



**Tourism Board
Special Meeting
July 17, 2025 - 10:30 AM
City Hall Annex Conference Room 2**

AGENDA

CALL TO ORDER

PUBLIC PARTICIPATION

- A. The Special Tourism Board Meeting scheduled for Thursday July 17, 2025 at 10:30 a.m. will be held in person and virtually.

Virtual Participation Link:

To listen to the meeting by phone or Zoom, please call the number below or click the link:

Telephone: 253 205-0468

Zoom: <https://us06web.zoom.us/j/89887033391?pwd=aYvbOXDcvFeBGV0fDySb7bp2F4NF1T.1>

ROLL CALL

AUDIENCE PARTICIPATION

This is the place on the agenda where the public is invited to speak to the Board on any issue.

- A. The public can participate in-person or submit written comments in advance. Participants can submit written comments via mail, fax, or email. All written comments must be received prior to 5:00 p.m. on the day before the scheduled meeting and must be 350 words or less.

Please mail written comments to:

City of Auburn

Attn: Jenn Francis, Economic Development Manager

25 W Main St

Auburn, WA 98001

Please fax written comments to:

Attn: Jenn Francis, Economic Development Manager

Fax number: 253-804-3114

Email written comments to: jfrancis@auburnwa.gov

If an individual requires accommodation to allow for remote oral comment because of a difficulty attending a meeting of the governing body, the City requests notice of the need for accommodation by 5:00 p.m. on the day before the scheduled meeting. Participants can request accommodation to be able to provide a remote oral comment by contacting the Community Development Department in person, by phone (253) 215-8744, or by email (jfrancis@auburnwa.gov).

ANNOUNCEMENTS, REPORTS, AND PRESENTATIONS

- A. Open Public Meeting Act Presentation - City Clerk Shawn Campbell

- B. Hotel/Motel Fund Update - Jenn Francis

DISCUSSION ITEMS

- A. Update on New Board Members
- B. Events Update
- C. Brainstorming for new tourism ideas
- D. Updating Board Meeting Location and Time - Jenn Francis

ADJOURNMENT

Agendas and minutes are available to the public at the City Clerk's Office and on the City website (<http://www.auburnwa.gov>).



AGENDA BILL APPROVAL FORM

Agenda Subject:

Hotel/Motel Fund Update - Jenn Francis

Meeting Date:

July 17, 2025

Department:

Community Development

Attachments:

Hotel Motel Fund Financial
Report - June 2025, Budget
Tracking 2025

Budget Impact:

Administrative Recommendation:

Background for Motion:

Background Summary:

Councilmember:

Staff:

2025 Hotel / Motel Fund Performance

Through June 2025

Hotel Motel Fund Revenues

	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	2025 YTD Total	2025 Total Budget	2025 YTD Budget - June	Variance to Budget
Hotel/Motel Excise Tax	11,977	9,539	9,251	11,980	13,740	13,304	69,790	145,000	58,424	11,366
International Film Festival Admission	-	-	-	-	-	-	-	-	-	-
Investment Income	1,837	1,646	1,862	1,674	1,848	-	8,867	26,000	13,000	(4,133)
Total Fund Revenues	13,814	11,185	11,113	13,654	15,588	13,304	78,657	171,000	71,424	7,233

Hotel Motel Fund Expenditures

	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	2025 YTD Total	2025 Total Budget	2025 YTD Budget - June	Variance to Budget
Other Wages	-	-	-	-	-	-	-	48,950	24,475	24,475
Benefit Expenditures	-	-	-	-	-	-	-	8,800	4,400	4,400
Office & Operating Supplies	-	-	-	-	-	-	-	3,200	1,600	1,600
Services and Charges	75	75	-	13,636	-	40,909	54,695	143,600	71,800	17,105
Transfers Out	-	-	-	-	-	-	-	-	-	-
Total Fund Expenditures	75	75	-	13,636	-	40,909	54,695	204,550	102,275	47,580
Fund Operating Income/(Loss)	13,739	11,110	11,113	17	15,588	(27,605)	23,961	(33,550)		

Year: 2025
\$ 470,231
\$ 494,192

2025 Budgeted Beginning Fund Bal.

YTD Estimated Ending Fund Bal

104.00.557.300.41 PROFESSIONAL SERVICES		Budgeted: \$60,200.00
		Remaining: -\$409,981.80
Item	Date	Amount
Auburn Area Chamber - Tourism Contract Jan & Feb	3/4/2025	\$13,636.36
Auburn Area Chamber - Tourism Contract March 2025	5/1/2025	\$13,636.36
Auburn Area Chamber - Tourism Contract April 2025	5/30/2025	\$13,636.36
Auburn Area Chamber - Tourism Contract May 2025	6/5/2025	\$13,636.36
Auburn Area Chamber - Tourism Contract June	7/1/2025	\$13,636.36

Grants Approved in 2025

Auburn Area Chamber	\$150,000.00
Emerald Downs - Indian Relay Race	\$8,000.00
Emerald Downs - T-Rex Races World Championship	\$15,000.00
Petpalooza	\$10,000.00
Veterans Day Parade	\$8,000.00
Flight Club - Parrot Expo	\$10,000.00
Total Grants Approved	\$201,000.00