



Agenda  
Lodging Tax Advisory Committee Meeting  
Monday, March 30, 2026  
Richland City Hall ~ Council Chambers  
625 Swift Boulevard

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### **Call to Order/Attendance**

**Public Comments** Please limit public comments to 2 minutes.

**Approval of Agenda** (Approved by Motion)

### **Approval of Minutes**

- I. Approval of October 27, 2025 Lodging Tax Advisory Committee Meeting Minutes
  - Carly Kirkpatrick, Administrative Assistant II

### **New Business**

2. 2026 Lodging Tax Advisory Committee Staff Report and Applications
  - Darin Arrasmith, Planner

### **Adjournment**



## LODGING TAX ADVISORY COMMITTEE AGENDA ITEM ITEM COVERSHEET

Meeting Date: 3/30/2026

Agenda Category: Approval of Minutes

Prepared By: Carly Kirkpatrick, Administrative Assistant II

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**Subject**

Approval of October 27, 2025 Lodging Tax Advisory Committee Meeting Minutes

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**Department**

Development Services

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**Recommended Motion**

Move to approve the October 27, 2025 Lodging Tax Advisory Committee meeting minutes as presented.

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**Summary**

October 27, 2025 Lodging Tax Advisory Committee Meeting minutes are attached for review and consideration.

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**Fiscal Impact**

None.

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**Attachments**

I. DRAFT 10.27.2025 LTAC Meeting Minutes\_ck



**MINUTES**  
**LODGING TAX ADVISORY COMMITTEE MEETING**  
**Monday, October 27, 2025**  
**Richland City Hall ~ Council Chambers**  
**625 Swift Boulevard**

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**Lodging Tax Advisory Committee Regular Meeting – 5:31 p.m.**

Council Liaison Ryan Lukson called the meeting to order at 5:31 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 Wallner, Economic Planner Arrasmith, Economic Specialist Williamson, Development Services Director Rizzitiello, Parks and Facilities Director Waite, Finance Director Allen and Administrative Assistant II Kirkpatrick.

**Public Comments:**

None

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

1. November 6, 2024, Lodging Tax Advisory Committee Meeting Minutes

**COMMITTEE MEMBER SAKO MOTIONED AND COMMITTEE MEMBER CRUZ SECONDED THE MOTION TO APPROVE NOVEMBER 6, 2024, MEETING MINUTES. THE MOTION CARRIED 5-0.**

**Budget Overview:**

2. 2026 Lodging Tax Funding Overview

Brandon Allen, Finance Director, shared a financial report of estimated amounts available and rough projection for the current year as well as 2026.

**Presentations:**

3. 2025 Activities and Project Updates
  - Status update on 2025 projects & events – overview

Economic Development Manager Wallner provided a brief overview of the LTAC procedures. She discussed updates to the application, the process and noted that clarifying questions have been included within the application. She also explained that the sunset provision to defer and extend contracts is being removed, and that two-year projects may now apply as such. Wallner also mentioned new reporting requirements and the addition of applicant presentations to the overall process.

#### **New Business:**

#### 4. 2026 Lodging Tax Advisory Committee Grant Applications to Review

**Allied Arts Association** – Art in the Park Festival (LTAC 2026-001) Requested \$20,000.

David Wyatt presented on behalf of Allied Arts Association, noting that Art in the Park is their primary fundraising event. Councilmember Lukson inquired about updated cost, and Mr. Wyatt touched on the overall pricing increase along with security increases is what is driving the cost up, as well as the desire to improve the site layout.

**Three Rivers Folklife Society** – Tumbleweed Music Festival (LTAC 2026-002) Requested \$10,000.

The festival features approximately 120 performances across six stages. Representatives discussed the success of virtual festivals during the pandemic, which broadened their audience nationally and internationally. Increased rental and operational costs were noted. The organization intends to pilot a live streaming of the main stage in partnership with Starlink. Committee member Cruz inquired about incorporating advertisements to promote Richland businesses on the live stream.

**Visit Tri-Cities** – IRONMAN 70.3 (LTAC 2026-003) Requested \$40,000.

The event includes community involvement through “IM Tri,” supporting two local participants with grants of approximately \$10,000 each. They would like to boost the community celebration event that is planned to kick off the race. Councilmember Lukson expressed appreciation for the organization’s adaptability, noting only receiving one email of dissatisfaction. The representative said that they do an exit survey and 84% had a favorable time and would recommend for a friend.

**Tri-City Water Follies** – (LTAC 2026-004) Requested \$15,000.  
No representative was present at meeting.

**Northwest Powerboat Association** – Richland Regatta (LTAC 2026-005) Requested \$14,000.

A two-day, free family event held annually in June at Howard Amon Park. The organization plans to use grant funds for advertising and aims to provide accessible entertainment for families unable to attend the Water Follies.

**Terry Marie Fleischman/Sunrise Rotary** - See3Slam 3-on-3 Basketball Tournament (LTAC 2026-006) Requested \$15,000.

A three-day basketball event held in Downtown Richland featuring games, clinics, contests, food, and entertainment. The request includes a \$5,000 increase over the traditional \$10,000 award to support additional marketing needs related to a location change.

**Red Mountain Event Center** - Apple Cup, NASCAR ACRA West, Freedom 250, Fall Classic (LTAC 2026-007) Requested \$50,000.

The nonprofit organization hosts 14 annual events, with plans to add three more. Discussion included questions about their website and public access to event information. The Raceway attracted over 20,000 attendees in 2025, and funds would be used for event promotion.

**Yes and Productions Foundation** - Guys and Dolls (LTAC 2026-008) Requested \$10,000.

Representatives reported success from prior advertising investments, which increased attendance by over 30% year over year. The production will feature a local cast, orchestra, and crew. Questions were raised regarding hotel stays, as this information was missing from the application.

**Three River Ultimate** – Hanford Howl (LTAC 2026-009) Requested \$10,000.

An annual October Ultimate Frisbee tournament hosting 32 teams from across the U.S. and Canada. The event reserves an entire hotel for participants. Representatives discussed enhanced security and expanded attractions. Member Cruz commended the event's success and regional draw.

**Three River Ultimate** – Heat Up (LTAC 2026-010) Requested \$1,500.

A two-day tournament held in May aimed at newer players. The event was awarded funding last year but did not occur and will not be eligible for reimbursement.

**Delta Endurance** – Run the River (LTAC 2026-011) Requested \$2,000.

Run the River is a running/walking racing event comprised of multiple distances including a full marathon, half marathon, 5k run, 4-person marathon relay, and a kid's marathon. The event starts and stops in Columbia Park and travels along riverfront paths in Richland, Kennewick, and Pasco. Most of the distance for the marathon is in Richland, where the course is located to showcase the Columbia Point and Howard Amon areas.

**City of Pasco** – FIFA Fan Zone (LTAC 2026-012) Requested \$7,000

Pasco is one of nine designated fan zones for the 2026 FIFA World Cup in Seattle. The city requested matching \$7,000 contributions from Kennewick and Richland to support six viewing events. A core meeting is scheduled for October 29.

**Red Mountain Event Center** – Racetrack Facility Expansion (LTAC 2026-013) Requested \$75,000

The project includes construction of a 3/8-mile asphalt short track within the existing tri-oval, fencing and lighting improvements, and increased event capacity to attract national series. This addition allows the Raceway to host a wider range of events such as INEX Legends Nationals and attract national touring series.

**Mid-Columbia BMX** – Corner Replacement and Asphalt Additions (LTAC 2026-014) Requested \$195,250.

The project replaces 14-year-old asphalt corners and adds new asphalt in staging and finish areas. Representatives discussed potential project phasing and a construction timeline ahead of a 2027 national event bid that will be occurring in 2026.

**Mid Columbia BMX** – Side Hill Erosion Control (LTAC 2026-015) Requested \$33,100.

The proposed project includes the purchase and installation of materials to control weeds and erosion along the side hill areas of the BMX track using Trail Amour for side hill erosion control and weed control

**Friends of Badger Mountain** – Little Badger Mountain Loop Master Plan (LTAC 2026-016) Requested \$299,315.

No representative was present at the meeting.

**City of Pasco** – Pasco Sporting Complex and Soccer Facility Fencing (LTAC 2026-017) Requested \$7,000.

The proposed project will install a no-climb perimeter fence around the Pasco Sporting Complex-Soccer Facility to preserve the quality of the soccer fields.

**City of Richland** – Economic Development Department, Tourism Signage, Promotion Studies and Activities (LTAC 2026-018) Requested \$30,000.

The project includes development of a wayfinding master plan, kiosk signage updates, downtown walking map updates, and increased marketing for cruise ship visitors.

**City of Richland** – Parks & Public Facilities, Columbia Playfield North Parking Lot Restoration (LTAC 2026-019) Requested \$650,000.

The parking lot project will include resurfacing to maintain accessibility, safety, and visitor experience. The 2025 Funding Year award of \$450,000 was previously budgeted for this project, but after completion of the design and engineering, the total project cost is estimated at \$650,000. Parks & Public Facilities will terminate the 2025 Funding Year contract and enter into a new two-year contract for the 2026 Funding Year.

**City of Richland** – Parks & Public Facilities, Columbia Point Marina Park Dock and Marina Revitalization (LTAC 2026-020) Requested \$450,000.

This project restores the Columbia Point waterfront viewing platform, which was closed due to river erosion and structural damage.

**City of Richland** – Parks & Public Facilities Columbia Playfields and Horn Rapids Tournament Facility Upgrades (LTAC 2026-021) Requested \$137,000.

Upgrades include new scoreboards and fencing at Columbia Playfields and replacement of dugout benches at Horn Rapids to enhance event hosting capabilities.

The Committee recessed for a five-minute break at 7:25 p.m. and reconvened at 7:30 p.m.

Parks and Facilities Director Waite noted the City's partnership Friends of Badger Mountain – Little Badger Mountain Loop Master Plan (LTAC 2026-016) that is requesting \$299,315. The project includes constructing a mid-block pedestrian crossing on Queensgate Drive, and trail design and construction on the north face and trailhead areas.

Presentations Concluded.

Following the presentations, committee members engaged in deliberation and discussion before proceeding with motions. Reviewed Process and reviewed voting options.

Allied Arts Association – Art in the Park Festival (LTAC 2026-001)

- Requested \$20,000. Recommendation of \$15,000.
- Lukson moved and Stephens seconded the motion to approve.
- The motion carried 5-0.

Three Rivers Folklife Society – Tumbleweed Music Festival (LTAC 2026-002)

- Requested \$10,000. Recommendation of \$10,000.
- Lukson with a request to track results of livestream moved and Stephens seconded the motion to approve with detail tracking.

- The motion carried 5-0.

#### Visit Tri-Cities – IRONMAN 70.3

- Requested \$40,000. Recommendation of \$40,000.
- Cruz Abstained – He is employed by applicant.
- Lukson Moved, Stephens Seconded, Cruz Abstained. The motion carried 4-0-1.

#### Tri-City Water Follies – No representative was present for this meeting.

- Discussion on attendance, and incomplete application.
- No motion made

#### Northwest Powerboat Association – Richland Regatta

- Requested \$14,000. Recommendation of 14,000.
- Sako moved and Nelson seconded the motion to approve.
- The motion carried 5-0.

#### Terry Marie Fleischman/Sunrise Rotary - See3Slam 3-on-3 Basketball Tournament

- Requested \$15,000. Recommendation of \$15,000.
- Sako moved and Cruz seconded the motion to approve
- The motion carried 5-0.

#### Red Mountain Event Center - Apple Cup, NASCAR ACRA West, Freedom 250, Fall Classic

- Requested \$50,000. Recommendation of \$50,000.
- Nelson moved and Cruz seconded the motion to approve.
- The motion carried 5-0.

#### Yes and Productions Foundation - Guys and Dolls

- Requested \$10,000. Recommendation of \$7,000.
- Sako moved and Stephen seconded the motion to approve.
- The motion carried 5-0.
- Request to track stays for the next year as it was not provided as part of the application

#### Three River Ultimate – Hanford Howl

- Requested \$10,000. Recommendation of \$10,000.
- Cruz moved and Sako seconded the motion to approve.
- The motion carried 5-0.

#### Three River Ultimate - Heat Up Ultimate Tournament

- Requested \$1,500. Recommendation of \$1,500.
- Cruz moved and Sako seconded the motion to approve.
- The motion carried 5-0.

#### Delta Endurance – Run the River

- Requested \$2,000. Recommendation of \$2,000.
- Stephens moved and Sako seconded the motion to approve.
- The motion carried 5-0.

#### City of Pasco – FIFA Fan Zone

- Requested \$7,000. Recommendation of \$7,000.
- Stephens is abstaining due to other affiliations with Visit Tri-Cities
- Condition on approval from Kennewick and Visit Tri-Cities
- Lukson moved and Sako seconded the motion to recommend council approval with the condition that the applicant must complete the application submitted and submit all required documents prior to execution of the contract.
- The motion carried 3-0-2 abstaining.

#### Red Mountain Event Center – Racetrack Facility Expansion

- Requested \$75,000. Recommendation of \$75,000.
- Sako moved and Nelson seconded the motion to approve.
- The motion carried 5-0.

#### Mid-Columbia BMX – Corner Replacement and Asphalt Additions

- Requested \$195,250. Recommendation of \$195,250.
- Cruz moved and Sako seconded the motion to approve the contract conditioned on the requirements provided by Parks and Public Facilities requiring a pre-construction meeting and contract provisions. Compliance with these conditions will determine reimbursement eligibility.
- The motion carried 5-0.

Mid Columbia BMX – Side Hill Erosion Control

- Requested \$33,100. Recommendation of \$33,100.
- Nelson moved and Stephens seconded the motion to approve the contract conditioned on the requirements provided by Parks and Public Facilities requiring a pre-construction meeting and contract provisions. Compliance with these conditions will determine reimbursement eligibility.
- The motion carried 5-0.

Friends of Badger Mountain – Little Badger Mountain Loop Master Plan (Staff Presented on behalf but applicant was not present)

- Lukson moved with no second
- Applicant can be considered in the spring
- The motion did not carry.

City of Pasco – Pasco Sporting Complex, Soccer Facility Fencing

- Requested \$7,000.
- No motion on the table.

City of Richland – Economic Development Department – Tourism Signage, Promotion Studies and Activities

- Requested \$30,000. Recommendation of \$30,000.
- Cruz moved and Nelson seconded the motion to approve.
- The motion carried 5-0.

City of Richland – Parks & Public Facilities (recurring applicant) Columbia Playfield North Parking Lot Restoration

- Requested \$650,000 for two-year contract. Recommendation of \$650,000.
- Sako moved and Cruz seconded the motion to approve.
- The motion carried 5-0.

City of Richland – Parks & Public Facilities (recurring applicant) Columbia Point Marina Park Dock and Marina Revitalization

- Requested \$450,000. Recommendation of \$450,000.
- Cruz moved and Nelson seconded the motion to approve.
- The motion carried 5-0.

City of Richland – Parks & Public Facilities Columbia Playfields and Horn Rapids  
Tournament Facility Upgrades

- Requested \$137,000. Recommendation of \$137,000.
- Nelson moved and Stephens seconded the motion to approve.
- The motion carried 5-0.

**Adjournment**

Councilmember Lukson adjourned the meeting at 8:22 p.m.

PREPARED BY:

\_\_\_\_\_  
Carly Kirkpatrick, Administrative Assistant II

APPROVED BY:

\_\_\_\_\_  
Ryan Lukson, Council Liaison



# UTILITY ADVISORY COMMITTEE AGENDA ITEM COVERSHEET

Meeting Date: 3/30/2026

Agenda Category: New Business

Prepared By: Darin Arrasmith, Planner

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## Subject

2026 Lodging Tax Advisory Committee Staff Report and Applications

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## Department

Development Services

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## Recommended Motion

Motion to recommend to the City Council to award funding for the 2026 Hotel/Motel Fund and authorize the City Manager to sign and execute the necessary agreements.

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## Summary

Each year, Richland receives funds from the room tax imposed upon hotels & motels located within the City. These funds can be retained by the City or can be expended for a narrow range of projects & activities established by State law. To be considered for funding, proposals must meet criteria as established in RCW 67.28.1815 and prohibits the use of tax receipts for any other purposes.

Tourism promotion is defined in RCW 67.28.080 as "activities & expenditures designed to increase tourism, including but not limited to advertising, publicizing, or otherwise distributing information for the purpose of attracting and welcoming tourists; developing strategies to expand tourism; operating tourism promotion agencies; and funding marketing of special events & festivals designed to attract tourists."

City Council prioritizes events or projects that: increase hotel stays, leverage additional funding from other sources to maximize impact, benefits the off-season, enhances Richland's image and that the amount of funding requested does not exceed 30% of the total cash expenses of the event or project.

After review by the LTAC, each applicant will be approved at the full amount or with an adjusted amount or denied. These recommendations will be brought forward to the City Council for final approval.

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## Fiscal Impact

A recommendation and subsequent approval of the Hotel/Motel Fund applications will result in a total expenditure of \$298,584, leaving a total ending balance of \$1,253,241 in the Lodging Tax Grant Fund program.

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## Attachments

1. LTAC - 2026 Funding Requests (2nd Round)
2. LTAC 2026 Applications (2nd Round)
3. LTAC Staff Report - 2026 Funding Year 2nd Round

**2026 LODGING TAX GRANT FUNDING  
(2nd Round Requests)**

APPLICANT		EVENT	REQUEST	RECOMMENDATION
LTAC 2026-004	Tri-City Water Follies	Tri-City Water Follies	\$20,000	\$20,000
LTAC 2026-022	Richland Chamber of Commerce	Cool Desert Nights	\$25,000	\$18,330
LTAC 2026-023	Clean Tech Alliance	Washington Fusion Week and Innovation Showcase	\$25,734	\$25,734
<b>2nd Round - 2026 Total Requested:</b>			<b>\$70,734</b>	
<b>2nd Round - 2026 Total Recommended:</b>				<b>\$64,064</b>

APPLICANT		CAPITAL PROJECTS	REQUEST	RECOMMENDATION
LTAC 2026-016	Friends of Badger Mountain	Little Badger Mountain Preserve, Trailhead Parking Lot Final Design	\$164,520	\$164,520
LTAC 2026-018	City of Richland, Economic Development	Tourism Signage and Promotion Studies and Activities	\$70,000	\$70,000
<b>2nd Round - 2026 Total Requested:</b>			<b>\$234,520</b>	
<b>2nd Round - 2026 Total Recommended:</b>				<b>\$234,520</b>

LTAC GRANT APPLICATION - 2026 FUNDING YEAR

**TRI-CITY WATER FOLLIES**

TRI-CITY WATER FOLLIES



# LODGING TAX PROGRAM

## Application

APPLICANT			
Date of Application	03-16-2026		
Name of Applicant/Organization	Tri-City Waterfollies		
Type of Applicant	<input type="checkbox"/> Individual <input type="checkbox"/> Public Agency <input checked="" type="checkbox"/> Non-Profit <input type="checkbox"/> Other (please describe):		
Contact Name	Mark Williams	Contact Title	Event Director
Mailing Address	621 N Gum St	Phone Number	5097834675
Email Address	waterfollies@gmail.com	Federal Tax ID #	91-6060434

EVENT OR PROJECT	
Name of Event or Project	Tri-City Water Follies
Location of Event or Project	[Address] 621 N Gum St. Kennewick, WA 99336
Date of Event or Project	Start Date: July 24, 2026      End Date: July 26, 2026
Amount of Funding Request	\$ \$20,000.00
Type of Event or Project	<input type="checkbox"/> Tourism Promotion/Marketing <input checked="" type="checkbox"/> Operation of a Special Event/Festival Designed to Attract Tourists <input type="checkbox"/> Operation of a Tourism Promotion Agency <input type="checkbox"/> Operation of a Tourism-related Facility Owned /Operated by Non-Profit Organization <input type="checkbox"/> Operation and/or Capital Costs of a Tourism-related Facility Owned by a Municipality*

*PROJECT INVOLVING CITY-OWNED FACILITIES	
If your project involves a City-owned facility (e.g., park, parking lot, etc.), a meeting with Parks & Public Facilities must occur to ensure project meets criteria of Parks & Public Facilities <b>and</b> receives their approval prior to review by the LTAC Committee. Meetings should be scheduled through Patricia Roe at (509) 942-7336 or <a href="mailto:proe@ci.richland.wa.us">proe@ci.richland.wa.us</a> . <b>It is recommended to attach approval with application.</b>	
Copy of written approval attached?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If written approval not attached:	Meeting scheduled? <input checked="" type="checkbox"/> Yes (Date:      ) <input type="checkbox"/> No

DESCRIPTION OF EVENT OR PROJECT
<b>1. Please describe your tourism-related event or project (if an event, please indicate how many years your event has taken place).</b> Annual Hydro place racing event and airshow, 60 years in business
Event History: <input type="checkbox"/> New <input type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years <input checked="" type="checkbox"/> 10+ years
Has project/event received LTAC funding previously? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

**2. Please provide the following estimates of the number of visitors to Richland as a direct result of your event or project. For recurring events, provide the actual data from prior years (leave blank if prior years do not apply).**

Year	ESTIMATE	ACTUALS		
		2025	2024	2023
Overall Attendance	50,000	47,000	48,000	47,000
Number of visitors who traveled more than 50 miles.	14,500	13,620	13,920	13,620
Of the visitors who traveled more than 50 miles, the number who traveled from another state or country.	500	400	480	400
Of the visitors who traveled more than 50 miles, the number staying overnight in PAID accommodations in Richland (hotel, motel, bed & breakfast, other short-term rentals).	3,000	2,400	2,500	2,400
Of the visitors who traveled more than 50 miles, the number staying overnight in UNPAID accommodations in Richland (with family or friends).	3,500	3,100	3,600	3,100
Number of paid lodging room nights in Richland resulting from your activity/event (example: 25 rooms on Friday + 50 rooms on Saturday = 75 paid lodging room nights).	3,800	3,400	3,500	3,400

**3. Please describe how you will calculate and confirm your estimates.**

We calculate attendance based on cross-referencing admission sales, parking sales, and some -geo fencing

**4. Is there a host hotel for your event or project?**

- Yes (please provide the name: \_\_\_\_\_ )  
 No

**5. Please describe your target audience (locations, demographics, etc.).**

We target all demographics, especially families and students who have free time in the summer. We have brought in attendees as far as South Africa and Europe

**6. Please describe how you will promote your event or project to attract tourists.**

Social media, community events

**7. Please describe how you will promote lodging establishments, restaurants, and businesses located in Richland.**

Social media, community events

**8. Are you applying for lodging tax funds from another city?**

Yes (please provide the name of the city and amounts requested): Visit Tri Cities  
 No

**9. What is the overall budget for your event/project? Must attach a copy of the event/project budget (no drafts). What percentage of your budget are you requesting from the City of Richland’s Lodging Tax Fund?**

Overall budget 1.3M

Budget Attached

**10. Please list your top five anticipated sources of revenue for your event or project, excluding requested City of Richland Lodging Tax Funds. (Do not include in-kind contributions.)**

Source of Revenue	Amount	Confirmed? Y/N	Date Funds Available
Apollo	\$175,000.00	Y	February 2026
STCU	\$125,000.00	Y	March 2026
12 Tribes	\$40,000.00	Y	April 2026
CTUIR	\$55,000.00	y	April 2026
Columbia	\$25,000.00	y	May 2026

**11. If full funding for your request is not available or recommended, what aspects of your event or project will you modify or eliminate?**

Sponsorship allocations

**12. Please identify the risks and challenges that could impact the success of your event or project and explain how you intend to mitigate those risks and challenges (e.g., location, space, staffing, funding, time, marketing, etc.).**

location and weather

**13. Does your event donate to other organizations? If yes, please describe the recipient organization(s) and indicate the total amount of cash funding donated.**

Yes, many local organizations who host auctions and request our ticket packages, valued at 330, to be used as prizes for their event

[Certification on next page]

**CERTIFICATION (please confirm by initialing each statement)**

MW

SIGNED BY: MARK WILLIAMS I am an authorized agent of the organization applying for funding.

MW I certify that the total amount of Lodging Tax funding requested will not exceed 30% of the total cash expenses of my event or project.

SIGNED BY: MARK WILLIAMS

MW If awarded, my organization intends to enter into a Municipal Services Contract with the City of Richland, provide liability insurance for the duration of the contract naming the City of Richland as additional insured and in an amount determined by the City, and file for a permit to use City property, if applicable.

SIGNED BY: MARK WILLIAMS

MW I understand that the City of Richland will only reimburse those costs actually incurred by the Applicant and only after the service is rendered, paid for (if provided by a third party), and a signed Request for Reimbursement form has been submitted to the City, including any copies of invoices and payment documentation.

SIGNED BY: MARK WILLIAMS

MW Completed W-9 Form is attached.

SIGNED BY: MARK WILLIAMS

MW I understand that the Applicant will be required to submit a report in a format provided by the City.

SIGNED BY: MARK WILLIAMS

MW I understand that all project activities must be identified in promotional and other business materials as having been funded by the City of Richland.

SIGNED BY: MARK WILLIAMS

MW I understand that once submitted, this application is a public record. The City of Richland may post part or all of it on the City's website or provide it in response to public records request.

SIGNED BY: MARK WILLIAMS

MW If awarded, I understand I will be required to use the City of Richland logo on all advertising material, I shall obtain written permission from the City's Communications & Marketing Manager or designee for use of the City's logo, and shall abide by the logo specifications provided.

SIGNED BY: MARK WILLIAMS

**My signature below confirms I have read and understand the Lodging Tax Program Procedures and Guidelines.**

eSigned via GovOS.com  
*Mark Williams*  
Key: d73a1eef-86a3-4cd2-a0b5-548d41da98a  
Signature

Mark Williams

03-16-2026

Printed Name

Date

	<u>Jan - Dec 2026</u>
Ordinary Income/Expense	
Income	
4000 · Administrative Income	
4006 · Convenience Fees	731.07
4007 · Mailing Fees	991.00
Total 4000 · Administrative Income	<u>1,722.07</u>
4100 · Tri-City Airshow	
4110 · Airshow Sponsorship	125,000.00
Total 4100 · Tri-City Airshow	<u>125,000.00</u>
4200 · Special Areas Columbia Park	
4208 · Hydro Hot Spot	30,605.00
4205 · Starting Line Ticket Pkg	19,250.00
4204 · Round Table Ticket Pkg	17,550.00
Total 4200 · Special Areas Columbia Park	<u>67,405.00</u>
4300 · Private Viewing Areas Col. Park	
4302 · Columbia Park West Viewing Area	13,920.00
4301 · Columbia Park Viewing Areas	107,750.00
4303 · Tents/Tables/Chair Rental	19,120.00
Total 4300 · Private Viewing Areas Col. Park	<u>140,790.00</u>
4350 · Private Viewing Area Pasco	
4251 · Bulldog Beach Club	20,550.00
4352 · Pasco Levee	21,000.00
4351 · West Pasco Viewing Areas	143,000.00
4353 · Tents/Tables/Chair Rental	5,665.00
Total 4350 · Private Viewing Area Pasco	<u>190,215.00</u>
4400 · RV Packages	
4404 · RV East	12,000.00
4403 · RV Pit	3,000.00
4402 · RV Terrace	23,000.00
4401 · RV Main	45,650.00
4405 · RV Parking	9,725.00
4406 · RV West	10,000.00
Total 4400 · RV Packages	<u>103,375.00</u>
4500 · Concessions	
4502 · Concession Income - Kennewick	20,536.00
4503 · Concessions Income - Pasco	6,190.00
Total 4500 · Concessions	<u>26,726.00</u>
4600 · Souvenirs	
4606 · Souvenir Shirts	11,992.00
4605 · Souvenir Hats	2,070.00
4604 · Challenge Coins	3,730.00
4603 · Program Sales	6,170.00
4602 · Souvenir merchandise	1,674.00
4601 · Booster Buttons	3,000.00
Total 4600 · Souvenirs	<u>28,636.00</u>
4700 · Community Donations	10,574.00
4800 · General Operations	
4811 · Miscellaneous Income	73.00
4810 · Interest Income	16,543.19
Total 4800 · General Operations	<u>16,616.19</u>
4900 · Off-Site Event	
4901 · Evening Reception	90.00
Total 4900 · Off-Site Event	<u>90.00</u>
5100 · Parking Fees	
5104 · Columbia Park Premium Parking	6,682.00
5102 · Pasco Parking Income	5,130.00
5101 · Parking Income	33,203.64
Total 5100 · Parking Fees	<u>45,015.64</u>
5300 · Sponsorship, Donations & Grants	
5312 · Hotel/Motel Tax	15,000.00
5300 · Sponsorship, Donations & Grants - Other	200,000.00
Total 5300 · Sponsorship, Donations & Grants	<u>215,000.00</u>
5500 · Tickets	
5514 · Pasco Gate Income	18,000.00

	<u>Jan - Dec 2026</u>
5513 · Children's Ticket Sales	1,410.00
5510 · Advance Ticket Sales	177,278.00
<b>Total 5500 · Tickets</b>	<b>196,688.00</b>
<b>5700 · Aquatic Racing</b>	
5704 · Heat Sponsorship	5,000.00
5702 · Columbia Cup Sponsorship	175,000.00
5701 · Limited Sponsorship	1,000.00
5700 · Aquatic Racing - Other	40,000.00
<b>Total 5700 · Aquatic Racing</b>	<b>221,000.00</b>
<b>5900 · Spring Splash Testing</b>	
5920 · Spring Splash Boat Team	10,500.00
5915 · Spring Splash Vendors	250.00
5905 · Spring Splash Sponsors	0.00
5910 · Spring Splash Testing Parking	1,457.00
<b>Total 5900 · Spring Splash Testing</b>	<b>12,207.00</b>
<b>Total Income</b>	<b>1,401,059.90</b>
<b>Gross Profit</b>	<b>1,401,059.90</b>
<b>Expense</b>	
<b>8200 · Spring Splash Testing Expense</b>	
8/225 · Portolets	1,909.92
8235 · Volunteer Meals	333.04
8240 · Security, Parking & Pit Ops	6,800.00
8230 · Permits & Insurance	2,572.00
8220 · Fencing	1,743.55
8210 · Tents, Tables & Chairs	278.78
8200 · Spring Splash Testing Expense - Other	5,600.00
<b>Total 8200 · Spring Splash Testing Expense</b>	<b>19,237.29</b>
6815 · Fees, fines penalties	2,185.00
<b>6900 Pasco Venue Oversight</b>	
7102 · Parking Pasco	4,200.00
6901 Fencing	21,000.00
6904 Site Setup/Teardown	3,000.00
6905 Tents/Tables/Chairs	47,890.26
6906 Portolets	15,363.60
6907 Garbage	11,870.80
6908 Ticket Sales	3,500.00
<b>Total 6900 Pasco Venue Oversight</b>	<b>106,824.66</b>
Miscellaneous	1,000.00
<b>8000 · Security</b>	
8008 · Office Building Security	1,310.87
8005 · Pasco First Aid/Ambulance/Fire	3,710.00
8004 · Pasco Gate Security	7,000.00
8002 · C Park First Aid,Amb,Fire	0.00
8001 · C Park Crowd Mngt/ Security	137,000.00
8000 · Security - Other	308.37
<b>Total 8000 · Security</b>	<b>149,329.24</b>
<b>7900 · Volunteer Committee</b>	
7950 · Board Perks	0.00
7902 · Volunteer Appreciation	0.00
<b>Total 7900 · Volunteer Committee</b>	<b>0.00</b>
<b>7500 · Tickets Expense</b>	
7504 · Event Sprout	889.78
7503 · Miscellaneous Supplies	69.42
7502 · Wrist Tickets	4,411.13
7501 · Printed Tickets/Passes	657.96
7500 · Tickets Expense - Other	1,813.50
<b>Total 7500 · Tickets Expense</b>	<b>7,841.79</b>
<b>7200 · Pit Operations</b>	
7206 · Crane Operators	8,350.00
7205 · Pit Operations Fuel	143.44
7203 · Pit Operations/ Official Tower	8,385.60
<b>Total 7200 · Pit Operations</b>	<b>16,879.04</b>
<b>7000 · On-Site Event Expense</b>	
Speed N Feed	15,000.00

	<u>Jan - Dec 2026</u>
7003 · Trophies	7,240.40
7001 · Entertainment	4,531.47
7000 · On-Site Event Expense - Other	<u>92.55</u>
Total 7000 · On-Site Event Expense	26,864.42
<b>6800 · General Operation</b>	
6816 · Equipment & Supplies	14,265.14
6814 · Building Maintenance	76.09
6813 · Property Tax	7,774.34
6811 · Copier Lease	23.94
6809 · Professional Services	3,371.00
6808 · Bad Debt	5,563.00
6807 · Utilities & Gas	6,019.44
6806 · Travel & Meetings	2,500.00
6804 · Insurance	19,881.00
6803 · Dues & Subscriptions	1,433.52
6802 · Bank Fees, Bankcard Charges	1,848.60
6801 · B & O Taxes	10,434.98
6800 · General Operation - Other	<u>1,939.29</u>
Total 6800 · General Operation	75,130.34
<b>6600 · Souvenir</b>	
6603 · Programs	3,500.00
6602 · Souvenir Merchandise	<u>30,604.45</u>
Total 6600 · Souvenir	34,104.45
<b>6500 · Concession</b>	
6502 · Ice	<u>2,900.40</u>
Total 6500 · Concession	2,900.40
<b>6250 · Special Viewing Pasco</b>	
6251 · Bulldog beach	<u>819.95</u>
Total 6250 · Special Viewing Pasco	819.95
<b>6100 · Airshow</b>	
6106 · ICAS	1,500.00
6101 · Air Show Security	3,472.00
6102 · Airshow Hospitality	3,758.00
6104 · Airshow Performers	35,309.00
6103 · Airshow Operations	<u>35,961.00</u>
Total 6100 · Airshow	80,000.00
<b>6000 · Administrative</b>	
6002 · Commissions	12,250.00
6006 · Miscellaneous Supplies	2,412.44
6005 · Printing & Production	16,468.82
6004 · Postage, Xerox & Mailings	959.46
6001 · Administrative Services	
6001.8 · Admin Services-Exe Director	112,000.00
6001.6 · Professional Services	3,330.71
6000.5 · Admin Services-Seasonal Staff	<u>50,000.00</u>
Total 6001 · Administrative Services	165,330.71
Total 6000 · Administrative	197,421.43
Sales Tax	1,802.87
6700 · Donations/Gifts	10,000.00
<b>Capital Improvement Expense</b>	
Rescue Sled	359.76
Building Project	2,560.77
Capital Improvement Expense - Other	<u>1,478.29</u>
Total Capital Improvement Expense	4,398.82
<b>7700 · Aquatic racing/entertainment</b>	
7705 · Event Insurance	38,620.00
7704 · Other Aquatic Entertainment	10,000.00
7703 · Miscellaneous Expenses	25,000.00
7702 · Unlimiteds	185,000.00
7701 · Limiteds	<u>33,000.00</u>
Total 7700 · Aquatic racing/entertainment	291,620.00
<b>7300 · Advertising &amp; Marketing</b>	
7305 · Digital Media	
7305.5 · Email Distribution	70.67

	<u>Jan - Dec 2026</u>
7305 · Digital Media - Other	11,413.00
Total 7305 · Digital Media	11,483.67
7303 · Radio	465.80
7302 · Television	23,000.00
7301 · Printing & Production	2,672.30
7300 · Advertising & Marketing - Other	9,071.45
Total 7300 · Advertising & Marketing	46,693.22
6200 · Special Viewing Columbia Park	
6208 · Hydro Hot Spot	82.20
6206 · Tents/Tables/Chair Rental	60,000.00
6205 · Starting Line Club Expense	4,300.00
Total 6200 · Special Viewing Columbia Park	64,382.20
7600 · Columbia Park Venue Oversight	
7101 · Col Park Parking/Gates	15,368.80
7004 · Mobile Offices	11,500.00
7608 · Golf Carts Rental	8,000.00
7607 · Garbage	29,192.25
7606 · Portolets	53,000.00
7605 · Tents/Tables/Chairs	2,425.27
7604 · Site Set-up / Cleanup	13,692.28
7602 · Leases/Licenses/Permits	
7602.5 · City of Kennewick Permits & Fee	50,000.00
7602 · Leases/Licenses/Permits - Other	8,592.55
Total 7602 · Leases/Licenses/Permits	58,592.55
7601 · Fencing	43,000.00
Total 7600 · Columbia Park Venue Oversight	234,771.15
Race Site Services	7,856.75
Spec. Order PA System	945.30
7800 · Water Operations	
7804 · Rescue	1,289.54
7803 · Patrol Boats	1,409.72
7801 · Fuel	11,150.00
Total 7800 · Water Operations	13,849.26
Total Expense	1,396,857.58
Net Ordinary Income	4,202.32
Other Income/Expense	
Other Expense	
Reimbursables	0.00
2023 Adjustments	
Total Other Expense	
Net Other Income	0.00
Net Income	<u>4,202.32</u>

<b>LODGING TAX GRANT APPLICATION SCORING SHEET</b>	
<b>APPLICANT: TRI-CITY WATER FOLLIES</b>	
<b>CRITERIA</b>	<b>SCORE</b>
<b>Potential to Increase Tourism (25 points)</b>	
a. Does the proposal demonstrate potential to attract people to Richland from at least 50 miles away?	
b. Are there clear and realistic projections of the total number of people attending?	
c. Is the expectation of the number of out-of-town visitors realistic?	
d. Is the event or project scheduled to occur in the off-season	
<b>Lodging/Overnight Stays (25 points)</b>	
a. Is the proposal likely to attract overnight stays?	
b. Does the project quantify the anticipated number of overnight stays?	
c. Does the event or project have a plan to utilize local hotels or lodging providers or encourage future overnight stays?	
d. Are there partnerships with local hotels or lodging providers?	
e. *Does the event or project produce a broad base for hotel/motel occupancy (in contrast to individual festivals, concerts or shows)?	
<b>Economic Impact and Sustainability (20 points)</b>	
a. Does the proposal indicate economic benefits for the local economy (e.g., job creation, increased business for local retailers and restaurants)?	
b. Does the proposal include a long-term plan for sustained events beyond the current grant request?	
c. Does the proposal reflect how the event or project will meet one or more of the City's tourism goals?	
<b>Marketing (15 points)</b>	
a. Will the applicant market the event or project outside of Richland?	
b. *Does the event or project highlight Richland as a center of athletic and cultural excellence that is focused toward sporting, cultural and leisure events?	
c. Does the event or project have a marketing plan explaining how it will reach audiences outside of Richland, specifically areas more than 50 miles from Richland?	
d. Does the event or project utilize digital marketing and/or social media over print marketing?	
e. *Is the event or project likely to draw interest from young professionals and/or families that visit the area?	
f. *Is the requested amount for the marketing of the event or project more than 30% of applicant's total budget?	
<b>Budget and Feasibility (10 points)</b>	
a. Is the event or activity plan realistic and achievable within the proposed timeline?	
b. Did the applicant provide clear milestones and deliverables?	
c. Is the budget realistic and well-justified?	
d. Are resources allocated effectively?	
e. Does the event or project leverage other funds?	
f. Applicant's matching funds?	
<b>Community Partnerships (5 points)</b>	
a. Are there partnerships with local organizations?	
b. What degree of support has the proposal received from local or regional partners?	
c. Are there established partnerships that enhances the reach and impact of the event or project?	
d. Do the organizers of the event or project donate to other organizations?	
<b>Supplementals (20 points)</b>	
a. Applicants matching funds: Less than 5% = 0   5%-24% = 5   25%-49% = 10   50%-99% = 15   100% = 20	
<b>Total Score</b>	

\*Richland City Council Policy: "Approval of Revised Hotel/Motel Lodging Tax Fund Evaluation Criteria" (November 3, 2008).

LTAC GRANT APPLICATION - 2026 FUNDING YEAR

**FRIENDS OF BADGER MOUNTAIN**

LITTLE BADGER MOUNTAIN PRESERVE –  
TRAILHEAD PARKING LOT FINAL DESIGN



# LODGING TAX PROGRAM

## Application

APPLICANT			
Date of Application	03-08-2026		
Name of Applicant/Organization	Friends of Badger Mountain (FOBM)		
Type of Applicant	<input type="checkbox"/> Individual <input type="checkbox"/> Public Agency <input checked="" type="checkbox"/> Non-Profit <input type="checkbox"/> Other (please describe):		
Contact Name	David Comstock	Contact Title	FOBM Board of Directors,
Mailing Address	PO Box 24, Richland WA 99352	Phone Number	(509) 521-8226
Email Address	dccomstock1@gmail.com	Federal Tax ID #	84-1702655

EVENT OR PROJECT	
Name of Event or Project	Little Badger Mountain Preserve, Trailhead Parking Lot Final Design
Location of Event or Project	[Address] Queensgate Drive, Northeast of Gage Blvd Intersection
Date of Event or Project	Start Date: March 27, 2026      End Date: March 28, 2026
Amount of Funding Request	\$ \$164,520.00
Type of Event or Project	<input type="checkbox"/> Tourism Promotion/Marketing <input type="checkbox"/> Operation of a Special Event/Festival Designed to Attract Tourists <input type="checkbox"/> Operation of a Tourism Promotion Agency <input type="checkbox"/> Operation of a Tourism-related Facility Owned /Operated by Non-Profit Organization <input checked="" type="checkbox"/> Operation and/or Capital Costs of a Tourism-related Facility Owned by a Municipality*

*PROJECT INVOLVING CITY-OWNED FACILITIES	
If your project involves a City-owned facility (e.g., park, parking lot, etc.), a meeting with Parks & Public Facilities must occur to ensure project meets criteria of Parks & Public Facilities <b>and</b> receives their approval prior to review by the LTAC Committee. Meetings should be scheduled through Patricia Roe at (509) 942-7336 or <a href="mailto:proe@ci.richland.wa.us">proe@ci.richland.wa.us</a> . <b>It is recommended to attach approval with application.</b>	
Copy of written approval attached?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If written approval not attached:	Meeting scheduled? <input checked="" type="checkbox"/> Yes (Date: <sup>3/6</sup> ) <input type="checkbox"/> No

DESCRIPTION OF EVENT OR PROJECT
<b>1. Please describe your tourism-related event or project (if an event, please indicate how many years your event has taken place).</b>
FOBM met on Friday 3/6/26 with Chris Waite, Parks and Public Facilities Director regarding this 2026 Lodging Tax project application. Chris Waite approved the project scope to complete the Little Badger Mountain, Trailhead Parking Lot Final Design and Queensgate Drive pedestrian crossing construction to establish trail connections to Badger Mountain trail system and City, Trailhead Park trails. This application builds on the successful 2025 Lodging Tax Grant accomplishments (Contract 45-25 including the 30% Little Badger Mountain Trailhead Parking Lot Public Meeting held 11/6/25). 1) This grant application will implement the City Little Badger Mountain Loop Trail Master Plan by completing the trailhead parking lot design, and public involvement process. See attached for more information. In addition, the next Badger Mountain Challenge will be held on March 27-28, 2026. Starting and finishing in Richland's Trailhead Park, the races uses the Badger Mountain trail system and beyond
Event History: <input type="checkbox"/> New <input type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years <input checked="" type="checkbox"/> 10+ years
Has project/event received LTAC funding previously? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

**2. Please provide the following estimates of the number of visitors to Richland as a direct result of your event or project. For recurring events, provide the actual data from prior years (leave blank if prior years do not apply).**

Year	ESTIMATE	ACTUALS		
	2026	2025	2024	2023
Overall Attendance	700	668		
Number of visitors who traveled more than 50 miles.	260	259		
Of the visitors who traveled more than 50 miles, the number who traveled from another state or country.	100	99		
Of the visitors who traveled more than 50 miles, the number staying overnight in PAID accommodations in Richland (hotel, motel, bed & breakfast, other short-term rentals).	150	150		
Of the visitors who traveled more than 50 miles, the number staying overnight in UNPAID accommodations in Richland (with family or friends).	110	109		
Number of paid lodging room nights in Richland resulting from your activity/event (example: 25 rooms on Friday + 50 rooms on Saturday = 75 paid lodging room nights).	75	75		

**3. Please describe how you will calculate and confirm your estimates.**

Badger Mountain Challenge (BMC) Direct Count: Actual count of visitors using BMC race results (BMC racers who actually participate and actually finished one of the BMC races). The BMC registration includes home address information to confirm distance travelled for each racer. The number of paid lodging room nights will be a Structured Estimate: Estimate produced by computing the # of Out of State, Out of Country AND 50+ mile racers divided by 2 people per lodging room.

**4. Is there a host hotel for your event or project?**

Yes (please provide the name: \_\_\_\_\_ )  
 No

**5. Please describe your target audience (locations, demographics, etc.).**

Badger Mountain Challenge (BMC) attracts racers from all over the Tri-Cities and the surrounding area - See attachment Tri-Cities & Pacific Northwest Heatmaps for Home Location of visitors to City Trailhead Park.

Badger Mountain Challenge (BMC) attracts racers from all over the Pacific Northwest and beyond. 2025 BMC racers travelled from the following USA States: AK, AZ, CA, CO, ID, MT, ND, NM, OR, UT, WA and WY.

**6. Please describe how you will promote your event or project to attract tourists.**

The 15th annual BMC focuses on these few remaining open spaces that are close to our urban centers while we still have access to them.

The BMC is once again hosted and promoted by the Nomad Trail Runners of Eastern Washington and event sponsors including:

McCurley Integrity Subaru - Pasco  
 Runners Soul, 5020 W. Clearwater, Kennewick

In addition, FOBM will continue to partner with the National Park Service, Ice Age Floods National Geologic Trail to promote tourism to Richland, WA.

**7. Please describe how you will promote lodging establishments, restaurants, and businesses located in Richland.**

There is no specific host hotel or restaurants for the BMC.

**8. Are you applying for lodging tax funds from another city?**

Yes (please provide the name of the city and amounts requested):

No

**9. What is the overall budget for your event/project? Must attach a copy of the event/project budget (no drafts). What percentage of your budget are you requesting from the City of Richland’s Lodging Tax Fund?**

City of Richland owned tourism-related facility  
Little Badger Mountain Preserve, Trailhead Parking Lot Final Design  
See attached Final Design Proposal from APEX.

Budget Attached

**10. Please list your top five anticipated sources of revenue for your event or project, excluding requested City of Richland Lodging Tax Funds. (Do not include in-kind contributions.)**

Source of Revenue	Amount	Confirmed? Y/N	Date Funds Available
Not Applicable			

**11. If full funding for your request is not available or recommended, what aspects of your event or project will you modify or eliminate?**

Final design of the Little Badger Mountain Trailhead Parking Lot Final Design would be impacted.

**12. Please identify the risks and challenges that could impact the success of your event or project and explain how you intend to mitigate those risks and challenges (e.g., location, space, staffing, funding, time, marketing, etc.).**

Trailhead Parking Lot Final Design will be completed within calendar year 2026.


**13. Does your event donate to other organizations? If yes, please describe the recipient organization(s) and indicate the total amount of cash funding donated.**

No donations to other organizations.

[Certification on next page]

CERTIFICATION (please confirm by initialing each statement)

- DCC  
SIGNED BY: DAVID  
C  
COMSTO CK I am an authorized agent of the organization applying for funding.
- SIGNED BY: DAVID  
C  
COMSTO CK I certify that the total amount of Lodging Tax funding requested will not exceed 30% of the total cash expenses of my event or project.
- SIGNED BY: DAVID  
C  
COMSTO CK If awarded, my organization intends to enter into a Municipal Services Contract with the City of Richland, provide liability insurance for the duration of the contract naming the City of Richland as additional insured and in an amount determined by the City, and file for a permit to use City property, if applicable.
- DCC  
SIGNED BY: DAVID  
C  
COMSTO CK I understand that the City of Richland will only reimburse those costs actually incurred by the Applicant and only after the service is rendered, paid for (if provided by a third party), and a signed Request for Reimbursement form has been submitted to the City, including any copies of invoices and payment documentation.
- DCC  
SIGNED BY: DAVID  
C  
COMSTO CK Completed W-9 Form is attached.
- SIGNED BY: DAVID  
C  
COMSTO CK I understand that the Applicant will be required to submit a report in a format provided by the City.
- SIGNED BY: DAVID  
C  
COMSTO CK I understand that all project activities must be identified in promotional and other business materials as having been funded by the City of Richland.
- SIGNED BY: DAVID  
C  
COMSTO CK I understand that once submitted, this application is a public record. The City of Richland may post part or all of it on the City's website or provide it in response to public records request.
- SIGNED BY: DAVID  
C  
COMSTO CK If awarded, I understand I will be required to use the City of Richland logo on all advertising material, I shall obtain written permission from the City's Communications & Marketing Manager or designee for use of the City's logo, and shall abide by the logo specifications provided.
- SIGNED BY: DAVID  
C  
COMSTO CK My signature below confirms I have read and understand the Lodging Tax Program Procedures and Guidelines.

eSigned via GovOS.com  
  
 Signature

David C Comstock  
 \_\_\_\_\_  
 Printed Name

03-08-2026  
 \_\_\_\_\_  
 Date

## FOBM Lodging Tax Grant Program Application Implementation Plan & Realistic Schedule

**Date of Application:** 3/9/26

**Name of Applicant/Organization:** Friends of Badger Mountain (FOBM)

**Project Title:** Little Badger Mountain Preserve, Trailhead Parking Lot Final Design

**Project Schedule:** Contract award through October 2026 to complete design work.

**2026 FOBM Lodging Tax Grant Funding Request = \$164,520.00**

Work to be performed by this grant application implements the City of Richland, Little Badger Mountain Loop Trail Master Plan (City of Richland owned tourism-related facility).

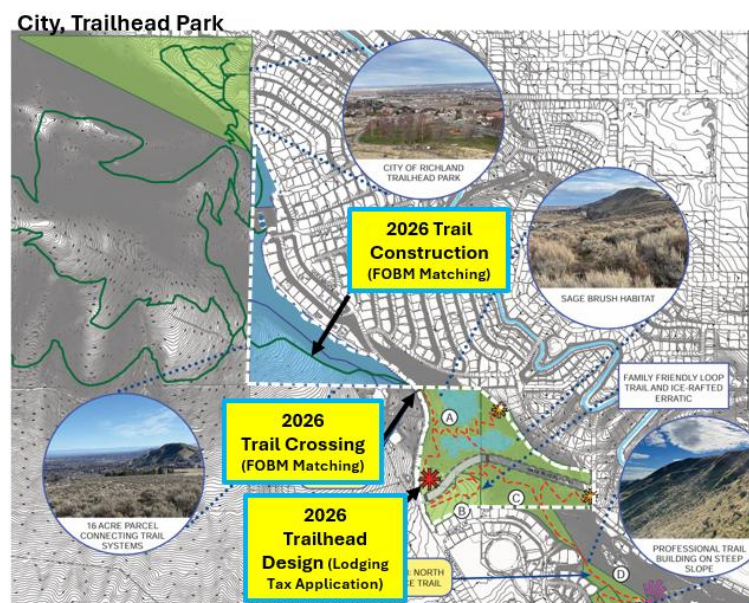
FOBM met on Friday 3/6/26 with Chris Waite, Parks and Public Facilities Director regarding this 2026 Lodging Tax project application. Chris Waite approved the project scope to complete the Little Badger Mountain, Trailhead Parking Lot Final Design and Queensgate Drive pedestrian crossing construction to establish trail connections to Badger Mountain trail system and City, Trailhead Park trails. This application builds on the successful 2025 Lodging Tax Grant accomplishments (Contract 45-25 including the 30% Little Badger Mountain Trailhead Parking Lot Public Meeting held 11/6/25).

**End Goal:** Open the new City Little Badger Mountain Preserve after construction of the trailhead parking lot and public trail sections A, B and C. **See Map Below.**

Step#1: 2026 FOBM Lodging Tax Grant for Little Badger Mountain Preserve, Trailhead Parking Lot **design**. Complete the trailhead parking lot design work in 2026.

Step #2: City of Richland application for WA State Recreation Conservation Office (RCO) grant application for **construction** funding to build the Little Badger Mountain Trailhead Parking Lot. Complete the trailhead parking lot construction work in 2027.

Step #3: Open the new City Little Badger Mountain Preserve after construction of the trailhead parking lot and public trail sections A, B and C with trail connections to Badger Mountain and Trailhead Park.



## **Two components of the FOBM March 9, 2026 Lodging Tax grant application:**

1) This grant application will implement the City Little Badger Mountain Loop Trail Master Plan by completing the trailhead parking lot design, and public involvement process. This will continue the 2025 Lodging Tax funded design work with PBS Engineering (subsidiary of APEX) and implement the City of Richland desire for public involvement with a 60% design public meeting. This effort will result in final Little Badger trailhead parking lot final 100% design, a construction bid package and construction competitive bidding (actual construction costs from local construction companies).

2) This grant application will construction new trail connections with the Master Plan mid-block pedestrian crossing of Queensgate Drive. This will connect the new City Little Badger Mountain Preserve to the Badger Mountain Centennial Preserve by the end of 2026 (new hiking trail from the pedestrian crossing of Queensgate Drive to Badger Mountain Centennial Preserve). This project will also connect the City Little Badger Mountain Preserve to the City of Richland, Trailhead Park.

This 2026 Lodging Tax application is the critical next step for the City of Richland to prepare for a grant to the WA State RCO Grant application for construction funding for the trailhead parking lot.

NOTE: Establishing trail connections will be important to score high for the WA State RCO, WWRP – Trails grant application (RCO Trailhead Construction Grant Project).

### **Detailed Description / Schedule & Grant Funding Request:**

- 1) 2026 Lodging Tax funding will be used for the Little Badger Trailhead parking lot design located off Queensgate Drive. See attached APEX proposal for design tasks:  
**Lodging Tax Grant Funding Request: \$164,520.00**  
**Design Work Schedule:** Contract award through October 2026

Trailhead Parking Lot Design Scope Summary: See APEX proposal for details.

Task 001 – Trailhead Parking Lot Engineering Design and Analysis

Task 002 – Trailhead Parking Lot Landscape Architecture and Ice Age Floods interactive interpretive area to promote tourism to Richland, WA associated with the Nature Loop.

Task 003 – 60% Trailhead Parking Lot Public Involvement Meeting

Task 004 – Trailhead Parking Lot Critical Areas Study

Task 005 – 60% Trailhead Parking Lot Field Survey – field stake location of parking lot

Task 006 – Oversight of Queensgate Mid-Block Crossing – all final submittal to City

Task 007 – Trailhead Parking Lot Bid Package and Bidding Support

**Leveraging additional funding:** Building Trail Connections

2) Friends of Badger Mountain will construct the pedestrian crossing of Queensgate Drive implementing the City Master Plan.

**Lodging Tax Grant Funding Request: \$0 Community Raised Matching Funds**

**Work Schedule:** Construction of the pedestrian crossing during the summer of 2026. All material has been ordered. Crossing will be completed during 2026.

- Competitive bidding for construction is complete and Ellison Earthworks LLC has been hired with a contract awarded for \$119,315.52

**Leveraging additional funding:** Friends of Badger Mountain will construct the new trail to Badger Mountain from the pedestrian crossing of Queensgate Drive.

- FOBM volunteers have rented an excavator and have started the construction of the new trail connecting the pedestrian crossing of Queensgate Drive to Badger Mountain. (.75 miles (3960') @ 5' Wide Trail @ \$3/SF = \$59,000 value of volunteer trail construction for trail subgrade preparation and 3" gravel trail construction)
- Spring 2026 Trail Stone Wall Construction:
  - Elevate Excavation & Development will build a high-quality, long-lasting retaining wall. Elevate Excavation team will construct the wall using natural quarry boulders carefully selected and placed to create a structurally stable and visually appealing finished product: \$81,823.93 Community funded project.
- By the end of November 2026 New Trail Construction will be completed from the pedestrian crossing of Queensgate Drive to Badger Mountain.

NOTE: FOBM volunteers will complete the public trail construction from the Queensgate Drive pedestrian crossing project to the Benton County, Badger Mountain Centennial Preserve at its own expense.

**Leveraging additional funding:** Building Trail Connections = \$260,138 value for trail construction to the Badger Mountain Preserve and City Trailhead Park.

NOTE: FOBM will also support the City of Richland, Little Badger Mountain Primary Trailhead construction application to the WA State RCO, WWRP – Trails grant (RCO Grant Project)

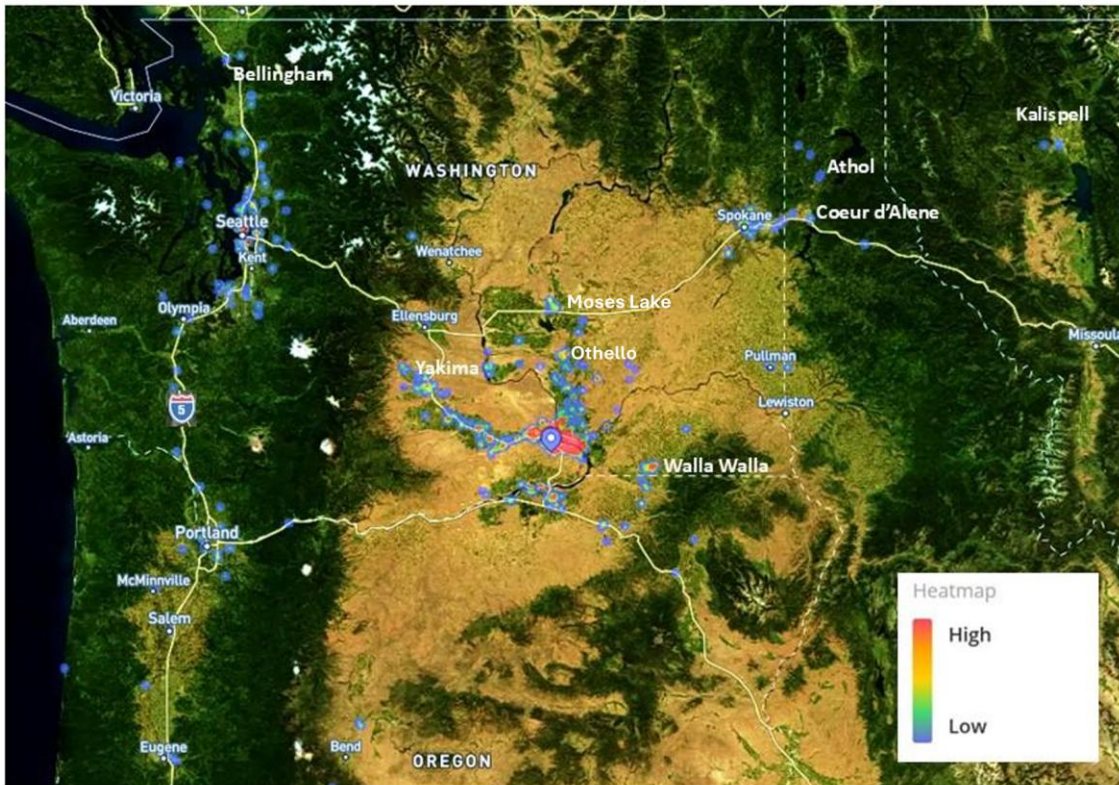
Next Step

**2027 Primary Trailhead Construction (RCO Grant Project Application)**

WA State RCO Reimbursement Grant Request	\$500,000
(City of Richland Construction Project & RCO grant Reimbursement after completion)	
Community Donation to City (FOBM)	\$500,000
City 2027 Lodging Tax Grant Funding Request	\$500,000
<b>2027 Primary Trailhead Construction Project Cost</b>	<b>\$1,500,000</b>

**Regional importance of the City of Richland, Little Badger Mountain Preserve** as a Tourism Facility to bring more visitors to the City of Richland. Visitor home locations to City Trailhead Park show that this is a regional park with visitors coming from all over the Pacific Northwest.

**Home Location of Visitors to Trailhead Park, visitation during calendar year 2025**



Home locations are obfuscated for privacy and randomly placed within a census block. They do not represent actual home addresses.

Heatmap shows the importance of Trailhead Park & Badger Mtn to the Pacific Northwest.

Jan 1st, 2025 - Dec 31st, 2025

Data provided by Placer Labs Inc. (www.placer.ai)



**Letter of Support for this 2026 Lodging Tax Grant Application:**

From the United States Department of the Interior, **National Park Service (NPS)**, Ice Age Floods National Geologic Trail letter of support includes the following,

“The Little Badger Mountain project represents a significant opportunity to expand public access to protected open space while conserving and interpreting nationally significant Ice Age Floods geologic features.”

“The **National Park Service strongly supports** the City of Richland’s intent to integrate Ice Age Floods interpretation into trail and park development through well-placed interpretive waypoint signage and accessible trail design.”

“Of particular note, the south slope of Little Badger Mountain contains a concentration of ice-rafted erratics exceeding that found in the combined Badger Mountain and Candy Mountain Preserves, **making it a location of outstanding scientific and interpretive value.**”

“Upon completion, the Little Badger Mountain Public Ridge Trail **will become an important destination within the broader Ice Age Floods National Geologic Trail landscape**, connecting local communities to nationally significant geologic heritage.”

**Letter of Support for this 2026 Lodging Tax Grant Application:**

University of Plymouth, **United Kingdom England** has been running this trip from Plymouth United Kingdom (UK) annually or biennially since 2007, and have brought more than 500 UK students (and 14 different faculty members) to stay in Richland Washington. Our trip accounts since 2014 show a total expenditure on hotel accommodation in Richland – initially at the Hampton Inn and subsequently at the Homewood Suites on George Washington Way of \$56,313.

Each trip we run our geography field class for second year undergraduate students (the equivalent of juniors) from the University of Plymouth, England. The key theme of the trip is environmental change and management, and over the last eight trips the program of activities FOBM has led for us has been a key part of our syllabus. The students very much enjoy your guided hike on Badger Mountain! Your work on Badger, Little Badger and Candy Mountains is thus an important reason why we come to stay in Richland, and so long as FOBM is willing, we intend to continue our visits to Richland each Spring.



# United States Department of the Interior

NATIONAL PARK SERVICE  
ICE AGE FLOODS NATIONAL GEOLOGIC TRAIL  
1008 CREST DRIVE  
COULEE DAM, WA 99116-1259



February 10, 2026

TO: RCO Board Members, Staff, and Grant Evaluators  
Washington State Recreation and Conservation Office  
Washington Wildlife and Recreation Program  
Local Parks Category Application

Dear Members of the Board, Staff, and Grant Evaluators,

On behalf of the National Park Service and the Ice Age Floods National Geologic Trail, I am pleased to offer this letter of support for the City of Richland, Washington, and its 2026 RCO Project Application for the Little Badger Mountain – Public Ridge Trail Construction project. I also write in strong support of the project partnership with the Friends of Badger Mountain, whose stewardship and volunteer leadership have been instrumental in advancing public access and resource protection on Badger Mountain and Little Badger Mountain.

The Little Badger Mountain project represents a significant opportunity to expand public access to protected open space while conserving and interpreting nationally significant Ice Age Floods geologic features. The Ice Age Floods National Geologic Trail tells the story of the cataclysmic Missoula Floods, which repeatedly reshaped the Pacific Northwest at the end of the last Ice Age. The Lake Lewis Islands landscape, including Little Badger Mountain, preserves some of the most accessible and visually compelling evidence of these floods.

The proposed project will provide visitor access to all three major types of ice-rafted debris associated with the Missoula Floods. Planned interpretive elements—including isolated erratics, an erratic cluster along a family-friendly interpretive loop, a prominent bergmound, and the largest individual erratic documented on the Lake Lewis Islands—offer exceptional opportunities for public education. Of particular note, the south slope of Little Badger Mountain contains a concentration of ice-rafted erratics exceeding that found in the combined Badger Mountain and Candy Mountain Preserves, making it a location of outstanding scientific and interpretive value.

The National Park Service strongly supports the City of Richland’s intent to integrate Ice Age Floods interpretation into trail and park development through well-placed interpretive waypoint signage and accessible trail design. These features will enhance visitor understanding of regional geologic history while promoting safe, informed recreation. Upon completion, the Little Badger Mountain Public Ridge Trail will become an important destination within the broader Ice Age Floods National Geologic Trail landscape, connecting local communities to nationally significant geologic heritage.

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**EXPERIENCE YOUR AMERICA™**

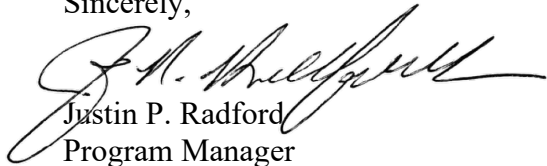
The National Park Service cares for special places saved by the American people so that all may experience our heritage.

The Friends of Badger Mountain have been a valued partner of the Ice Age Floods National Geologic Trail since 2022. Their commitment to land conservation, trail construction, long-term maintenance, and public education directly advances shared goals of resource protection, outdoor recreation, and visitor engagement. Their proposed land donation and volunteer trail construction and maintenance efforts represent a strong and meaningful match to the requested RCO funding.

We commend the City of Richland for its leadership in protecting open space, expanding trail connectivity, and investing in high-quality public parks that serve both residents and visitors. The National Park Service strongly supports this application and encourages the Recreation and Conservation Office to give it full consideration.

Please feel free to contact me if additional information would be helpful.

Sincerely,



Justin P. Radford  
Program Manager  
Ice Age Floods National Geologic Trail  
National Park Service  
U.S. Department of the Interior  
Mobile - 509-237-9722  
Email – [Justin.Radford@nps.gov](mailto:Justin.Radford@nps.gov)



**UNIVERSITY OF  
PLYMOUTH**

School of Geography, Earth  
and Environmental Sciences

19 February 2026

David Comstock  
Friends of Badger Mountain  
PO Box 24  
Richland  
WA, 99352  
USA

Dear David

**Re: Support for Friends of Badger Mountain and RCO Project: Little Badger Mountain,  
Public Ridge Trail Construction**

I am writing in connection with our field class visits to Richland, Washington, during which we work with Friends of Badger Mountain and other key local stakeholders. We are very much looking forward to our visit to Richland this April and I'd like to thank you in advance for your time and efforts once again.

As you know, each year we run our geography field class for second year undergraduate students (the equivalent of juniors) from the University of Plymouth, England. The key theme of the trip is environmental change and management, and over the last eight trips the programme of activities you have led for us has been a key part of our syllabus. The students very much enjoy your guided hike on Badger Mountain!

Your work on Badger, Little Badger and Candy Mountains is thus an important reason why we come to stay in Richland, and so long as you are willing we intend to continue our visits to Richland in the Spring.

We have now been running this trip from Plymouth annually or biennially since 2007, and have brought more than 500 students (and 14 different faculty members) to stay in Richland. Our trip accounts since 2014 show a total expenditure on hotel accommodation in Richland – initially at the Hampton Inn and subsequently at the Homewood Suites – of \$56,313:

2026: \$2,410  
2024: \$2,042  
2023: \$11,788  
2022: \$12,346

School of Geography, Earth and  
Environmental Sciences  
University of Plymouth  
Drake Circus  
Plymouth, PL4 8AA  
United Kingdom

**T** +44 (0) 1752 584709  
**F** +44 (0) 1752 584710  
**E** [geesenquiries@plymouth.ac.uk](mailto:geesenquiries@plymouth.ac.uk)  
**W** [www.plymouth.ac.uk](http://www.plymouth.ac.uk)

Professor Jon Shaw, BSc PGDip PhD FRGS FHEA  
Head of School

2019: \$3,735  
2018: \$10,344  
2017: \$6,028  
2016: \$4,760  
2014: \$2,860  
Total: \$53,903

In the years before 2014 we stayed at the Hampton Inn, Richland, and the Days Inn, Richland, although university accounts are less accessible from 2007-2013. Still, with an average of 30 students and 4 staff on each trip, my notes show we spent a further \$7000 on hotels, making a total of more than \$63,000 in non-adjusted dollars on Richland accommodations alone.

As I also said in my previous letter, a key reason why we come to Richland is to work with you and your colleagues at Friends of Badger Mountain, as this provides us with excellent insights into how community-led, grassroots organisations are capable of working to protect urban and semi-urban landscapes. It is the best example we know of on the route of our trip – hence our intention to continue to visit and to work with you.

I wish you all the very best with your continued efforts to raise funds, and look forward to learning of your progress in when we return in just over two months' time.

With all best wishes,



Professor Jon Shaw  
Head of School  
[jon.shaw@plymouth.ac.uk](mailto:jon.shaw@plymouth.ac.uk)

<b>LODGING TAX GRANT APPLICATION SCORING SHEET</b>	
<b>APPLICANT: FRIENDS OF BADGER MOUNTAIN</b>	
<b>CRITERIA</b>	<b>SCORE</b>
<b>Potential to Increase Tourism (25 points)</b>	
a. Does the proposal demonstrate potential to attract people to Richland from at least 50 miles away?	
b. Are there clear and realistic projections of the total number of people attending?	
c. Is the expectation of the number of out-of-town visitors realistic?	
d. Is the event or project scheduled to occur in the off-season	
<b>Lodging/Overnight Stays (25 points)</b>	
a. Is the proposal likely to attract overnight stays?	
b. Does the project quantify the anticipated number of overnight stays?	
c. Does the event or project have a plan to utilize local hotels or lodging providers or encourage future overnight stays?	
d. Are there partnerships with local hotels or lodging providers?	
e. *Does the event or project produce a broad base for hotel/motel occupancy (in contrast to individual festivals, concerts or shows)?	
<b>Economic Impact and Sustainability (20 points)</b>	
a. Does the proposal indicate economic benefits for the local economy (e.g., job creation, increased business for local retailers and restaurants)?	
b. Does the proposal include a long-term plan for sustained events beyond the current grant request?	
c. Does the proposal reflect how the event or project will meet one or more of the City's tourism goals?	
<b>Marketing (15 points)</b>	
a. Will the applicant market the event or project outside of Richland?	
b. *Does the event or project highlight Richland as a center of athletic and cultural excellence that is focused toward sporting, cultural and leisure events?	
c. Does the event or project have a marketing plan explaining how it will reach audiences outside of Richland, specifically areas more than 50 miles from Richland?	
d. Does the event or project utilize digital marketing and/or social media over print marketing?	
e. *Is the event or project likely to draw interest from young professionals and/or families that visit the area?	
f. *Is the requested amount for the marketing of the event or project more than 30% of applicant's total budget?	
<b>Budget and Feasibility (10 points)</b>	
a. Is the event or activity plan realistic and achievable within the proposed timeline?	
b. Did the applicant provide clear milestones and deliverables?	
c. Is the budget realistic and well-justified?	
d. Are resources allocated effectively?	
e. Does the event or project leverage other funds?	
f. Applicant's matching funds?	
<b>Community Partnerships (5 points)</b>	
a. Are there partnerships with local organizations?	
b. What degree of support has the proposal received from local or regional partners?	
c. Are there established partnerships that enhances the reach and impact of the event or project?	
d. Do the organizers of the event or project donate to other organizations?	
<b>Supplementals (20 points)</b>	
a. Applicants matching funds: Less than 5% = 0   5%-24% = 5   25%-49% = 10   50%-99% = 15   100% = 20	
<b>Total Score</b>	

\*Richland City Council Policy: "Approval of Revised Hotel/Motel Lodging Tax Fund Evaluation Criteria" (November 3, 2008).

LTAC GRANT APPLICATION - 2026 FUNDING YEAR

**RICHLAND CHAMBER OF COMMERCE**

COOL DESERT NIGHTS



# LODGING TAX PROGRAM

## Application

APPLICANT			
Date of Application	03-05-2026		
Name of Applicant/Organization	Richland Chamber of Commerce		
Type of Applicant	<input type="checkbox"/> Individual <input type="checkbox"/> Public Agency <input checked="" type="checkbox"/> Non-Profit <input type="checkbox"/> Other (please describe):		
Contact Name	Chandra Christenson	Contact Title	Executive Director
Mailing Address	1201 Jadwin Ave STE 203	Phone Number	509-430-8786
Email Address	information@richlandchamber.or	Federal Tax ID #	365021840

EVENT OR PROJECT	
Name of Event or Project	Cool Desert Nights
Location of Event or Project	[Address] Uptown Plaza and John Dam Plaza
Date of Event or Project	Start Date: June 26, 2026      End Date: June 27, 2026
Amount of Funding Request	\$ \$25,000.00
Type of Event or Project	<input type="checkbox"/> Tourism Promotion/Marketing <input checked="" type="checkbox"/> Operation of a Special Event/Festival Designed to Attract Tourists <input type="checkbox"/> Operation of a Tourism Promotion Agency <input type="checkbox"/> Operation of a Tourism-related Facility Owned /Operated by Non-Profit Organization <input type="checkbox"/> Operation and/or Capital Costs of a Tourism-related Facility Owned by a Municipality*

*PROJECT INVOLVING CITY-OWNED FACILITIES	
If your project involves a City-owned facility (e.g., park, parking lot, etc.), a meeting with Parks & Public Facilities must occur to ensure project meets criteria of Parks & Public Facilities <b>and</b> receives their approval prior to review by the LTAC Committee. Meetings should be scheduled through Patricia Roe at (509) 942-7336 or <a href="mailto:proe@ci.richland.wa.us">proe@ci.richland.wa.us</a> . <b>It is recommended to attach approval with application.</b>	
Copy of written approval attached?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If written approval not attached:	Meeting scheduled? <input checked="" type="checkbox"/> Yes (Date: 3/5/2 ) <input type="checkbox"/> No

DESCRIPTION OF EVENT OR PROJECT
<b>1. Please describe your tourism-related event or project (if an event, please indicate how many years your event has taken place).</b> Cool Desert Nights is a classic car show and cruise held annually in Richland Washington. This event celebrates automotive history, bringing our community together, and tourism in the Tri-Cities area. Cool Desert Nights attracts all kinds of car and motorcycle enthusiasts from Washington, Oregon, Idaho, and beyond, bringing thousands of visitors to the region each June. Established in 1993, Cool Desert Nights has grown to one of Richlands' most recognizable summer events and has taken place for over 30 years. The multi day event features a Friday night cruise followed by Party in the Park, live music, vendors, family activities, Saturday show & shine, pancake breakfast, beer garden, awards, and more.
Event History: <input type="checkbox"/> New <input type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years <input checked="" type="checkbox"/> 10+ years
Has project/event received LTAC funding previously? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

**2. Please provide the following estimates of the number of visitors to Richland as a direct result of your event or project. For recurring events, provide the actual data from prior years (leave blank if prior years do not apply).**

Year	ESTIMATE	ACTUALS		
		2025	2024	2023
Overall Attendance	12,000	11,000	6,000	
Number of visitors who traveled more than 50 miles.	1800	1800	1500	
Of the visitors who traveled more than 50 miles, the number who traveled from another state or country.	500	500	500	
Of the visitors who traveled more than 50 miles, the number staying overnight in PAID accommodations in Richland (hotel, motel, bed & breakfast, other short-term rentals).	1900	1800	2200	
Of the visitors who traveled more than 50 miles, the number staying overnight in UNPAID accommodations in Richland (with family or friends).	5000	7450	3500	
Number of paid lodging room nights in Richland resulting from your activity/event (example: 25 rooms on Friday + 50 rooms on Saturday = 75 paid lodging room nights).	1800	1800	2200	

**3. Please describe how you will calculate and confirm your estimates.**

We will capture some of this on our registration questions through Eventbrite for those participating in the cruise and show n shine as well as working with Visit Tri-Cities. If you have ideas on the best way to get this information we are all ears.

**4. Is there a host hotel for your event or project?**

- Yes (please provide the name: We are talking with The Lodge at Columbia Point as they just )  
 No

**5. Please describe your target audience (locations, demographics, etc.).**

The target audience for Cool Desert Nights includes car/motorcycle enthusiasts, collectors, and automotive hobbyists, as well as families and tourists seeking summer travel experiences in the Tri-Cities region. A portion of event participants travel from outside the immediate Tr-Cities area. Car owners and visitors regularly attend from throughout Eastern and Western Washington, as well as neighboring states including OR, ID, MT. Many travel in groups or car clubs and stay multiple nights in local hotels to take part in the full schedule of activities. Demographically the core audience consists of primarily of adults ages 35-70. This group typically has disposable income for travel, lodging, dining, and shopping, making them a strong tourism demographic. The event also attracts families, younger car enthusiasts, and regional tourists, creating a multi-generational audience.

**6. Please describe how you will promote your event or project to attract tourists.**

The marketing strategy for Cool Desert Nights focuses on reaching regional audiences and classic car enthusiasts throughout the Pacific Northwest to encourage travel to the Tri-Cities and overnight stays. The event is promoted through a partnership with Stephens Media Group, utilizing their regional radio stations and digital channels to reach audiences across Eastern Washington and surrounding areas. These radio promotions help generate awareness among listeners who travel to attend car shows and summer festivals. In addition, the event is promoted through multiple social media platforms including Facebook, Instagram, and TikTok, where event updates, car features, cruise announcements, and promotional videos are shared to reach both local and out-of-area audiences. Print promotion is also utilized through listings and advertisements in the Northwest Car Calendar, a regional publication, posters in local businesses, and our chair of the event goes to local car club meetings.

**7. Please describe how you will promote lodging establishments, restaurants, and businesses located in Richland.**

Cool Desert Nights attracts an estimated 8,000–11,000 attendees throughout the event weekend, including registered classic car and motorcycle participants and spectators. Many vehicle participants and visitors travel from outside the Tri-Cities region to attend the multi-day event. Based on past participation, the event is estimated to generate approximately 1,500 overnight hotel and motel stays in Richland and the surrounding Tri-Cities area, as participants often stay multiple nights to take part in the full schedule of activities. We will attend the Parkway and Uptown BID meetings in the coming months to get a feel for how much businesses in these areas would like to participate and create a plan based on that feedback. Having a food and merchant area in the event promotes around 30+ local businesses that want to be in the heart of the action.

**8. Are you applying for lodging tax funds from another city?**

Yes (please provide the name of the city and amounts requested):

No

**9. What is the overall budget for your event/project? Must attach a copy of the event/project budget (no drafts). What percentage of your budget are you requesting from the City of Richland’s Lodging Tax Fund?**

\$61,100 Overall 2026 Budget. About 40% of the total budget.

Budget Attached

**10. Please list your top five anticipated sources of revenue for your event or project, excluding requested City of Richland Lodging Tax Funds. (Do not include in-kind contributions.)**

Source of Revenue	Amount	Confirmed? Y/N	Date Funds Available
IBEW	\$15,000.00	Y	02/25/26
ICCU	\$4,500.00	Y	03/01/26
Registrations	\$15,000.00	N	06/01/26
Vendor Fees	\$5,000.00	N	05/30/26
Additional	\$5,000.00	N	05/30/26

**11. If full funding for your request is not available or recommended, what aspects of your event or project will you modify or eliminate?**

We would likely need to modify operational supplies, rentals, and website development. We would want to try to keep all the funds possible in marketing in hopes of growing the event.

**12. Please identify the risks and challenges that could impact the success of your event or project and explain how you intend to mitigate those risks and challenges (e.g., location, space, staffing, funding, time, marketing, etc.).**

Challenge: Operational failures during the cruise create poor traffic flow. We plan to mitigate that by having the Rattlesnake 4x4 club on the course to pull those participants out of the way.  
Challenge: Low registrations. We plan to mitigate this by adding more categories for awards.

**13. Does your event donate to other organizations? If yes, please describe the recipient organization(s) and indicate the total amount of cash funding donated.**

Yes. In years past we have donated to the Richland Kiwanis Club pancake breakfast feed (\$800) we also donated \$5000 to the Tri-Cities Veterans Memorial Cemetery project. We also plan to donate to the Richland Jr. Bombers for set up and clean up assistance but this is still TBD.

[Certification on next page]

CERTIFICATION (please confirm by initialing each statement)

- CC  
SIGNED BY: CHANDR A CHRISTE NSON  
I am an authorized agent of the organization applying for funding.
- CC  
SIGNED BY: CHANDR A CHRISTE NSON  
I certify that the total amount of Lodging Tax funding requested will not exceed 30% of the total cash expenses of my event or project.
- CC  
SIGNED BY: CHANDR A CHRISTE NSON  
If awarded, my organization intends to enter into a Municipal Services Contract with the City of Richland, provide liability insurance for the duration of the contract naming the City of Richland as additional insured and in an amount determined by the City, and file for a permit to use City property, if applicable.
- CC  
SIGNED BY: CHANDR A CHRISTE NSON  
I understand that the City of Richland will only reimburse those costs actually incurred by the Applicant and only after the service is rendered, paid for (if provided by a third party), and a signed Request for Reimbursement form has been submitted to the City, including any copies of invoices and payment documentation.
- CC  
SIGNED BY: CHANDR A CHRISTE NSON  
Completed W-9 Form is attached.
- CC  
SIGNED BY: CHANDR A CHRISTE NSON  
I understand that the Applicant will be required to submit a report in a format provided by the City.
- CC  
SIGNED BY: CHANDR A CHRISTE NSON  
I understand that all project activities must be identified in promotional and other business materials as having been funded by the City of Richland.
- CC  
SIGNED BY: CHANDR A CHRISTE NSON  
I understand that once submitted, this application is a public record. The City of Richland may post part or all of it on the City's website or provide it in response to public records request.
- CC  
SIGNED BY: CHANDR A CHRISTE NSON  
If awarded, I understand I will be required to use the City of Richland logo on all advertising material, I shall obtain written permission from the City's Communications & Marketing Manager or designee for use of the City's logo, and shall abide by the logo specifications provided.

**My signature below confirms I have read and understand the Lodging Tax Program Procedures and Guidelines.**

eSigned via GovOS.com  
  
 Signature  
Key: d73a1eef-86a3-4cd2-a0b5-548d41da98a

Chandra Christenson  
\_\_\_\_\_  
Printed Name

03-05-2026  
\_\_\_\_\_  
Date

# Cool Desert Nights 2026 Event Budget

Prepared for City of Richland Lodging Tax Advisory Committee (LTAC)

<b>Category</b>	<b>Expense</b>	<b>2026 Proposed Budget (\$)</b>
Event Operations		
	Contractor: Event Coordinator	10,000.00
	Operational Supplies	6,200.00
	Insurance	1,200.00
	Rentals	5,000.00
	Emcee, Sound	5,000.00
	Signage and Staging	3,000.00
	Eventbrite Fees	2,000.00
Tourism Marketing		
	Promotional Materials	10,000.00
	Website Development	3,000.00
	Radio Advertisements	7,000.00
	TV Advertisements	4,000.00
	Printed Materials	1,700.00
Volunteer Support		
	Volunteer Hospitality	1,500.00

	Volunteer Shirts	1,500.00
	<b>Total Event Costs</b>	<b>61,100</b>
	<b>Requested Lodging Tax Funding</b>	<b>25,000</b>
	<b>Percentage of Budget Requested from LTAC</b>	<b>40%</b>

<b>LODGING TAX GRANT APPLICATION SCORING SHEET</b>	
<b>APPLICANT: RICHLAND CHAMBER OF COMMERCE</b>	
<b>CRITERIA</b>	<b>SCORE</b>
<b>Potential to Increase Tourism (25 points)</b>	
a. Does the proposal demonstrate potential to attract people to Richland from at least 50 miles away?	
b. Are there clear and realistic projections of the total number of people attending?	
c. Is the expectation of the number of out-of-town visitors realistic?	
d. Is the event or project scheduled to occur in the off-season	
<b>Lodging/Overnight Stays (25 points)</b>	
a. Is the proposal likely to attract overnight stays?	
b. Does the project quantify the anticipated number of overnight stays?	
c. Does the event or project have a plan to utilize local hotels or lodging providers or encourage future overnight stays?	
d. Are there partnerships with local hotels or lodging providers?	
e. *Does the event or project produce a broad base for hotel/motel occupancy (in contrast to individual festivals, concerts or shows)?	
<b>Economic Impact and Sustainability (20 points)</b>	
a. Does the proposal indicate economic benefits for the local economy (e.g., job creation, increased business for local retailers and restaurants)?	
b. Does the proposal include a long-term plan for sustained events beyond the current grant request?	
c. Does the proposal reflect how the event or project will meet one or more of the City's tourism goals?	
<b>Marketing (15 points)</b>	
a. Will the applicant market the event or project outside of Richland?	
b. *Does the event or project highlight Richland as a center of athletic and cultural excellence that is focused toward sporting, cultural and leisure events?	
c. Does the event or project have a marketing plan explaining how it will reach audiences outside of Richland, specifically areas more than 50 miles from Richland?	
d. Does the event or project utilize digital marketing and/or social media over print marketing?	
e. *Is the event or project likely to draw interest from young professionals and/or families that visit the area?	
f. *Is the requested amount for the marketing of the event or project more than 30% of applicant's total budget?	
<b>Budget and Feasibility (10 points)</b>	
a. Is the event or activity plan realistic and achievable within the proposed timeline?	
b. Did the applicant provide clear milestones and deliverables?	
c. Is the budget realistic and well-justified?	
d. Are resources allocated effectively?	
e. Does the event or project leverage other funds?	
f. Applicant's matching funds?	
<b>Community Partnerships (5 points)</b>	
a. Are there partnerships with local organizations?	
b. What degree of support has the proposal received from local or regional partners?	
c. Are there established partnerships that enhances the reach and impact of the event or project?	
d. Do the organizers of the event or project donate to other organizations?	
<b>Supplementals (20 points)</b>	
a. Applicants matching funds: Less than 5% = 0   5%-24% = 5   25%-49% = 10   50%-99% = 15   100% = 20	
<b>Total Score</b>	

\*Richland City Council Policy: "Approval of Revised Hotel/Motel Lodging Tax Fund Evaluation Criteria" (November 3, 2008).

LTAC GRANT APPLICATION - 2026 FUNDING YEAR

**CLEAN TECH ALLIANCE**

WASHINGTON FUSION WEEK & INNOVATION  
SHOWCASE



# LODGING TAX PROGRAM

## Application

APPLICANT			
Date of Application	03-08-2026		
Name of Applicant/Organization	CleanTech Alliance		
Type of Applicant	<input type="checkbox"/> Individual <input type="checkbox"/> Public Agency <input checked="" type="checkbox"/> Non-Profit <input type="checkbox"/> Other (please describe):		
Contact Name	Mel Clark	Contact Title	President and CEO
Mailing Address	1301 5th Ave Ste 1500 Seattle	Phone Number	206-919-9771
Email Address	mel@cleantechalliance.org	Federal Tax ID #	32-0199835

EVENT OR PROJECT	
Name of Event or Project	Washington Fusion Week -- and -- Innovation Showcase
Location of Event or Project	[Address] PNNL Discovery Hall 650 Horn Rapids Road, Richland, WA 99354
Date of Event or Project	Start Date: September 01, 2026      End Date: September 03, 2026
Amount of Funding Request	\$ \$25,734.00
Type of Event or Project	<input type="checkbox"/> Tourism Promotion/Marketing <input checked="" type="checkbox"/> Operation of a Special Event/Festival Designed to Attract Tourists <input type="checkbox"/> Operation of a Tourism Promotion Agency <input type="checkbox"/> Operation of a Tourism-related Facility Owned /Operated by Non-Profit Organization <input type="checkbox"/> Operation and/or Capital Costs of a Tourism-related Facility Owned by a Municipality*

### \*PROJECT INVOLVING CITY-OWNED FACILITIES

If your project involves a City-owned facility (e.g., park, parking lot, etc.), a meeting with Parks & Public Facilities must occur to ensure project meets criteria of Parks & Public Facilities **and** receives their approval prior to review by the LTAC Committee. Meetings should be scheduled through Patricia Roe at (509) 942-7336 or [proe@ci.richland.wa.us](mailto:proe@ci.richland.wa.us). **It is recommended to attach approval with application.**

Copy of written approval attached?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If written approval not attached:	Meeting scheduled? <input type="checkbox"/> Yes (Date:      ) <input type="checkbox"/> No

### DESCRIPTION OF EVENT OR PROJECT

**1. Please describe your tourism-related event or project (if an event, please indicate how many years your event has taken place).**

Washington Fusion Week (formerly Seattle Fusion Week) and the CleanTech Alliance Innovation Showcase are annual, tourism-driven events that attract clean energy professionals, researchers, investors, and industry leaders from across Washington and the broader Pacific Northwest. Fusion Week is entering its 6th year and typically draws 180-210 attendees. The Innovation Showcase is in its 12th year and attracts 200-260 attendees. The events are new to this location, but have strong participation by our members, sponsors, and partners across the region.

In 2026, both events are relocating to the Tri-Cities, hosted at PNNL, to connect our members and audience with the region's world-class national laboratory, energy innovation assets, and innovation project-focused community. The events bring significant visitation to the area while elevating the Tri-Cities' role in the state's clean energy economy.

Event History:     New     1-5 years     6-10 years     10+ years

Has project/event received LTAC funding previously?  Yes  No

**2. Please provide the following estimates of the number of visitors to Richland as a direct result of your event or project. For recurring events, provide the actual data from prior years (leave blank if prior years do not apply).**

	ESTIMATE	ACTUALS			
		2026	2025	2024	2023
Year					
Overall Attendance	400	467	386	422	
Number of visitors who traveled more than 50 miles.	350	18	22	5	
Of the visitors who traveled more than 50 miles, the number who traveled from another state or country.	80	82	78	93	
Of the visitors who traveled more than 50 miles, the number staying overnight in PAID accommodations in Richland (hotel, motel, bed & breakfast, other short-term rentals).	300				
Of the visitors who traveled more than 50 miles, the number staying overnight in UNPAID accommodations in Richland (with family or friends).					
Number of paid lodging room nights in Richland resulting from your activity/event (example: 25 rooms on Friday + 50 rooms on Saturday = 75 paid lodging room nights).	550				

**3. Please describe how you will calculate and confirm your estimates.**

We will use a combination of event surveys and hotel partner reservation blocks to calculate our actual stays for these events and their relocation to Richland. We have good data from past events (attached) that shows the geography of our audience, and anticipate a similar mix this year, with increased participation from Tri-Cities based members. Our partnership with event host PNNL combined with other local energy facility tours will be very attractive to our audience.

Event schedules will require travel to the event a day ahead; those flying will stay an additional room night. We are adding wine and tourism offers, and hotels are extending conference block pricing into the weekend to help exceed our estimate. We expect between 225-300 attendees to reserve a room, averaging 2 nights - and expect 550 or more room nights to be sold.

**4. Is there a host hotel for your event or project?**

Yes (please provide the name: Several - Holiday Inn, Marriott, and more )  
 No

**5. Please describe your target audience (locations, demographics, etc.).**

The target audience for Washington Fusion Week and the Innovation Showcase includes C-suite leaders, senior executives, and decision-makers from the energy and clean technology sectors, along with the technical professionals who support them, such as engineers, project developers, and technology specialists. The events also attract university and national laboratory researchers.

Attendees primarily come from across Washington State, with a strong concentration from Western Washington, as well as visitors from the US and select national organizations. This audience represents high-value business travelers who participate in multi-day programming and engage with Tri-Cities' innovation assets, hospitality sector, and local businesses.

**6. Please describe how you will promote your event or project to attract tourists.**

We will promote Washington Fusion Week and the Innovation Showcase through the CleanTech Alliance's extensive marketing channels and statewide network. CleanTech Alliance produces and promotes more than 40 events annually, giving us a strong digital outreach platform and a highly engaged audience of professionals across Washington and the Pacific Northwest.

Promotion will include targeted email campaigns, social media, website postings, and partner-amplified outreach. We have strong collaborative relationships with PNNL, WSU Tri-Cities, INEF, TRIDEC, and Visit Tri-Cities, all of whom help extend our reach to regional, national, and international audiences. We also have multiple member organizations based in the Tri-Cities, ensuring strong local engagement to draw attendees for networking and expanded visibility for new attendees.

These partnerships, combined with our established statewide presence, will drive significant visitor participation and overnight stays.

**7. Please describe how you will promote lodging establishments, restaurants, and businesses located in Richland.**

We will actively promote Richland lodging establishments, restaurants, and local businesses as part of our event communications. This includes featuring Richland hotels with discounted conference rate codes on our event website, in registration materials, and in attendee email campaigns. We will also provide attendees with maps and guides to Richland's dining districts, highlight local small businesses, and promote the Richland Small Business Passport to encourage exploration and spending.

We are currently negotiating with hotel partners to extend the conference rate through the Labor Day weekend, making it easier for attendees to stay longer and enjoy the community. In addition, we are incorporating Friday afternoon social events and optional wine tours after the conference concludes to encourage extended stays and further engagement with Richland's hospitality, food, and tourism sectors.

**8. Are you applying for lodging tax funds from another city?**

Yes (please provide the name of the city and amounts requested): Visit Tri Cities - Tourism Promotion ~\$1,000  
 No

**9. What is the overall budget for your event/project? Must attach a copy of the event/project budget (no drafts). What percentage of your budget are you requesting from the City of Richland's Lodging Tax Fund?**

Our total projected income is \$143,046; total projected expenses \$89,212. We are requesting 18% of event income, and 30% of eligible expenses. All detailed on the attached budget.

Budget Attached

**10. Please list your top five anticipated sources of revenue for your event or project, excluding requested City of Richland Lodging Tax Funds. (Do not include in-kind contributions.)**

Source of Revenue	Amount	Confirmed? Y/N	Date Funds Available
Show Spons	\$48,000.00	Aligned with annual fundraising averages	8/15/2026
Show Ticket	\$28,875.00	Aligned with average ticket sales	9/1/2026
Fus Spons	\$12,500.00	Aligned with annual fundraising averages	8/30/2026
Show Part	\$12,000.00	Aligned with annual partnership tracks	7/30/2026
Fus Ticket	\$6,000.00	Aligned with average ticket sales	8/30/2026

**11. If full funding for your request is not available or recommended, what aspects of your event or project will you modify or eliminate?**

We would reduce shuttles and combine special event dinners to offset any reduction in funding. Shuttles are anticipated to be needed for special event dinners or VIP transportation for events at PNNL. We could eliminate the board dinner completely, and could cut up to two other VIP partner dinners.

**12. Please identify the risks and challenges that could impact the success of your event or project and explain how you intend to mitigate those risks and challenges (e.g., location, space, staffing, funding, time, marketing, etc.).**

Primary risks are travel constraints that may limit participation and limited staff time. We mitigate these by leveraging strong PNNL support staff, beginning marketing earlier, and boosting event draw through PNNL-sourced keynote speakers and lab tours

**13. Does your event donate to other organizations? If yes, please describe the recipient organization(s) and indicate the total amount of cash funding donated.**

This event does not include budget for other donations. Our subsidiary 501(c)3 does support other non profits in our sector and clean technology entrepreneurs that are furthest from resources.

[Certification on next page]

CERTIFICATION (please confirm by initialing each statement)

MC  
SIGNED BY: MEL CLARK  
I am an authorized agent of the organization applying for funding.

MC  
SIGNED BY: MEL CLARK  
I certify that the total amount of Lodging Tax funding requested will not exceed 30% of the total cash expenses of my event or project.

MC  
SIGNED BY: MEL CLARK  
If awarded, my organization intends to enter into a Municipal Services Contract with the City of Richland, provide liability insurance for the duration of the contract naming the City of Richland as additional insured and in an amount determined by the City, and file for a permit to use City property, if applicable.

MC  
SIGNED BY: MEL CLARK  
I understand that the City of Richland will only reimburse those costs actually incurred by the Applicant and only after the service is rendered, paid for (if provided by a third party), and a signed Request for Reimbursement form has been submitted to the City, including any copies of invoices and payment documentation.

MC  
SIGNED BY: MEL CLARK  
Completed W-9 Form is attached.


MC  
SIGNED BY: MEL CLARK  
I understand that the Applicant will be required to submit a report in a format provided by the City.

MC  
SIGNED BY: MEL CLARK  
I understand that all project activities must be identified in promotional and other business materials as having been funded by the City of Richland.

MC  
SIGNED BY: MEL CLARK  
I understand that once submitted, this application is a public record. The City of Richland may post part or all of it on the City's website or provide it in response to public records request.

MC  
SIGNED BY: MEL CLARK  
If awarded, I understand I will be required to use the City of Richland logo on all advertising material, I shall obtain written permission from the City's Communications & Marketing Manager or designee for use of the City's logo, and shall abide by the logo specifications provided.

**My signature below confirms I have read and understand the Lodging Tax Program Procedures and Guidelines.**

eSigned via GovOS.com  
  
Key: d73a1eef-86a3-4cd2-a0b5-548d4fda98a  
Signature

Mel Clark  
\_\_\_\_\_  
Printed Name

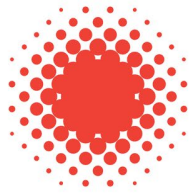
03-08-2026  
\_\_\_\_\_  
Date

**Budget - Fusion Week and Tri Cities-CleanTech Alliance 2026**

Expenses	Fusion Week		Showcase				Richland Events Total
	Wednesday 9/2/2026	Thursday 9/3/2026	Tuesday Afternoon 9/1/2026	Wednesday 9/2/2026	Thursday 9/3/2026	Friday 9/4/2026	
Location	PNNL	PNNL	tours, side events	PNNL	PNNL	tours, side events	
Audience Details	Public	Invite	Partners	Partners/Public	Public	Public	
Venues are all in-kind							
Attendee Goal:	150	50	50	50	275	50	
#Staff Assigned <sup>1</sup>	5	1	3	2	6	2	
<b>Staff Travel</b>	<b>\$0</b>	<b>\$0</b>	<b>\$755</b>	<b>\$0</b>	<b>\$0</b>	<b>\$609</b>	<b>\$1,364</b>
<b>Staff Lodging</b>			<b>\$1,020</b>	<b>\$1,020</b>	<b>\$1,020</b>	<b>\$1,020</b>	<b>\$4,080</b>
<b>Staff Meals</b>	<b>\$190</b>	<b>\$0</b>	<b>\$300</b>	<b>\$90</b>	<b>\$100</b>	<b>\$240</b>	<b>\$920</b>
<b>Catering Total</b>	<b>\$18,372</b>	<b>\$6,475</b>	<b>\$3,471</b>	<b>\$4,501</b>	<b>\$39,097</b>	<b>\$1,051</b>	<b>\$72,968</b>
Alcohol Total <sup>2</sup>					\$3,432.37		
<b>Conference Catering</b>	<b>\$8,575</b>	<b>\$3,450</b>	<b>\$1,051</b>	<b>\$4,501</b>	<b>\$23,750</b>	<b>\$1,051</b>	
Coffee/breakfa	\$3,600.00	\$1,450.00		\$1,450.00	\$8,450.00		
Lunch	\$4,975.00	\$2,000.00		\$2,000.00	\$11,475.00		
Snack					\$3,825.00		
Box Lunch			\$1,051.45	\$1,051.45		\$1,051.45	
<b>Reception Catering</b>					<b>\$12,625</b>		
Alcohol					\$2,525		
Catering					\$10,100		
<b>Dinners and Events</b>	<b>\$9,797</b>	<b>\$3,025</b>	<b>\$2,420</b>		<b>\$2,722</b>		
	<i>Fusion VIP Boat</i>	<i>Researcher Dinner</i>	<i>VIP Dinner</i>		<i>Board Dinner</i>		
Alcohol	no host	no host	no host		\$907		
Catering	\$5,109	\$3,025	\$2,420		\$1,815		
Room Rental	\$4,688	\$350	\$350				
<b>Supplies and Printing</b>	<b>\$740</b>	<b>\$420</b>	<b>\$300</b>		<b>\$820</b>		<b>\$2,280</b>
Printing - banners	\$500	\$250	\$250		\$500		
Tablecloths, Booths	\$120	\$120			\$120		
Signs and Nametags	\$120	\$50	\$50	\$50	\$200		
<b>Special Event Shuttle</b>		<b>\$3,600</b>			<b>\$4,000</b>		<b>\$7,600</b>
<b>Total Event Expenses</b>							<b>\$89,212</b>

Income	Fusion Week		Showcase				Richland Events Total
	Wednesday 9/2/2026	Thursday 9/3/2026	Tuesday Afternoon 9/1/2026	Wednesday 9/2/2026	Thursday 9/3/2026	Friday 9/4/2026	
<b>Ticket Sales</b>	<b>\$8,438</b>		<b>\$0</b>	<b>\$2,500</b>	<b>\$28,875</b>	<b>\$0</b>	<b>\$39,813</b>
Full Price	\$4,688				\$15,125		
Partner Price	\$3,750			\$2,500	\$13,750		
VIP or Sponsor	\$0	\$0			\$0		
<b>Sponsorship</b>	<b>\$12,500</b>	<b>\$6,500</b>		<b>\$9,500</b>	<b>\$48,000</b>		<b>\$76,500</b>
Top Tier	\$4,500			\$6,500	\$15,000		
Mid Tier	\$8,000	\$6,500		\$3,000	\$18,000		
Entry Level/Exhibitor	\$8,000				\$15,000		
<b>Visit Tri Cities Grant</b>							<b>\$1,000</b>
<b>City of Richland Grant</b>						18.0%	<b>\$25,734</b>
<b>Total Event Income</b>							<b>\$143,046</b>
<b>Net Budget</b>							<b>\$53,834</b>

Sponsorship amounts are aligned with past 2-years averages for these events  
Ticket sales are aligned with past 2-years averages for these events  
Showcase 'Wednesday' amounts align with past years partner participation and support



# CleanTech Alliance™

3/8/2026

**To the City of Richland Lodging Tax Advisory Committee:**

**Thank you for the opportunity to apply for Lodging Tax funding to support Washington Fusion Week and the CleanTech Alliance Innovation Showcase.**

These two flagship events—now in their **6th** and **12th** years—have become cornerstones in accelerating Washington’s clean technology future. They consistently bring together senior industry leaders, investors, researchers, and policymakers to advance innovation, strengthen business growth, and build statewide collaboration across energy and technology sectors.

Over the past decade, these events have proven highly effective at elevating emerging technologies, supporting commercialization, and driving regional economic development. Companies showcased at past events have secured investments, formed partnerships, and expanded their presence in Washington as a direct result of the visibility and connections these convenings provide. Washington Fusion Week in particular has become the state’s most recognized gathering for fusion energy, helping highlight national leadership and attract both talent and private sector engagement to the region.

Our work is strengthened by deep and enduring partnerships with **Washington State agencies**, including the Department of Commerce, the Department of Energy, and the Governor’s Office. These partners participate annually in our programming, underscoring the state’s commitment to advancing clean technology and positioning Washington as a national leader. The relocation of these events to Richland reflects that shared commitment—uniting our largely west-side audience with the Tri-Cities’ world-class research assets and its nationally significant energy ecosystem.

As the **largest clean technology trade association in the United States**, representing more than 1,100 member organizations, CleanTech Alliance has the experience, staffing capacity, and statewide network needed to execute complex, high-profile events that deliver meaningful economic and community impact. We produce more than **40 events each year**, supported by strong partnerships with **PNNL, WSU Tri-Cities, INEF, TRIDEC**, and numerous Tri-Cities–based member companies. Their collaboration helps ensure that our events not only run smoothly but truly connect visitors with the full breadth of what Richland has to offer.

CleanTech Alliance  
1301 Fifth Avenue, Suite 1500  
Seattle, WA 98101

206-389-7201  
[www.cleantechalliance.org](http://www.cleantechalliance.org)  
Connections that make a difference.

Hosting Washington Fusion Week and the Innovation Showcase in Richland will bring hundreds of influential leaders to the city, promote local hotels, restaurants, wineries, and small businesses, and strengthen the Tri-Cities' position as a hub for clean energy innovation. We are grateful for the City of Richland's consideration of this application and for your continued support in welcoming business travelers and technology leaders into the community.

**Thank you for your partnership and for the opportunity to bring these impactful events to Richland.**

Sincerely,

A handwritten signature in blue ink, appearing to read "Mel Clark", with a stylized flourish extending to the right.

Mel Clark  
President & CEO  
[mel@cleantechalliance.org](mailto:mel@cleantechalliance.org)

Attendee Location	2023 Fusion Week	2023 Showcase	2024 Fusion Week	2024 Showcase	2025 Fusion Week	2025 Showcase
<b>Grand Total</b>	<b>199</b>	<b>223</b>	<b>188</b>	<b>198</b>	<b>208</b>	<b>259</b>

Belgium				1	1	
Canada	8	8	5	5	3	7
AB		2				3
BC	5	6	3	5	2	4
ON	2		1		1	
QB	1		1			
FR	2					
Germany			2			
UK	1		2			

US	188	215	179	192	204	252
CA	9	8	16	4	12	6
CO	1	1	5		3	
DC	5	3	2	1	2	
FL	1					1
GA		1				
HI						
IA					2	
ID		2	1		1	2
IL					5	1
MA	3		2		2	
MI	1					
MN			1			
MT				1		
NC		1				1
NE			1			
NJ					1	
NM					1	
NV			3			
NY	3	2	2	1	1	1
OH			1		2	
OR	8	24	4	14	8	12
PA			1		1	
SC			1			
TN			1		1	
TX					1	3
UT					1	
VA	1		1			

Attendee Location	2023 Fusion Week	2023 Showcase	2024 Fusion Week	2024 Showcase	2025 Fusion Week	2025 Showcase
<b>WA</b>	<b>156</b>	<b>173</b>	<b>137</b>	<b>171</b>	<b>160</b>	<b>225</b>
Anacortes	1					
Arlington	3	1				
Auburn					2	3
Bainbridge Island				1	1	2
Bellevue	5	4	3	3	3	4
Bellingham	1	2	2	2	1	7
Blaine						1
Bonney Lake				1		
Bothell	1	1			1	2
Bremerton	2					
Burien		1				
Burlington		1				
Centralia	1	3			1	1
Cle Elum	1		1		1	
Edmonds					1	
Ellensburg					1	
Everett	27	3	23	4	31	10
Fall City			1	1		1
Ferndale		1		1		
Freeland	1					
Gig Harbor				1		
Issaquah						2
Kenmore		1				
Kennewick			4		1	
Kent		1				
Kirkland	3	1	2	1	4	4
Kirkland				1		
Lakewood		1				
Langley			1			
Lynnwood				5	5	2
Marysville	2			1		
Mercer Island		1			1	2
Mill Creek			1			
Monroe	1					
Montesano					1	
Moses Lake		1		2		2
Mukilteo	1	1				
North Bend				1		
Oak Harbor	1					
Olympia	3	11	8	9	5	9
Pasco		1	1			
Port Orchard					1	
Portland						1
Preston		1				
Pullman	4	2	2	3	6	1
Puyallup						1
Redmond	2		1	2		2
Renton		2	1	1	1	3
Richland		4	10	7	13	4
SeaTac						1
Seattle	85	112	67	106	66	126
Seattle	1		1	2		10
Sedro-Woolley			2	1	2	1
Shoreline		1		2		1
Snohomish	3	2	2		1	2
Spokane		5	1	5	2	4
Spokane Valley				1		
Stanwood	1	1				
Tacoma	2	2	1	3	2	7
Tukwila	4	1	2	1	3	1
Tulalip						1
Vancouver		1			1	2
Vashon				1		1
Wapato				1		
Wenatchee		1				
Whatcom					1	
Woodinville		2			1	4
Yakima				1		

<b>LODGING TAX GRANT APPLICATION SCORING SHEET</b>	
<b>APPLICANT: CLEAN TECH ALLIANCE</b>	
<b>CRITERIA</b>	<b>SCORE</b>
<b>Potential to Increase Tourism (25 points)</b>	
a. Does the proposal demonstrate potential to attract people to Richland from at least 50 miles away?	
b. Are there clear and realistic projections of the total number of people attending?	
c. Is the expectation of the number of out-of-town visitors realistic?	
d. Is the event or project scheduled to occur in the off-season	
<b>Lodging/Overnight Stays (25 points)</b>	
a. Is the proposal likely to attract overnight stays?	
b. Does the project quantify the anticipated number of overnight stays?	
c. Does the event or project have a plan to utilize local hotels or lodging providers or encourage future overnight stays?	
d. Are there partnerships with local hotels or lodging providers?	
e. *Does the event or project produce a broad base for hotel/motel occupancy (in contrast to individual festivals, concerts or shows)?	
<b>Economic Impact and Sustainability (20 points)</b>	
a. Does the proposal indicate economic benefits for the local economy (e.g., job creation, increased business for local retailers and restaurants)?	
b. Does the proposal include a long-term plan for sustained events beyond the current grant request?	
c. Does the proposal reflect how the event or project will meet one or more of the City's tourism goals?	
<b>Marketing (15 points)</b>	
a. Will the applicant market the event or project outside of Richland?	
b. *Does the event or project highlight Richland as a center of athletic and cultural excellence that is focused toward sporting, cultural and leisure events?	
c. Does the event or project have a marketing plan explaining how it will reach audiences outside of Richland, specifically areas more than 50 miles from Richland?	
d. Does the event or project utilize digital marketing and/or social media over print marketing?	
e. *Is the event or project likely to draw interest from young professionals and/or families that visit the area?	
f. *Is the requested amount for the marketing of the event or project more than 30% of applicant's total budget?	
<b>Budget and Feasibility (10 points)</b>	
a. Is the event or activity plan realistic and achievable within the proposed timeline?	
b. Did the applicant provide clear milestones and deliverables?	
c. Is the budget realistic and well-justified?	
d. Are resources allocated effectively?	
e. Does the event or project leverage other funds?	
f. Applicant's matching funds?	
<b>Community Partnerships (5 points)</b>	
a. Are there partnerships with local organizations?	
b. What degree of support has the proposal received from local or regional partners?	
c. Are there established partnerships that enhances the reach and impact of the event or project?	
d. Do the organizers of the event or project donate to other organizations?	
<b>Supplementals (20 points)</b>	
a. Applicants matching funds: Less than 5% = 0   5%-24% = 5   25%-49% = 10   50%-99% = 15   100% = 20	
<b>Total Score</b>	

\*Richland City Council Policy: "Approval of Revised Hotel/Motel Lodging Tax Fund Evaluation Criteria" (November 3, 2008).

LTAC GRANT APPLICATION - 2026 FUNDING YEAR

**COR - ECONOMIC DEVELOPMENT**

TOURISM SIGNAGE, PROMOTION STUDIES, AND  
ACTIVITIES



# LODGING TAX PROGRAM

Application

APPLICANT			
Date of Application	10-10-2025		
Name of Applicant/Organization	City of Richland		
Type of Applicant	<input type="checkbox"/> Individual <input checked="" type="checkbox"/> Public Agency <input type="checkbox"/> Non-Profit <input type="checkbox"/> Other (please describe):		
Contact Name	Mandy Wallner	Contact Title	Economic Development
Mailing Address	625 Swift Blvd., MS #18	Phone Number	5099427595
Email Address	awallner@ci.richland.wa.us	Federal Tax ID #	91-601519

EVENT OR PROJECT	
Name of Event or Project	Tourism Signage and Promotion Studies and Activities
Location of Event or Project	[Address] n/a
Date of Event or Project	Start Date: January 01, 2026      End Date: December 01, 2026
Amount of Funding Request	\$ <del>\$30,000.00</del> <u>\$100,000.00</u>
Type of Event or Project	<input checked="" type="checkbox"/> Tourism Promotion/Marketing <input type="checkbox"/> Operation of a Special Event/Festival Designed to Attract Tourists <input type="checkbox"/> Operation of a Tourism Promotion Agency <input type="checkbox"/> Operation of a Tourism-related Facility Owned /Operated by Non-Profit Organization <input type="checkbox"/> Operation and/or Capital Costs of a Tourism-related Facility Owned by a Municipality*

*PROJECT INVOLVING CITY-OWNED FACILITIES	
If your project involves a City-owned facility (e.g., park, parking lot, etc.), a meeting with Parks & Public Facilities must occur to ensure project meets criteria of Parks & Public Facilities and receives their approval prior to review by the LTAC Committee. Meetings should be scheduled through Patricia Roe at (509) 942-7336 or <a href="mailto:proe@ci.richland.wa.us">proe@ci.richland.wa.us</a> . It is recommended to attach approval with application.	
Copy of written approval attached?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If written approval not attached:	Meeting scheduled? <input type="checkbox"/> Yes (Date:      ) <input type="checkbox"/> No

DESCRIPTION OF EVENT OR PROJECT
<b>1. Please describe your tourism-related event or project (if an event, please indicate how many years your event has taken place).</b> See attached narrative. Increase of \$70,000, specifically to support Wayfinding. Recent cost estimates indicated a significant increase from the data used in the initial application. Scope of project remains the same.
Event History: <input checked="" type="checkbox"/> New <input type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years <input type="checkbox"/> 10+ years
Has project/event received LTAC funding previously? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

**2. Please provide the following estimates of the number of visitors to Richland as a direct result of your event or project. For recurring events, provide the actual data from prior years (leave blank if prior years do not apply).**

	ESTIMATE	ACTUALS		
	2025	2024	2023	2022
Overall Attendance	7500			
Number of visitors who traveled more than 50 miles.	5000			
Of the visitors who traveled more than 50 miles, the number who traveled from another state or country.				
Of the visitors who traveled more than 50 miles, the number staying overnight in PAID accommodations in Richland (hotel, motel, bed & breakfast, other short-term rentals).				
Of the visitors who traveled more than 50 miles, the number staying overnight in UNPAID accommodations in Richland (with family or friends).				
Number of paid lodging room nights in Richland resulting from your activity/event (example: 25 rooms on Friday + 50 rooms on Saturday = 75 paid lodging room nights).	2000			

**3. Please describe how you will calculate and confirm your estimates.**

This program will be primarily directed at the users already in the area for events and programs and plans to enhance their experience gaining more return trips to Richland or increase people talking about the area.

**4. Is there a host hotel for your event or project?**

Yes (please provide the name: \_\_\_\_\_ )

No

**5. Please describe your target audience (locations, demographics, etc.).**

Our target audience for this funding is tourists and visitors that are coming to the Tri-Cities for multiple activities and events.

**6. Please describe how you will promote your event or project to attract tourists.**

See attached narrative.

**7. Please describe how you will promote lodging establishments, restaurants, and businesses located in Richland.**

The city actively promotes businesses throughout Richland including lodging establishments and restaurants through the walking maps, QR codes with links to business districts.

Primarily the Richland Passport Program is designed to promote businesses, it is a free program that the City offers to all Richland businesses to offer a deal to customers. The requirements are that the businesses be located in Richland and the deals be family friendly.

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**8. Are you applying for lodging tax funds from another city?**

Yes (please provide the name of the city and amounts requested):

No

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**9. What is the overall budget for your event/project? Must attach a copy of the event/project budget (no drafts). What percentage of your budget are you requesting from the City of Richland's Lodging Tax Fund?**

See attached narrative.

Budget Attached

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**10. Please list your top five anticipated sources of revenue for your event or project, excluding requested City of Richland Lodging Tax Funds. (Do not include in-kind contributions.)**

Source of Revenue	Amount	Confirmed? Y/N	Date Funds Available
See Attached	\$0.00		

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**11. If full funding for your request is not available or recommended, what aspects of your event or project will you modify or eliminate?**

We would modify all of the programs discussed, while cutting the wayfinding expanded planning until another funding year when we can identify a source. It would be helpful to receive funding at either \$10,000 or \$25,000 which would be two of the breaks in project funding as it relates to printing/additional distribution resources and way finding.

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**12. Please identify the risks and challenges that could impact the success of your event or project and explain how you intend to mitigate those risks and challenges (e.g., location, space, staffing, funding, time, marketing, etc.).**

The risks are primarily in funding and perhaps in the cost escalation of projects. There are a lot of moving parts to so many of the elements in this project, but each are supported by activities that are already being conducted and enhance or create reach for services we are already offering.

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**13. Does your event donate to other organizations? If yes, please describe the recipient organization(s) and indicate the total amount of cash funding donated.**

No

[Certification on next page]

**CERTIFICATION (please confirm by initialing each statement)**

**AW**  
SIGNED BY: AMANDA WALLNER  
I am an authorized agent of the organization applying for funding.

**AW**  
SIGNED BY: AMANDA WALLNER  
I certify that the total amount of Lodging Tax funding requested will not exceed 30% of the total cash expenses of my event or project.

**AW**  
SIGNED BY: AMANDA WALLNER  
If awarded, my organization intends to enter into a Municipal Services Contract with the City of Richland, provide liability insurance for the duration of the contract naming the City of Richland as additional insured and in an amount determined by the City, and file for a permit to use City property, if applicable.

**AW**  
SIGNED BY: AMANDA WALLNER  
I understand that the City of Richland will only reimburse those costs actually incurred by the Applicant and only after the service is rendered, paid for (if provided by a third party), and a signed Request for Reimbursement form has been submitted to the City, including any copies of invoices and payment documentation.

**AW**  
SIGNED BY: AMANDA WALLNER  
Completed W-9 Form is attached.

**AW**  
SIGNED BY: AMANDA WALLNER  
I understand that the Applicant will be required to submit a report in a format provided by the City.

**AW**  
SIGNED BY: AMANDA WALLNER  
I understand that all project activities must be identified in promotional and other business materials as having been funded by the City of Richland.

**AW**  
SIGNED BY: AMANDA WALLNER  
I understand that once submitted, this application is a public record. The City of Richland may post part or all of it on the City's website or provide it in response to public records request.

**AW**  
SIGNED BY: AMANDA WALLNER  
If awarded, I understand I will be required to use the City of Richland logo on all advertising material, I shall obtain written permission from the City's Communications & Marketing Manager or designee for use of the City's logo, and shall abide by the logo specifications provided.

**My signature below confirms I have read and understand the Lodging Tax Program Procedures and Guidelines.**

eSigned via GovOS.com  
  
Key: 073a1eef-86a3-4cd2-a095-548d410e708a  
Signature

Amanda Wallner

Printed Name

3/9/2026  
~~10-10-2025~~

Date

Project Budget: COR Economic Development

Project	Projected Expenses	Supplemental Income
Wayfinding Masterplan	<del>\$20,000</del> <u>\$90,000</u>	\$5,000 could be used from redevelopment/development services budget or partnership with other departments.
Kiosk Printing – poster size plastic	\$7,500	\$2,500 supplemented printing from Marketing and Communications or alternative materials can be used.
Walking Maps	\$2,000	\$500 current budget utilized for printing of maps from the redevelopment budget
Cruise Ship Marketing	\$500	\$500 current budget that is being used for printing and distribution of items to the cruise ships
Total	<del>\$30,000</del> <u>\$100,000</u>	\$8,500

<b>LODGING TAX GRANT APPLICATION SCORING SHEET</b>	
<b>APPLICANT: CITY OF RICHLAND - ECONOMIC DEVELOPMENT</b>	
<b>CRITERIA</b>	<b>SCORE</b>
<b>Potential to Increase Tourism (25 points)</b>	
a. Does the proposal demonstrate potential to attract people to Richland from at least 50 miles away?	
b. Are there clear and realistic projections of the total number of people attending?	
c. Is the expectation of the number of out-of-town visitors realistic?	
d. Is the event or project scheduled to occur in the off-season	
<b>Lodging/Overnight Stays (25 points)</b>	
a. Is the proposal likely to attract overnight stays?	
b. Does the project quantify the anticipated number of overnight stays?	
c. Does the event or project have a plan to utilize local hotels or lodging providers or encourage future overnight stays?	
d. Are there partnerships with local hotels or lodging providers?	
e. *Does the event or project produce a broad base for hotel/motel occupancy (in contrast to individual festivals, concerts or shows)?	
<b>Economic Impact and Sustainability (20 points)</b>	
a. Does the proposal indicate economic benefits for the local economy (e.g., job creation, increased business for local retailers and restaurants)?	
b. Does the proposal include a long-term plan for sustained events beyond the current grant request?	
c. Does the proposal reflect how the event or project will meet one or more of the City's tourism goals?	
<b>Marketing (15 points)</b>	
a. Will the applicant market the event or project outside of Richland?	
b. *Does the event or project highlight Richland as a center of athletic and cultural excellence that is focused toward sporting, cultural and leisure events?	
c. Does the event or project have a marketing plan explaining how it will reach audiences outside of Richland, specifically areas more than 50 miles from Richland?	
d. Does the event or project utilize digital marketing and/or social media over print marketing?	
e. *Is the event or project likely to draw interest from young professionals and/or families that visit the area?	
f. *Is the requested amount for the marketing of the event or project more than 30% of applicant's total budget?	
<b>Budget and Feasibility (10 points)</b>	
a. Is the event or activity plan realistic and achievable within the proposed timeline?	
b. Did the applicant provide clear milestones and deliverables?	
c. Is the budget realistic and well-justified?	
d. Are resources allocated effectively?	
e. Does the event or project leverage other funds?	
f. Applicant's matching funds?	
<b>Community Partnerships (5 points)</b>	
a. Are there partnerships with local organizations?	
b. What degree of support has the proposal received from local or regional partners?	
c. Are there established partnerships that enhances the reach and impact of the event or project?	
d. Do the organizers of the event or project donate to other organizations?	
<b>Supplementals (20 points)</b>	
a. Applicants matching funds: Less than 5% = 0   5%-24% = 5   25%-49% = 10   50%-99% = 15   100% = 20	
<b>Total Score</b>	

\*Richland City Council Policy: "Approval of Revised Hotel/Motel Lodging Tax Fund Evaluation Criteria" (November 3, 2008).

**STAFF REPORT**

TO: Lodging Tax Advisory Committee  
RE: 2026 LTAC APPLICATIONS

PREPARED BY: Darin Arrasmith  
MEETING DATE: MARCH 30, 2026

GENERAL INFORMATION:

The city received 4 applications requesting Lodging Tax Grant Program funds for this 2<sup>nd</sup> Round of the 2026 Funding Year, and 1 application to amend the funding request approved in the 1<sup>st</sup> Round. Requests for this 2<sup>nd</sup> Round of 2026 funds total \$335,254 overall (\$70,734 for Events, and \$264,520 for Capital Projects). There is anticipated to be \$3,529,239 in funds available for awards as of March 10, 2026, creating a Funding Ending Balance of \$1,253,241 after the 1<sup>st</sup> Round and 2<sup>nd</sup> Round funding requests are approved.

The Lodging Tax Advisory Committee (LTAC) is tasked with considering each application and making a funding recommendation to the City Council. The LTAC’s recommendation may include recommendations for approval, denial, or approval with conditions. The City Council will make the final decision on all funding. Details about each application are included below. A scoring guide is attached for your use during your review and consideration of each request.

Please note that in awarding lodging tax funds, the City Council prioritizes events or projects that: increase hotel stays, leverage additional funding from other sources to maximize impact, benefits the off-season, enhances Richland’s image, and that the amount of funding requested does not exceed 30% of the total cash expenses of the event.

APPLICATIONS:

**LTAC 2026-004**

**APPLICANT:** Tri-City Water Follies (recurring applicant)  
**EVENT:** Tri-City Water Follies

**REQUEST:** \$20,000  
**BUDGET:** \$1,300,000  
**PERCENTAGE:** 1.54%

**DETAILS:** Tri-City Water Follies Association hosts the *Tri-City Water Follies*, a three-day Hydroplane Boat Race and Over-the-River Air Show event held on July 24, 25 and 26, and is anticipated to attract over 50,000 attendees. \$420,000 from non-lodging tax revenues is anticipated to support the 2026 event. Tri-City Water Follies was previously awarded \$10,000 for the 2025 Funding Year.

**LTAC 2026-016**

**APPLICANT:** Friends of Badger Mountain (recurring applicant)  
**PROJECT:** Little Badger Mtn. Preserve, Trailhead Parking Lot Final Design

**REQUEST:** \$164,520  
**BUDGET:** \$2,521,592

**DETAILS:** Friends of Badger Mountain is seeking \$164,520 to complete the Little Badger Mountain Preserve, Trailhead Parking Lot Final Design and Queensgate Drive Pedestrian crossing. Friends of Badger Mountain was previously awarded \$326,520 for the 2025 Funding Year.

**LTAC 2026-022**

**APPLICANT:** Richland Chamber of Commerce (recurring applicant)  
**EVENT:** Cool Desert Nights

**REQUEST:** \$25,000  
**BUDGET:** \$61,100  
**PERCENTAGE:** 40.91%  
**FUNDING LIMIT:** \$18,330 (30% of Budget)

**DETAILS:** Cool Desert Nights is an annual classic car show and cruise to be held on June 26 and 27. The multi-day event features a night cruise followed by a Party in the Park with live music. Richland Chamber of Commerce was previously awarded \$25,000 for the 2025 Funding Year.

**LTAC 2026-023**

**APPLICANT:** Clean Tech Alliance (new applicant)  
**EVENT:** Washington Fusion Week & Innovation Showcase

**REQUEST:** \$25,734  
**BUDGET:** \$143,046 (projected income); \$89,212 (projected expenses)  
**PERCENTAGE:** 18% (of projected income); 28.84% (of projected expenses)

**DETAILS:** The Washington Fusion Week and Innovation Showcase is an event that attracts clean energy professionals, researchers, investors, and industry leaders from across Washington State and the Pacific Northwest. The 2026 event will be held in Richland on September 1-3 and will be hosted by PNNL. The Clean Tech Alliance is a new applicant and has not previously received Lodging Tax Grant funds.

**LTAC 2026-018**

**APPLICANT:** City of Richland– Economic Development Div. (new applicant)  
**PROJECT:** Tourism Signage, Promotion Studies and Activities

**REQUEST:** \$70,000

BUDGET: \$100,000

DETAILS: The project includes development of a wayfinding master plan, marketing funds to update the signage in the kiosks around Downtown, Columbia Point and Howard Amon Park, updating and distribution of Downtown Walking Maps, and increasing on-board marketing materials for cruise ship guests. 7,500 visitors to Richland are estimated for 2026 as a result of this project. The requested amount is 100% of the project budget.

The Lodging Tax Advisory Committee previously awarded the Economic Development Division \$30,000 at their October 27, 2025 meeting. However, new cost estimates to implement the scope of this project have significantly increased since the initial grant application. The Economic Development Division is seeking a total of \$100,000 in overall grant funding for the 2026 Funding Year and is applying for an additional \$70,000 in this 2<sup>nd</sup> Round request.

DRAFT RECOMMENDATION:

Staff recommends the following allocations for the 2<sup>nd</sup> Round of the *2026 Funding Year Recommendation* from the Lodging Tax Advisory Committee:

<b>Applicant</b>	<b>Event/or Project</b>	<b>Amount Requested</b>	<b>*Recommendation Guidance</b>
Tri-City Water Follies	Tri-City Water Follies	\$20,000	\$20,000
Friends of Badger Mtn.	Little Badger Mtn. Preserve, Trailhead Parking Lot Final Design	\$164,520	\$164,520
Richland Chamber of Commerce	Cool Desert Night	\$25,000	\$18,330
Clean Tech Alliance	Washington Fusion Week & Innovation Showcase	\$25,734	\$25,734
COR-Economic Development Div.	Tourism Signage, Promotion Studies, Activities	\$70,000	\$70,000

\*Staff's recommendation is based on the nexus between the applicant's event or project and its specific benefit and targeted offering to promote tourism and increase overnight hotel stays in Richland, as indicated in the applicant's application.