



**MINUTES
LODGING TAX ADVISORY COMMITTEE MEETING
Wednesday, November 6, 2024
Richland City Hall ~ Council Chambers
625 Swift Boulevard**

Lodging Tax Advisory Committee Regular Meeting – 5:00 p.m.

Council Liaison Ryan Lukson called the meeting to order at 5:01 p.m.

Welcome and Roll Call:

Attendance:	Councilmember Lukson	Present
	Member Sako	Present
	Member Cruz	Present
	Member Garza	Present
	Member Stephens	Present

Also present were Staff Liaison Hollie Alexander, Communications and Marketing Manager, and Executive Assistant Siefken.

Public Comments:

None

Approval of Minutes: (Approved by Motion)

- February 13, 2024, Lodging Tax Advisory Committee Meeting Minutes

COMMITTEE MEMBER CRUZ MOTIONED AND COMMITTEE MEMBER SAKO SECONDED THE MOTION TO APPROVE THE FEBRUARY 13, 2024, MEETING MINUTES. THE MOTION CARRIED 5-0.

Budget Overview

- 2024 Lodging Tax Funding Overview

Brandon Allen, Finance Director, shared a financial report of estimated funds available and rough projection for the current year as well as 2025.

Event and Project Summary to Date

- Hollie Alexander shared the following:
 - Status update on 2024 projects & events – overview
 - 2024 BMX contract will be extended to 2025

- c. Potential Ice Age Flood project extension needed
- d. Special Olympics event was canceled, resulting in \$10,000 back to the fund

Hotel Motel Grant Applications to Review

4. Yes & Productions - 2025 Summer Musical

- a. Requested \$7,000. Recommend \$7,000.
- b. Sako moved and Stephens seconded the motion to approve.
- c. The motion carried 5-0.

5. Tri Town Get Down - Fusion Fest Music & Arts Festival

- a. Requested \$15,000. Recommend \$10,000.
- b. Stephens moved and Garza seconded the motion to approve.
- c. The motion carried 5-0.

6. Babe Ruth - Baseball Infield Renovation

- a. Requested \$384,000. Recommend \$0.
- b. Sako moved to deny request and Stephens seconded the motion to deny.
- c. The motion carried 5-0.
- d. Discussion: Chris Waite, Parks and Public Facilities Director, shared the future of this facility is influx. Councilmember Lukson also shared concerns that Council is not prepared to make determinations on next steps for the facility at this time and investing money now may not be wise while the future of the facility is unknown.

7. Visit Tri-Cities - IRONMAN 70.3 Washington Tri-Cities

- a. Requested \$30,000. Recommend \$30,000.
- b. Stephens moved and Sako seconded the motion to approve.
- c. The motion carried 5-0.

8. Three Rivers Ultimate - Hanford Howl 2025

- a. Requested \$10,000. Recommend \$8,500.
- b. Sako moved and Cruz seconded the motion to approve.
- c. The motion carried 5-0.

9. Three Rivers Ultimate - 2025 Heat Up Ultimate Frisbee Tournament

- a. Requested \$1,500. Recommend \$900.
- b. Stephens moved and Sako seconded the motion to approve \$900.

- c. The motion carried 5-0.
- d. Motion to rescind \$900 grant above moved by Lukson and seconded by Sako
- e. Cruz moved and Stephens seconded to grant \$1,500.
- f. The motion carried 5-0.
- g. Discussion: Initial math indicated the understanding that \$1,500 did not meet the criteria of being less than 30% of overall project cost. However, after further review, it was determined to meet the criteria, so the amount was adjusted back to \$1,500.

10. Mid-Columbia BMX - Starting Hill Improvement Phase 1 - Gate Replacement

- a. Requested \$85,250. Recommend \$85,250.
- b. Sako moved and Garza seconded the motion to approve.
- c. The motion carried 5-0.

11. Friends of Badger Mountain - Little Badger Mountain Loop Trail Master Plan Implementation

- a. Requested \$326,520. Recommend \$326,520.
- b. Stephens moved and Cruz seconded the motion to approve.
- c. The motion carried 5-0.

12. FORMEC - Apple Cup, ZMax Cars Tour, ARCA Series West, and Fall Classic

- a. Requested \$40,000. Recommend \$40,000.
- b. Cruz moved and Garza seconded the motion to approve.
- c. The motion carried 5-0.

13. Allied Arts Association - Art in the Park Festival

- a. Requested \$12,000. Recommend \$12,000.
- b. Sako moved and Stephens seconded the motion to approve.
- c. The motion carried 5-0.

14. Northwest Power Boat Association - Richland Regatta

- a. Requested \$17,500. Recommend \$17,500.
- b. Stephens moved and Garza seconded the motion to approve.
- c. The motion carried 5-0.

15. Richland Chamber of Commerce - Cool Desert Nights

- a. Requested \$25,000. Recommend \$25,000.
- b. Stephens moved and Sako seconded the motion to approve.
- c. The motion carried 5-0.

16. Stephens Media Group - Live@5

- a. Requested \$5,000. Recommend \$5,000.
- b. Cruz moved and Garza seconded the motion to approve.
- c. The motion carried 5-0.

17. Tri-Cities Sunrise Rotary - See3Slam 2025 - 3 on 3 Basketball Tournament

- a. Requested \$10,000. Recommend \$10,000.
- b. Sako moved and Stephens seconded the motion to approve.
- c. The motion carried 5-0.

18. Tri-City Water Follies - Columbia Cup and Over the River Air Show

- a. Requested \$10,000. Recommend \$10,000.
- b. Stephens moved and Garza seconded the motion to approve.
- c. The motion carried 5-0.

19. Three Rivers Folklife Society - Tumbleweed Music Festival

- a. Requested \$7,000. Recommend \$7,000.
- b. Sako moved and Stephens seconded the motion to approve.
- c. The motion carried 5-0.

20. City of Richland – Side by Side

- a. Requested \$49,000. Recommend \$49,000.
- b. Sako moved and Stephens seconded the motion to approve.
- c. The motion carried 5-0.

21. City of Richland - Columbia Playfield North Parking Lot Restoration

- a. Requested \$450,000. Recommend \$450,000.
- b. Stephens moved and Sako seconded the motion to approve.
- c. The motion carried 5-0.

22. City of Richland - Kiosk Renew and Replace

- a. Requested \$100,000. Recommend \$100,000.
- b. Stephens moved and Garza seconded the motion to approve.
- c. The motion carried 5-0.

23. City of Richland - Columbia Point Marina Park Dock and Marina Revitalization

- a. Requested \$400,000. Recommend \$100,000.
- b. Discussion: Chris Waite, Parks and Public Facilities Director explained that while the original request was for \$400,000 due to the anticipated project timeline, \$100,000 is what they realistically will be able to use in the 2025 cycle.
- c. Cruz moved and Stephens seconded the motion to approve.
- d. The motion carried 5-0.

New Business

None

Adjournment

Councilmember Lukson adjourned the meeting at 6:21 p.m.

PREPARED BY: Felicia Siefken
Felicia Siefken, Executive Assistant

APPROVED BY: Ryan Lukson
Ryan Lukson, Council Liaison

Certificate Of Completion

Envelope Id: 659EAB94-678F-42B4-903D-066DD5C7CBEC
Subject: ACTION REQUIRED: 2024.10.24 LTAC Approved Meeting Minutes
Source Envelope:
Document Pages: 5
Certificate Pages: 5
AutoNav: Enabled
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Time Zone: (UTC-08:00) Pacific Time (US & Canada)

Status: Completed

Envelope Originator:
Carly Kirkpatrick
625 Swift Boulevard
Richland, WA 99352
ckirkpatrick@ci.richland.wa.us
IP Address: 64.184.153.146

Record Tracking

Status: Original
12/9/2025 10:09:45 AM
Holder: Carly Kirkpatrick
ckirkpatrick@ci.richland.wa.us
Location: DocuSign

Signer Events

Ryan Lukson
rlukson@richlandwa.gov
Security Level: Email, Account Authentication
(None)

Signature

Signature Adoption: Pre-selected Style
Using IP Address: 166.198.252.133
Signed using mobile

Timestamp

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Viewed: 12/9/2025 1:12:36 PM
Signed: 12/9/2025 1:12:52 PM

Electronic Record and Signature Disclosure:

Accepted: 12/9/2025 1:12:36 PM
ID: c6e18e21-eb29-4d1f-bec8-d128b7dfef1e

Felicia Siefken
fsiefken@ci.richland.wa.us
Executive Assistant
City of Richland
Security Level: Email, Account Authentication
(None)

Signature Adoption: Pre-selected Style
Using IP Address: 64.184.153.146

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Signed: 12/9/2025 1:28:37 PM

Electronic Record and Signature Disclosure:

Not Offered via Docusign

In Person Signer Events

Signature

Timestamp

Editor Delivery Events

Status

Timestamp

Agent Delivery Events

Status

Timestamp

Intermediary Delivery Events

Status

Timestamp

Certified Delivery Events

Status

Timestamp

Carbon Copy Events

Status

Timestamp

Carly Kirkpatrick
ckirkpatrick@ci.richland.wa.us
Administrative Assistant II
City of Richland
Security Level: Email, Account Authentication
(None)

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Sent: 12/9/2025 1:28:38 PM
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Viewed: 12/9/2025 1:29:00 PM

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Not Offered via Docusign

Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Signing Complete	Security Checked	12/9/2025 1:28:37 PM
Completed	Security Checked	12/9/2025 1:28:38 PM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure
