



Agenda  
Lodging Tax Advisory Committee Meeting  
Wednesday, October 4, 2023  
Richland City Hall ~ The Parkway Conference Room  
625 Swift Boulevard

---

**Committee Members:** Chair Mayor Christensen and Committee Members Garza, Sako, and Stephens

**Liaison:** Mayor Christensen

**Regular Meeting - 4:00 p.m.**

**Call to Order/Attendance:**

**Presentations:**

**Public Comments:** Please limit public comments to 3 minutes.

**Approval of Minutes:** (Approved by Motion)

**New Business:**

- I. Reallocation of Hotel Motel Funds
  - Laura Hester, Parks & Public Facilities Director

**Adjournment**

Richland City Hall is ADA-accessible. Any individual who has difficulty attending the meeting in-person may request to provide comments remotely. (RCW Chapter 42.30) Requests for sign interpreters, audio equipment, and/or other special services must be received 48 hours before the meeting by calling the City Clerk's Office at 509-942-7389.



## LODGING TAX ADVISORY COMMITTEE AGENDA ITEM ITEM COVERSHEET

Meeting Date: 10/4/2023

Agenda Category: New Business

Prepared By: Laura Hester, Parks & Public Facilities Director

**Subject:**

Reallocation of Hotel Motel Funds

**Department:**

City Manager

**Recommended Motion:**

Recommendation to council for approval

**Summary:**

Badger Mountain Community Park contains four little league fields, one football game-ready field, and two practice football fields, as well as the region's only off-leash dog park. The upper parking lot servicing baseball, football, and the off-leash dog park is gravel and is not fitting for the otherwise spectacular conditions of the facility that plays host to regional and local sports activities from spring through fall.

Lodging tax funds were approved for this project in 2019, but due to supply chain disruptions and other unforeseen obstacles due to the COVID-19 pandemic, this project was delayed and the approved funds expired.

The project was reevaluated in 2023 and bids were received that were lower than our original estimates. This will allow the city to do all three phases of the parking lot at once and save significant expense on multiple mobilizations as well as minimize the inconvenience to park users.

It is expected that the Fitness Court project will come in approximately \$100,000 under budget. Therefore, the request is that the unspent \$100,000 from the fitness court be approved for the Badger Mountain Community Park parking lot, as well as \$200,000 of new funds be approved for this project.

**Fiscal Impact:**

Transfer of the unspent \$100,000 from the Fitness Court project will not have an effect on the fund balance as it is already accounted for in the 2023 budget. Approving this request will allocate an additional \$200,000 of lodging tax funds in 2023 per a budget adjustment to council. There is sufficient fund balance in the lodging tax fund for this request.

**Attachments:**

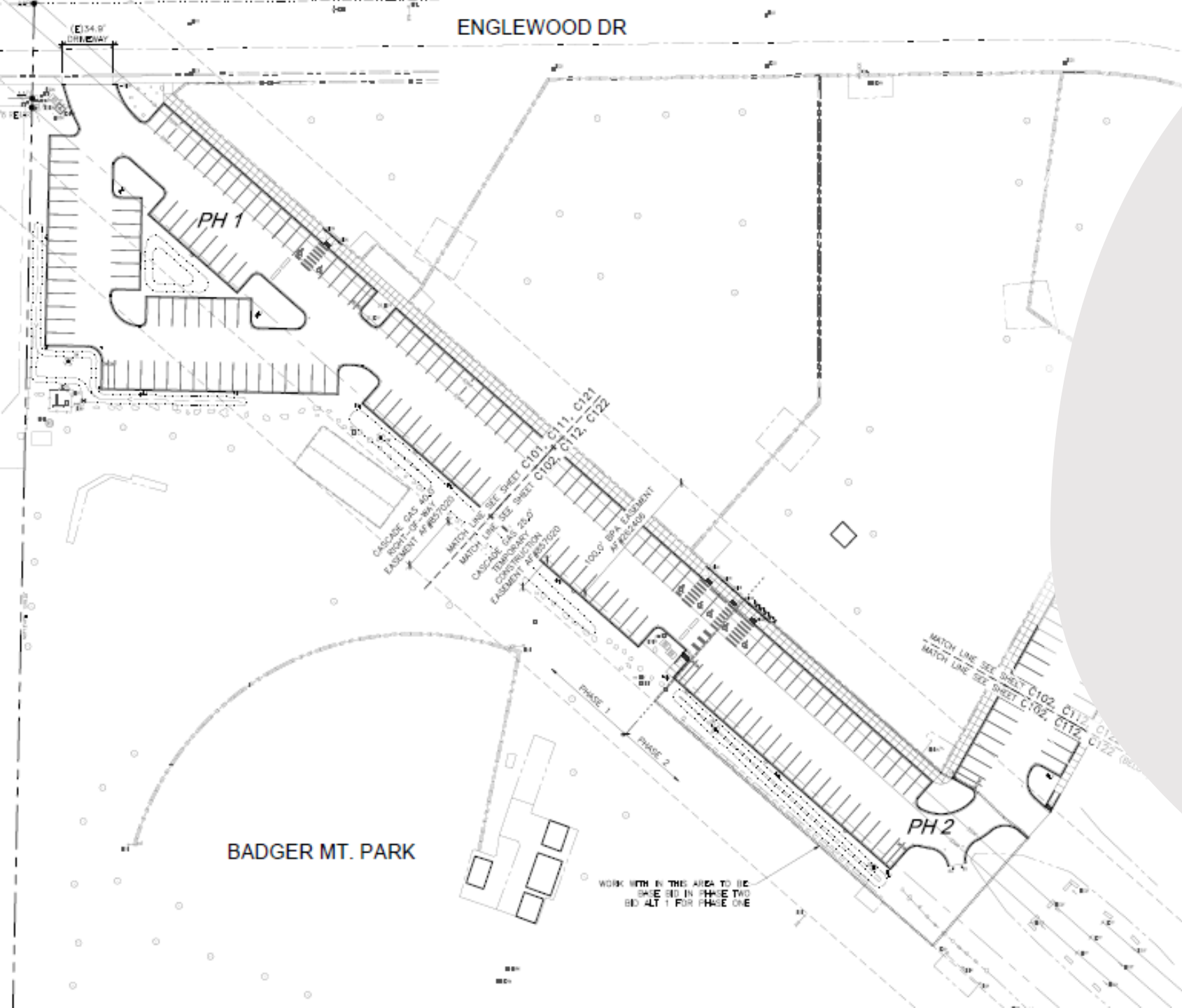
1. Hotel Motel Lodging Funds



# Badger Mountain Park Improvements

Badger Mountain Community Park boasts an array of recreational amenities, including four league fields, a football field ready for games, two practice football fields, and the exclusive off-leash dog park in the region.

However, there is room for improvement, particularly in the upper parking lot designated for baseball, football, and the dog park. The current gravel surface doesn't quite align with the otherwise splendid conditions of the facilities, which regularly host a wide range of regional and local sports activities.



- The initial plan was to complete the project in three phases starting in 2019. However, unforeseen obstacles, such as the COVID-19 pandemic and supply chain disruptions, delayed the project until this year.

- Here's the exciting development: In 2023, we re-evaluated the project and put it out for bids once again. Remarkably, the bids for all three project phases returned at a lower cost than our original estimates. This unexpected turn of events enables us to undertake all three phases simultaneously, saving on mobilization expenses and minimizing inconvenience to our valued park users.



**Work will be completed October 2023, Funded by Hotel/Motel Lodging Funds, and coming in under budget.**





# Funding Request

- It is expected that up to \$100,000 of lodging tax funds will be available due to the Fitness Court project coming in under budget.
- Funds previously approved for the Badger Mountain Park improvements expired due to project delays.
- The city requests that the excess funds from the Fitness Court be transferred to the Badger Mountain Park project and \$200,000 additional lodging tax funds be approved to be able to complete all phases of the project.



# Available Funds

Before Request	2023 Projected		2024 Projected	
	First 2%	Second 2%	First 2%	Second 2%
Ending Balance	\$705,000	\$975,000	\$856,000	\$1,500,000
	\$1,680,000		\$2,356,000	

After Request	2023 Projected		2024 Projected	
	First 2%	Second 2%	First 2%	Second 2%
Ending Balance	\$705,000	\$805,000	\$856,000	\$1,330,000
	\$1,510,000		\$2,186,000	