

City of Richland Resolution No. 100-20 temporarily designates virtual locations for all municipal meetings. This meeting will be conducted telephonically. Members of the public may join the meeting by calling the phone number provided.



Agenda
Lodging Tax Advisory Committee Meeting
Monday, April 19, 2021
Join the Zoom meeting [here](#)
Public Telephone Access: (206) 337-9723 or (253) 215-8782
Meeting ID No. 864 8189 9261

Regular Meeting - 2:00 p.m. (via Zoom)

Committee Members: Davis, Lucero-Montano, Sako and Watkins

Council Liaison: Christensen

Staff Liaison: Communications & Marketing Manager Logan

Call to Order/Attendance:

Approval of Minutes: (Approved by Motion)

1. Approval of the April 1, 2021 Lodging Tax Advisory Committee Meeting Minutes
- Hollie Logan, Communications & Marketing Manager

Budget Overview:

2. Update to the 2021 Lodging Tax Fund
- Hollie Logan, Communications & Marketing Manager

Presentations:

New Business:

Adjournment

Richland City Hall is ADA accessible. Requests for sign interpreters, audio equipment, and/or other special services must be received 48 hours prior to the meeting by calling the City Clerk's Office at 942-7389.



LODGING TAX ADVISORY COMMITTEE AGENDA ITEM ITEM COVERSHEET

Meeting Date: 4/19/2021

Agenda Category: Approval of Minutes

Prepared By: Hollie Logan

Subject:

Approval of the April 1, 2021 Lodging Tax Advisory Committee Meeting Minutes

Department:

Assistant City Manager

Recommended Motion:

Approve the meeting minutes from the Lodging Tax Advisory Committee Meeting held April 1, 2021.

Summary:

Draft meeting minutes from the April 1, 2021 Lodging Tax Advisory Committee Meeting are presented for the Committee's review and approval.

Fiscal Impact:

None.

Attachments:

1. Draft LTAC Meeting Minutes 2021.04.01



MINUTES

Lodging Tax Advisory Committee Meeting

Thursday, April 1, 2021

Zoom - Public Telephone Access: (206) 337-9723 or (253) 215-8782

Meeting ID No. 878 4414 8197

Lodging Tax Advisory Committee Meeting - 1:00 p.m.

Call to Order

Council Liaison Terry Christensen called the regular Lodging Tax Advisory Committee meeting to order at 1:01 p.m.

Attendance:

Council Member Terry Christensen and Committee members, Douglas (Gus) Sako, Lara Watkins, and Sara Davis. Lucero-Montano was absent.

Also remotely present were Staff Liaison Hollie Logan, Communications and Marketing Manager, Gail Everett, Communication and Marketing Specialist, Hannah Throop, Executive Assistant, Brandon Allen, Finance Director and Ryan Brimacombe, Accountant.

Approval of Minutes:

1. October 10, 2019 Lodging Tax Advisory Committee Meeting Minutes

Sako moved and Davis seconded the motion to approve the October, 2019 meeting minutes. The motion carried 4-0.

Budget Overview

2. 2021 Budget

Communications and Marketing Manager, Logan provided an overview of the 2021 available funds and projected 2022 funds. After reviewing and discussing the budget, Ms. Logan requested a transfer of \$300,000 from the second 2% into the first 2% to adequately fund 2021 funding requests.

Sako moved and Christensen seconded the motion to transfer \$300,000 from second 2% to the first 2%. The motion carried 4-0.

New Business

Deliberation and Allocation for 2021 Funds

Christensen requested that the Lodging Tax Advisory Committee (LTAC) review and discuss each application, and to approve requests by a single motion. The committee concurred.

1. Allied Arts Association - Requested \$5,000. Recommended \$5,000.

Project: Art in the Park – Outside the Region Marketing

2. City of Richland - Requested \$6,500. Recommended \$6,500.

Project: 2021 Geocoin Challenge

3. Northwest Power Boat Association – Requested \$17,500. Recommended \$17,500.

Project: Richland Regatta

4. Richland Public Facilities District – Requested \$7,500. Recommended \$7,500.

Project: Marketing for Cultural Tourism

5. Stephens Media Group – Requested \$10,000. Recommended \$5,000.

Project: Live@5 Concert Series

After discussions, there was consensus to approve 50% of the funding request.

6. The Rude Mechanicals – Requested \$10,000. Recommended \$2,500

Project: Shakespeare in the Park

7. Three Rivers Folklife Society - Requested \$4,000. Recommended \$4,000.

Project: 2021 Tumbleweed Music Festival

8. Time of Remembrance – Requested \$15,000. Recommended \$15,000.

Project: 2021 Time of Remembrance Event

9. Tri-Cities Sunrise Rotary Charity Club – Requested \$10,000. Recommended \$10,000.

Project: See3Slam

10. Tri-Cities Water Follies – Requested \$15,000. Recommended \$15,000.

Project: Unlimited Hydroplane Racing - The Columbia Cup

11. West Richland Chamber of Commerce – Requested \$18,800. Recommended \$18,800

Project: Cool Desert Nights

12. 2020 Pro-Am Circuit Event – Requested \$15,000. Recommended \$15,000.

Project: Wild West Bass Tournament

After discussing each application, a final motion was made by Christensen and seconded by Sako to approve Live@5 for \$5,000 and Rude Mechanicals for \$2,500 and fund the remaining requests at their requested amount. The motion carried 4-0.

Capital Improvement Projects

1. City of Richland – Requested \$20,000. Funded \$20,000.

Project: RPD Range and Training Facility Upgrades

LTAC discussed the funding request. Christensen conferred with Finance Director, Allen regarding the itemized list.

MOTION: Christensen moved and Sako seconded the motion to approve the entire funding request. The motion carried 4-0.

2. Friends of Badger Mountain – Requested \$110,000. Funded \$110,000

Project: Ice Age Floods Interpretive Trail

After discussions were held, project manager David Comstock was contacted to obtain definitive information and confirmation regarding the transfer of deed to the City of Richland. It was also confirmed that a ten-year trail maintenance agreement will be in place with the City of Richland.

MOTION: Christensen moved and Sako seconded the motion to approve the entire funding request. The motion passed 4-0.

3. Richland Babe Ruth Baseball Association – Requested \$719,000. Funded \$0

Project: Installing Turf on Four Infields

LTAC carefully reviewed and discussed this request in detail and provided suggestions to share with the applicant. LTAC denied funding for this request.

4. Horn Rapids Motor Sports – Requested \$300,000. Recommended \$300,000

Project: Stadium and Track Lighting

MOTION: Christensen moved and Sako seconded the motion to approve the entire funding request. The motion passed 4-0.

5. Tri-City Kart Club (TCKC) – Requested \$367,500. Funded \$367,500.

Project: Track Expansion

MOTION: Sako moved and Christensen seconded the motion to approve the entire funding request. The motion carried 4.0.

Christensen requested Staff to provide an end of year report to the Lodging Tax Advisory Committee to review results generated by the granted projects and to aid in future requests.

Christensen adjourned the meeting at 2:53 p.m.

Approved: _____
Council Liaison Christensen

Minutes Prepared By: _____
Hollie Logan, Communications & Marketing Manager

Date Approved:

DRAFT



LODGING TAX ADVISORY COMMITTEE AGENDA ITEM ITEM COVERSHEET

Meeting Date: 4/19/2021

Agenda Category: Budget Overview

Prepared By: Brandon Allen, Finance Director

Subject:

Update to the 2021 Lodging Tax Fund

Department:

Administrative Services

Recommended Motion:

Request to approve modification of the Tri-City Kart Club request from \$367,000 to \$350,000.

Summary:

Fiscal Impact:

The effect of the modification will reduce the total amount awarded by \$17,000. The Tri-City Kart Club proposal included contributions from them of \$17,000, and intended to request \$350,000 from the lodging tax funds.

Attachments:

1. 2021 Funding Worksheet
2. 2021 Funding Worksheet Recommended

2021 HOTEL/MOTEL FUND APPLICATIONS

First 2% Available Funds y/e 2020 after contractual commitments = (364,860) Revised April 16, 2021

ORGANIZATION	PROPOSED USE OF MONEY	2020 ALLOCATION	2021 REQUEST
ALLIED ARTS ASSOCIATION	ART IN THE PARK	\$5,000.00	\$5,000.00
CITY OF RICHLAND	2021 GEOCOIN CHALLENGE	\$7,500.00	\$6,500.00
NORTHWEST POWER BOAT ASSOCIATION	RICHLAND REGATTA	\$16,000.00	\$17,500.00
RICHLAND PUBLIC FACILITIES DISTRICT	MARKETING FOR CULTURAL TOURISM	\$15,000.00	\$7,500.00
STEPHENS MEDIA GROUP	LIVE@5	\$5,000.00	\$10,000.00
THE RUDE MECHANICALS	SHAKESPEARE IN THE PARK	\$0.00	\$10,000.00
THREE RIVERS FOLKLIFE SOCIETY	TUMBLEWEED MUSIC FESTIVAL	\$4,000.00	\$4,000.00
TIME OF REMEMBRANCE	TIME OF REMEMBRANCE	\$10,000.00	\$15,000.00
TRI-CITIES SUNRISE ROTARY CHARITY CLUB	SEE3SLAM	\$10,000.00	\$10,000.00
TRI-CITY WATER FOLLIES	COLUMBIA CUP	\$15,000.00	\$15,000.00
WEST RICHLAND CHAMBER OF COMMERCE	COOL DESERT NIGHTS	\$18,800.00	\$18,800.00
WILD WEST BASS TRAIL	WILD WEST BASS PRO-AM CIRCUIT	\$15,000.00	\$15,000.00
	Total	\$121,300.00	\$134,300.00

Second 2% Available Funds y/e 2020 after contractual commitments = \$892,207 Revised April 16, 2021

ORGANIZATION	PROPOSED USE OF MONEY	2020 ALLOCATION	2021 REQUEST
CITY OF RICHLAND	RPD RANGE/TRAINING FACILITY UPGRADES	0.00	\$20,000.00
FRIENDS OF BADGER MOUNTAIN	ICE AGE FLOODS INTERPRETIVE TRAIL	165,000.00	\$110,000.00
RICHLAND BABE RUTH BASEBALL ASSOCIATION	INSTALLING TURF ON 4 INFIELDS	0.00	\$719,000.00
HORN RAPIDS MOTOR SPORTS	HORN RAPIDS MOTORCROSS LIGHTING	0.00	\$300,000.00
TRI-CITY KART CLUB (TCKC)	TCKC TRACK EXPANSION	84,750.00	\$350,000.00
	Total	\$249,750.00	\$1,499,000

2021 HOTEL/MOTEL FUND APPLICATIONS

ORGANIZATION	PROPOSED USE OF MONEY	2020 ALLOCATION	2021 REQUEST	2021 FUNDING RECOMMENDATION
ALLIED ARTS ASSOCIATION	ART IN THE PARK	\$5,000.00	\$5,000.00	\$5,000.00
CITY OF RICHLAND	2021 GEOCOIN CHALLENGE	\$7,500.00	\$6,500.00	\$6,500.00
NORTHWEST POWER BOAT ASSOCIATION	RICHLAND REGATTA	\$16,000.00	\$17,500.00	\$17,500.00
RICHLAND PUBLIC FACILITIES DISTRICT	MARKETING FOR CULTURAL TOURISM	\$15,000.00	\$7,500.00	\$7,500.00
STEPHENS MEDIA GROUP	LIVE@5	\$5,000.00	\$10,000.00	\$5,000.00
THE RUDE MECHANICALS	SHAKESPEARE IN THE PARK	\$0.00	\$10,000.00	\$2,500.00
THREE RIVERS FOLKLIFE SOCIETY	TUMBLEWEED MUSIC FESTIVAL	\$4,000.00	\$4,000.00	\$4,000.00
TIME OF REMEMBRANCE	TIME OF REMEMBRANCE	\$10,000.00	\$15,000.00	\$15,000.00
TRI-CITIES SUNRISE ROTARY CHARITY CLUB	SEE3SLAM	\$10,000.00	\$10,000.00	\$10,000.00
TRI-CITY WATER FOLLIES	COLUMBIA CUP	\$15,000.00	\$15,000.00	\$15,000.00
WEST RICHLAND CHAMBER OF COMMERCE	COOL DESERT NIGHTS	\$18,800.00	\$18,800.00	\$18,800.00
WILD WEST BASS TRAIL	WILD WEST BASS PRO-AM CIRCUIT	\$15,000.00	\$15,000.00	\$15,000.00
		\$121,300.00	\$134,300.00	\$121,800.00

Beginning Balance	-364,860
Transfer of 300,000 to First 2%	300,000
Remaining Balance	-64,860
Budgeted Earnings in 2021	400,000
Estimated Remaining Balance y/e 2021	213,340

ORGANIZATION	PROPOSED USE OF MONEY	2020 ALLOCATION	2021 REQUEST	2021 FUNDING RECOMMENDATION
CITY OF RICHLAND	RPD RANGE/TRAINING FACILITY UPGRADES	0.00	\$20,000.00	20,000.00
FRIENDS OF BADGER MOUNTAIN	ICE AGE FLOODS INTERPRETIVE TRAIL	165,000.00	\$110,000.00	110,000.00
RICHLAND BABE RUTH BASEBALL ASSOCIATION	INSTALLING TURF ON 4 INFIELDS	0.00	\$719,000.00	0.00
HORN RAPIDS MOTOR SPORTS	HORN RAPIDS MOTORCROSS LIGHTING	0.00	\$300,000.00	300,000.00
TRI-CITY KART CLUB (TCKC)	TCKC TRACK EXPANSION	84,750.00	\$350,000.00	350,000.00
		\$249,750.00	\$1,499,000	\$780,000

Beginning Balance	892,207
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