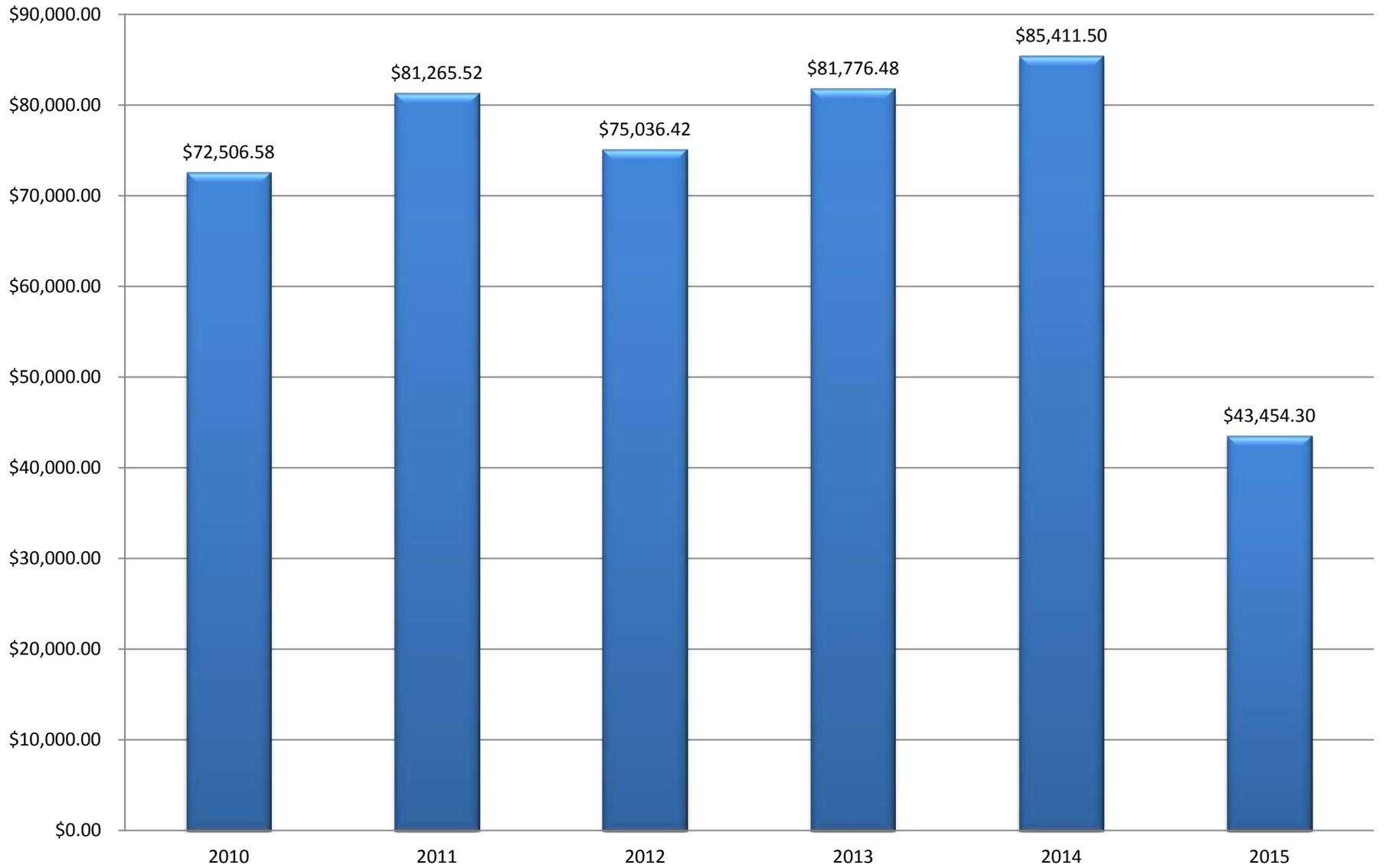
Council Member Morgan Everett
Hotel/Motel Committee Chair

Elia Lara
Finance Manager

**CITY OF PROSSER, WASHINGTON
HOTEL/MOTEL TAX RECEIPTS**

	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2014 vs 2015	
January	\$2,821.92	\$3,196.58	\$3,607.28	\$3,994.02	\$3,567.72	\$3,922.50	\$5,099.90	\$4,180.52	\$3,946.66	\$4,336.58	\$4,838.32		\$501.74
Stadium	\$1,410.96	\$1,598.29	\$1,803.64	\$1,997.01	\$1,783.86	\$1,961.25	\$2,549.95	\$2,090.26	\$1,973.33	\$2,168.29	\$2,419.16	111.57%	
Lodging	\$1,410.96	\$1,598.29	\$1,803.64	\$1,997.01	\$1,783.86	\$1,961.25	\$2,549.95	\$2,090.26	\$1,973.33	\$2,168.29	\$2,419.16	111.57%	
February	\$3,237.84	\$3,340.10	\$3,523.62	\$4,202.12	\$4,177.14	\$3,742.12	\$3,244.30	\$2,679.24	\$3,060.64	\$4,003.32	\$5,336.68		\$1,333.36
Stadium	\$1,653.51	\$1,670.05	\$1,762.91	\$2,101.06	\$2,088.57	\$1,871.06	\$1,622.15	\$1,339.62	\$1,530.32	\$2,001.66	\$2,668.34	133.31%	
Lodging	\$1,584.33	\$1,670.05	\$1,760.71	\$2,101.06	\$2,088.57	\$1,871.06	\$1,622.15	\$1,339.62	\$1,530.32	\$2,001.66	\$2,668.34	133.31%	
March	\$2,344.44	\$1,817.80	\$2,628.32	\$2,552.82	\$2,787.34	\$2,501.22	\$3,801.32	\$2,966.90	\$2,844.02	\$2,547.74	\$6,360.90		\$3,813.16
Stadium	\$1,172.22	\$913.30	\$1,314.16	\$1,276.41	\$1,393.67	\$1,250.61	\$1,900.66	\$1,483.45	\$1,422.01	\$1,273.87	\$3,180.45	249.67%	
Lodging	\$1,172.22	\$904.50	\$1,314.16	\$1,276.41	\$1,393.67	\$1,250.61	\$1,900.66	\$1,483.45	\$1,422.01	\$1,273.87	\$3,180.45	249.67%	
April	\$2,810.20	\$2,618.80	\$2,695.46	\$2,940.46	\$3,146.58	\$2,580.12	\$4,289.34	\$3,750.52	\$3,857.14	\$3,241.56	\$3,586.36		\$344.80
Stadium	\$1,405.10	\$1,309.40	\$1,347.73	\$1,470.23	\$1,573.29	\$1,290.06	\$2,144.67	\$1,875.26	\$1,928.57	\$1,620.78	\$1,793.18	110.64%	
Lodging	\$1,405.10	\$1,309.40	\$1,347.73	\$1,470.23	\$1,573.29	\$1,290.06	\$2,144.67	\$1,875.26	\$1,928.57	\$1,620.78	\$1,793.18	110.64%	
May	\$3,994.82	\$4,608.00	\$4,519.86	\$5,947.84	\$4,975.88	\$5,324.84	\$6,197.42	\$4,549.32	\$5,143.24	\$5,939.72	\$7,803.66		\$1,863.94
Stadium	\$1,997.41	\$2,304.00	\$2,259.93	\$2,973.92	\$2,487.94	\$2,662.42	\$3,098.71	\$2,274.66	\$2,571.62	\$2,969.86	\$3,901.83	131.38%	
Lodging	\$1,997.41	\$2,304.00	\$2,259.93	\$2,973.92	\$2,487.94	\$2,662.42	\$3,098.71	\$2,274.66	\$2,571.62	\$2,969.86	\$3,901.83	131.38%	
June	\$3,745.08	\$5,251.22	\$4,947.90	\$5,426.84	\$4,600.98	\$4,954.78	\$7,414.16	\$6,928.06	\$6,613.86	\$6,192.70	\$7,117.74		\$925.04
Stadium	\$1,872.54	\$2,625.61	\$2,473.95	\$2,713.42	\$2,302.99	\$2,475.39	\$3,707.08	\$3,464.03	\$3,306.93	\$3,096.35	\$3,558.87	114.94%	
Lodging	\$1,872.54	\$2,625.61	\$2,473.95	\$2,713.42	\$2,297.99	\$2,479.39	\$3,707.08	\$3,464.03	\$3,306.93	\$3,096.35	\$3,558.87	114.94%	
July	\$4,208.28	\$6,475.14	\$5,437.30	\$6,767.82	\$6,290.54	\$5,834.70	\$7,330.36	\$7,615.96	\$7,962.88	\$8,571.42	\$8,410.64		(\$160.78)
Stadium	\$2,104.14	\$3,237.57	\$2,718.65	\$3,383.91	\$3,142.77	\$2,917.35	\$3,665.18	\$3,807.98	\$3,981.44	\$4,285.71	\$4,205.32	98.12%	
Lodging	\$2,104.14	\$3,237.57	\$2,718.65	\$3,383.91	\$3,147.77	\$2,917.35	\$3,665.18	\$3,807.98	\$3,981.44	\$4,285.71	\$4,205.32	98.12%	
August	\$8,311.34	\$6,838.12	\$9,558.24	\$10,359.92	\$10,315.12	\$10,444.14	\$9,801.94	\$8,492.30	\$9,970.12	\$13,026.24			(\$13,026.24)
Stadium	\$4,155.67	\$3,419.06	\$4,779.12	\$5,179.96	\$5,157.56	\$5,222.07	\$4,900.97	\$4,246.15	\$4,985.06	\$6,513.12		0.00%	
Lodging	\$4,155.67	\$3,419.06	\$4,779.12	\$5,179.96	\$5,157.56	\$5,222.07	\$4,900.97	\$4,246.15	\$4,985.06	\$6,513.12		0.00%	
September	\$5,540.46	\$6,826.24	\$5,677.70	\$7,618.76	\$5,916.22	\$7,149.74	\$9,659.08	\$8,612.24	\$8,917.40	\$8,628.74			(\$8,628.74)
Stadium	\$2,770.23	\$3,413.12	\$2,838.85	\$3,809.38	\$2,958.11	\$3,574.87	\$4,829.54	\$4,306.12	\$4,458.70	\$4,314.37		0.00%	
Lodging	\$2,770.23	\$3,413.12	\$2,838.85	\$3,809.38	\$2,958.11	\$3,574.87	\$4,829.54	\$4,306.12	\$4,458.70	\$4,314.37		0.00%	
October	\$4,920.52	\$6,200.38	\$6,749.58	\$8,442.48	\$7,530.06	\$7,730.92	\$8,123.14	\$8,767.96	\$8,835.86	\$8,521.00			(\$8,521.00)
Stadium	\$2,460.26	\$3,100.19	\$3,374.79	\$4,221.24	\$3,765.03	\$3,865.46	\$4,061.57	\$4,383.98	\$4,417.93	\$4,260.50		0.00%	
Lodging	\$2,460.26	\$3,100.19	\$3,374.79	\$4,221.24	\$3,765.03	\$3,865.46	\$4,061.57	\$4,383.98	\$4,417.93	\$4,260.50		0.00%	
November	\$7,766.92	\$8,625.28	\$10,380.08	\$11,562.48	\$10,866.76	\$11,039.12	\$8,965.26	\$9,513.64	\$13,709.36	\$14,974.20			(\$14,974.20)
Stadium	\$3,883.46	\$4,312.64	\$5,190.04	\$5,781.24	\$5,433.38	\$5,519.56	\$4,482.13	\$4,756.82	\$6,854.68	\$7,487.10		0.00%	
Lodging	\$3,883.46	\$4,312.64	\$5,190.04	\$5,781.24	\$5,433.38	\$5,519.56	\$4,483.13	\$4,756.82	\$6,854.68	\$7,487.10		0.00%	
December	\$4,598.92	\$4,922.16	\$5,461.54	\$5,330.78	\$5,412.32	\$7,282.38	\$7,339.30	\$6,979.76	\$6,915.30	\$5,428.28			(\$5,428.28)
Stadium	\$2,299.46	\$2,461.08	\$2,730.77	\$2,665.39	\$2,706.16	\$3,641.19	\$3,669.65	\$3,489.88	\$3,457.65	\$2,714.14		0.00%	
Lodging	\$2,299.46	\$2,461.08	\$2,730.77	\$2,665.39	\$2,706.16	\$3,641.19	\$3,669.65	\$3,489.88	\$3,457.65	\$2,714.14		0.00%	
TOTAL	\$54,300.74	\$60,719.82	\$65,186.88	\$75,146.34	\$69,586.66	\$72,506.58	\$81,265.52	\$75,036.42	\$81,776.48	\$85,411.50	\$43,454.30	50.88%	(\$41,957.20)

Hotel/Motel Receipts



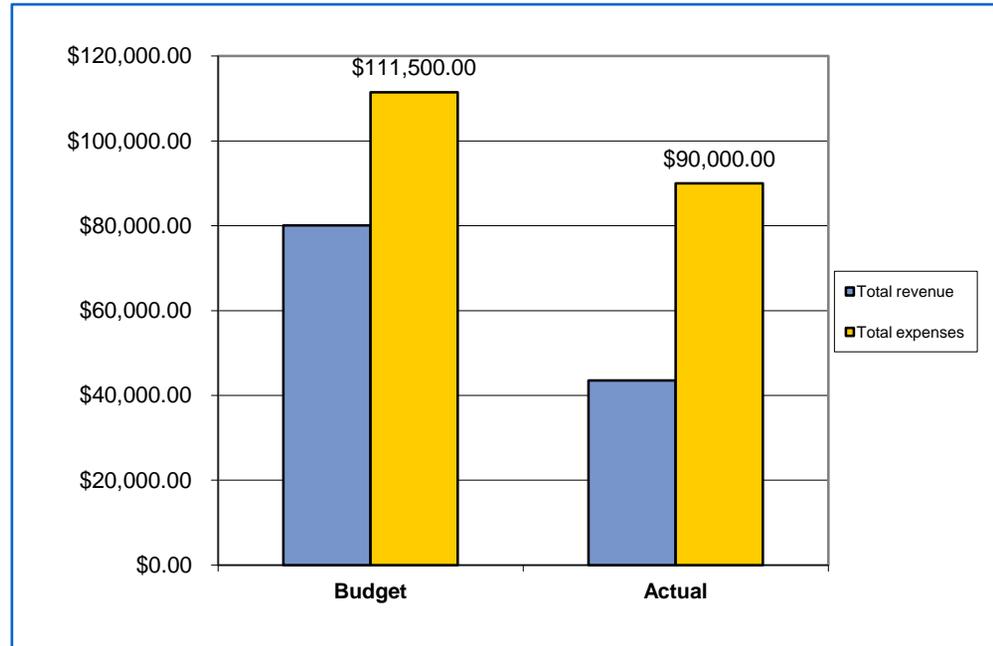
2015 HOTEL/MOTEL ENDING CASH BALANCE

Ending Cash Balance

	Budget	Actual
Beginning Cash	\$50,144.00	\$56,096.40
Total revenue	\$80,120.00	\$43,547.50
Total expenses	\$111,500.00	\$90,000.00

Ending cash	\$18,764.00	\$9,643.90
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Cash from Worksheets	\$18,764.00	\$9,643.90
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2015 HOTEL/MOTEL TAX FUND REVENUE

Revenue

	Budget	Actual
Beginning Fund Balance	50,144.00	56,096.40
Hotel/Motel Tax - Stadium	40,000.00	21,727.15
Hotel/Motel Tax - Lodging	40,000.00	21,727.15
Investment Interest	120.00	93.20
Miscellaneous Revenue	0.00	0.00
2015 Hotel/Motel Tax Fund Revenue	80,120.00	43,547.50
Total Hotel/Motel Tax Fund Revenue with Beginning Fund Balance	130,264.00	99,643.90

2015 HOTEL/MOTEL TAX FUND EXPENDITURES

Expenses

	Budget	Actual
Total Expenses: Total Expenses	\$111,500.00	\$90,000.00

			Budget	Actual
Chamber of Commerce Marketing & Tourism Promotion				
January	1/6/2015	Check #11777	\$25,000.00	\$25,000.00
February	2/24/2015	Check #11987	\$15,000.00	\$15,000.00
March	5/26/2015	Check #12438	\$10,000.00	\$10,000.00
April	6/9/2015	Check #12539	\$8,000.00	\$8,000.00
May	6/9/2015	Check #12539	\$8,000.00	\$8,000.00
June	9/8/2015	payment pending	\$8,000.00	\$8,000.00
July	9/8/2015	payment pending	\$8,000.00	\$8,000.00
August	9/8/2015	payment pending	\$8,000.00	\$8,000.00
September			\$5,000.00	
October			\$5,000.00	
November			\$5,000.00	
December			\$5,000.00	
Totals			\$110,000.00	\$90,000.00

Other Expenses		Other Expenses		
			\$1,500.00	
Totals			\$1,500.00	\$0.00