



LODGING TAX ADVISORY COMMITTEE

City of Brighton
500 South 4th Avenue
Brighton, CO 80601
303-655-2000
www.brightonco.gov

AGENDA

City Hall, 500 South 4th Avenue, Brighton, CO
6th Floor Study Session Room

August 23, 2021
1:00-2:30 pm

1. **CALL TO ORDER & PLEDGE OF ALLEGIANCE TO THE AMERICAN FLAG**
2. **ROLL CALL OF COMMITTEE MEMBERS (to establish Quorum)**
 1. Todd Brummond, Lodging Provider Representative (term limited)
 2. Vacant, Lodging Provider Representative
 3. Valerie Escatel, EDC Representative
 4. Mick Richardson, EDC Representative
 5. Wilma Rose, BCAC Representative
 6. Kathy Wardle, BCAC Representative
 7. Kris Jordinelli, City Council Representative
 8. Alternates - none
3. **APPROVAL OF THE AGENDA**
 - “I move to approve the (date) meeting agenda” or
 - “I move to approve an amended (date) meeting agenda with changes to ...”
4. **APPROVAL OF PREVIOUS MINUTES – March 5, 2021**
 - “I move to approve the (date) meeting minutes as written” or “with the following changes...”
5. **WELCOME GUESTS**
 - Guests introduce themselves
6. **SELECT CHAIR, VICE CHAIR, SECRETARY**

Ordinance 2121 Sec. 3-40-170 (f) states “At the first meeting of the Committee (each year), the Committee shall elect a chairperson, vice chairperson and secretary from among its members, each of whose term shall be for one (1) year, with eligibility for reelection.”

 - Discuss and vote on Chair
 - Discuss and vote on Vice Chair
 - The Bylaws state that the “Secretary may be a member of the Committee or a City employee appointment by the City Manager.”
7. **ADMINISTRATIVE GUIDELINES**
 - Discuss drafted changes to the Telephonic Participation Policy to include a broader definition of electronic participation at meetings beyond telephonic

participation. Vote on changes, if ready.

8. REVIEW OF NEW MEMBER APPLICATION

- Review and vote on whether or not to accept the application of Brian Moen to join the committee.

9. 1ST & 2ND QUARTER GRANT REPORT

- Review attached financial report with further discussion as necessary

10. REVIEW AND COMMENTS ON PROPOSED GRANT APPLICATION

- Discuss the provided grant application, when to post it and how long the application should remain open once posted.

11. ADJOURNMENT

- “I move to adjourn the meeting at (time).”