



## City Council Agenda Item Summary

### FY 2024-2025 Transient Lodging Tax (TLT) Grants

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Meeting Date: October 14, 2024  
Committee: Finance & Administration  
Committee Chair: Chas Jones  
Staff Contact: Mike Murzynsky

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#### ISSUE STATEMENT

Shall the Council approval the Finance & Administration Committee's allocation recommendation of 2024-25 Transient Lodging Tax Grants?

#### BACKGROUND

The City follows the same four-step process as for the Social Service Agency Grants in determining transient lodging tax grant allocations. The first step is to have the Budget Committee appropriate the funding through the budget process. The budget allocation of \$35,400 is split with 50% retained for City tourism activities and 50% for grants, making a total of \$17,700 available for FY2024-25 grant allocations.

The second step was to create an RFP which was sent out on July 15, 2024 and was open until August 30, 2024. Prior applicants were emailed directly, the announcement was posted on the City's website and a press release was issued to both the Philomath News and Gazette Times. The City's weekly email included the announcement and the August City News monthly newsletter included the announcement. We received responses from three applicants. All three of these respondents received grants in FY2023-24.

The third step is for the Finance & Administration Committee to review the requests and financial information. The committee then recommends funding for the three responders. A table is attached for your review displaying the 2023-24 funding grants and the 2024-25 funding requests.

The fourth step is for the City Council to approve and adopt the recommendations or make a final decision as to which organizations should receive funds and how much to allocate to each organization.

The Finance and Administration Committee met on September 18, 2024, and discussed the applications. The full applications are available on the Finance and Administration Committee web page at: <https://www.ci.philomath.or.us/financecommittee>. Minutes from the 9/28/2024 meeting are provided in this agenda packet as Information & Correspondence Item #7.

The TLT grant funding recommendation from the Finance & Administration Committee is as follows:

Agency	FY2023-24 Donation	FY2024-25 Funding Requested	FY2024-25 Funding Recommended
Benton Co. Historical Society	\$834	\$1,500	\$1,500
Philomath Chamber	\$833	\$1,200	\$1,500
Frolic & Rodeo Assoc.	\$833	\$15,000	\$15,000
<b>TOTAL</b>	<b>\$2,500</b>	<b>\$17,700</b>	<b>\$17,700</b>

COUNCIL OPTIONS:

- Approve and adopt the Finance & Admin Committee recommended fundings as presented.
- Or revise and approve alternate allocations.

CITY MANAGER RECOMMENDATION:

Approve allocations as presented.

SUGGESTED MOTION:

1. I move to approve allocation of the Transient Lodging Tax Funding Grants as follows:  
(List organization and amount) for a total of \$17,700.

Benton County Historical Society	\$ _____
Philomath Chamber	\$ _____
Philomath Frolic & Rodeo Association	\$ _____