Agenda
Economic Development Committee Meeting
Monday, November 21, 2022
Richland City Hall ~ Council Chambers
625 Swift Boulevard

Committee Members: Chair Bricker and Members Hughes, Kesoju, Knight, Morasch, Potts, Spencer and Warner

Council Liaison: Jones
Council Alternate: Mayor Pro Tem Christensen

Staff Liaison: Wallner

Regular Meeting - 4:00 p.m.

Call to Order/Attendance:

Approval of Agenda: (Approved by Motion)

Public Comments: Please limit public comments to 3 minutes.

Approval of Minutes: (Approved by Motion)

1. October 24, 2022 Economic Development Committee Meeting Minutes
   - Carly Kirkpatrick, Administrative Assistant II

Business: (30 Minutes)

2. Proposed Horn Rapids Farm Lease - RFP
   - Darin Arrasmith, Planner
3. 2023 Business License Reserve Fund Applications
   - Lynne Follett, Economic Development Specialist
4. 990 Gillespie Street (600 Cullum Avenue) Surplus
   - Darin Arrasmith, Planner

Presentations: (10 Minutes)

Announcements: (3 Minutes)

Adjournment

Richland City Hall is ADA accessible. Any individual who has difficulty attending the meeting in-person may request to provide comments remotely. (Ch. 42.30 RCW) 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 509-942-7389.

ECONOMIC DEVELOPMENT COMMITTEE AGENDA ITEM COVERSHEET

Meeting Date: 11/21/2022 Agenda Category: Approval of Minutes

Prepared By: Carly Kirkpatrick, Administrative Assistant II

Subject:
October 24, 2022 Economic Development Committee Meeting Minutes

Department:
Development Services

Recommended Motion:

Summary:

Fiscal Impact:

Attachments:
1. 2022.10.24 Economic Development Committee Meeting Minutes draft

MINUTES
ECONOMIC DEVELOPMENT COMMITTEE
CITY COUNCIL CHAMBERS – 625 SWIFT BLVD.
Monday, October 24, 2022 – 4:00 P.M.

CALL TO ORDER
Chairman Bricker called the meeting to order at 4:01 pm.

ATTENDANCE
Chairman Bricker, Committee Members Spencer, Potts, Kensju, Morasch, and Knight

Also present were Development Services Director Jensen, Planner Arrasmith, Economic Development Manager Wallner, and Administrative Assistant II Kirkpatrick.

Vice-Chair Hughes arrived after role call.

Chairman Bricker welcomed new members Adam Morasch and Sandya Kesoju to the committee.

APPROVAL OF AGENDA
Chairman Bricker presented the agenda for approval. There were no changes or additions.

COMMITTEE MEMBER SPENCER MOVED AND COMMITTEE MEMBER KNIGHT SECONDED THE MOTION TO APPROVE THE AGENDA AS PRESENTED. MOTION PASSED 7-0.

PUBLIC COMMENTS

Chairman Bricker opened the public comment period at 4:05 p.m. Having no one request time to address the committee, Chairman Bricker closed the public comment period at 4:06 p.m.

APPROVAL OF MINUTES

1. September 28, 2022 Minutes

Chairman Bricker introduced the meeting minutes from September 28, 2022. There were no changes or discussion.

COMMITTEE MEMBER POTTS MOVED AND COMMITTEE MEMBER KNIGHT SECONDED THE MOTION TO APPROVE THE MEETING MINUTES OF SEPTEMBER 28, 2022. MOTION PASSED 7-0.

DRAFT

ITEMS OF BUSINESS

2. Proposed Purchase and Sale Agreement – N.W. Metal Fabricators, Inc. (Aaron Karlson)

Chairman Bricker recognized Planner Arrasmith to present the Staff Report. NW Metal Fabricators, Inc. is proposing to purchase five acres in the Horn Rapids Industrial Park for developing a 12,000 SF manufacturing and powder coating facility. After presenting Arrasmith answered questions from Committee members.

COMMITTEE MEMBER SPENCER MOVED AND VICE-CHAIR HUGHES SECONDED THE MOTION THAT THE ECONOMIC DEVELOPMENT COMMITTEE RECOMMEND TO CITY COUNCIL APPROVAL OF PURCHASE AND SALE AGREEMENT WITH N.W. METAL FABRICATORS, INC. (AARON KARLSON). MOTION PASSED 7-0.

3. Proposed Purchase and Sale Agreement – The LEMA Group, LLC (Luay Ailabouni) in the Horn Rapids Commercial Plaza

Chairman Bricker recognized Planner Arrasmith to present the Staff Report. LEMA Group, LLC is proposing to purchase a 1.5-acre property in the Horn Rapids Commercial Plaza located along the north side of Clubhouse Lane for the development of a multi-tenant building to be the location of an urgent care center, Social Services office, and pharmacy, along with additional tenant space. After presenting Arrasmith answered questions from Committee members.

COMMITTEE MEMBER SPENCER MOVED AND COMMITTEE MEMBER KNIGHT SECONDED THE MOTION THAT THE ECONOMIC DEVELOPMENT COMMITTEE RECOMMEND TO CITY COUNCIL APPROVAL OF PURCHASE AND SALE AGREEMENT WITH THE LEMA GROUP, LLC (LUAY AILABOUNI) IN THE HORN RAPIDS COMMERCIAL PLAZA. MOTION PASSED 7-0.

4. Future Meeting Dates- Discussion

Chairman Bricker recognized Economic Development Manager Wallner to discuss future meeting dates. Wallner requested consideration of moving the Economic Development Committee Meeting up one week to the 3rd Monday of each month. She proposed that this would help with process flow and taking items to Council. Committee members discussed.

COMMITTEE MEMBER POTTS MOVED AND COMMITTEE MEMBER SPENCER SECONDED THE MOTION THAT THE ECONOMIC DEVELOPMENT COMMITTEE APPROVE THE REQUEST TO MOVE THE ECONOMIC DEVELOPMENT COMMITTEE MEETING TO THE 3RD MONDAY OF EACH MONTH STARTING IN NOVEMBER. MOTION PASSED 7-0.

PRESENTATIONS

There were no presentations scheduled for the committee.

ANNOUNCEMENTS

None

ADJOURNMENT

Chairman Bricker adjourned the meeting at 4:32 p.m.

Prepared by: _____
Carly Kirkpatrick, Administrative Assistant II

Reviewed by: _____
Mandy Wallner, Economic Development Manager

Approved by: _____
Brad Bricker, Chairman

DRAFT

ECONOMIC DEVELOPMENT COMMITTEE AGENDA ITEM COVERSHEET

Meeting Date: 11/21/2022 Agenda Category: Business

Prepared By: Darin Arrasmith, Planner

Subject:
Proposed Horn Rapids Farm Lease - RFP

Department:
Development Services

Recommended Motion:
The Economic Development Committee recommends the Richland City Council authorize the City Manager to enter into a ten-year Farm Lease Agreement with Frank Tiegs, LLC for the leasing of 1,278 acres of farm land in the Horn Rapids Industrial Park.

Summary:
The current Horn Rapids Farm Lease with Frank Tiegs, LLC expires on December 31, 2022 (after a two-month extension). Tiegs, LLC was selected through a competitive bid process, the Evaluation and Scoring Committee recommended retaining Frank Tiegs, LLC (who has leased the irrigated crop circles for the past ten years) to continue leasing the farm circles under a new 10-year agreement.

There are very little changes in the new lease from the current agreement, in that the City provides Lessee with the land, irrigation water and center pivot equipment, and the City will continue to have flexibility in terminating portions of a leased farm circle to allow for industrial development.

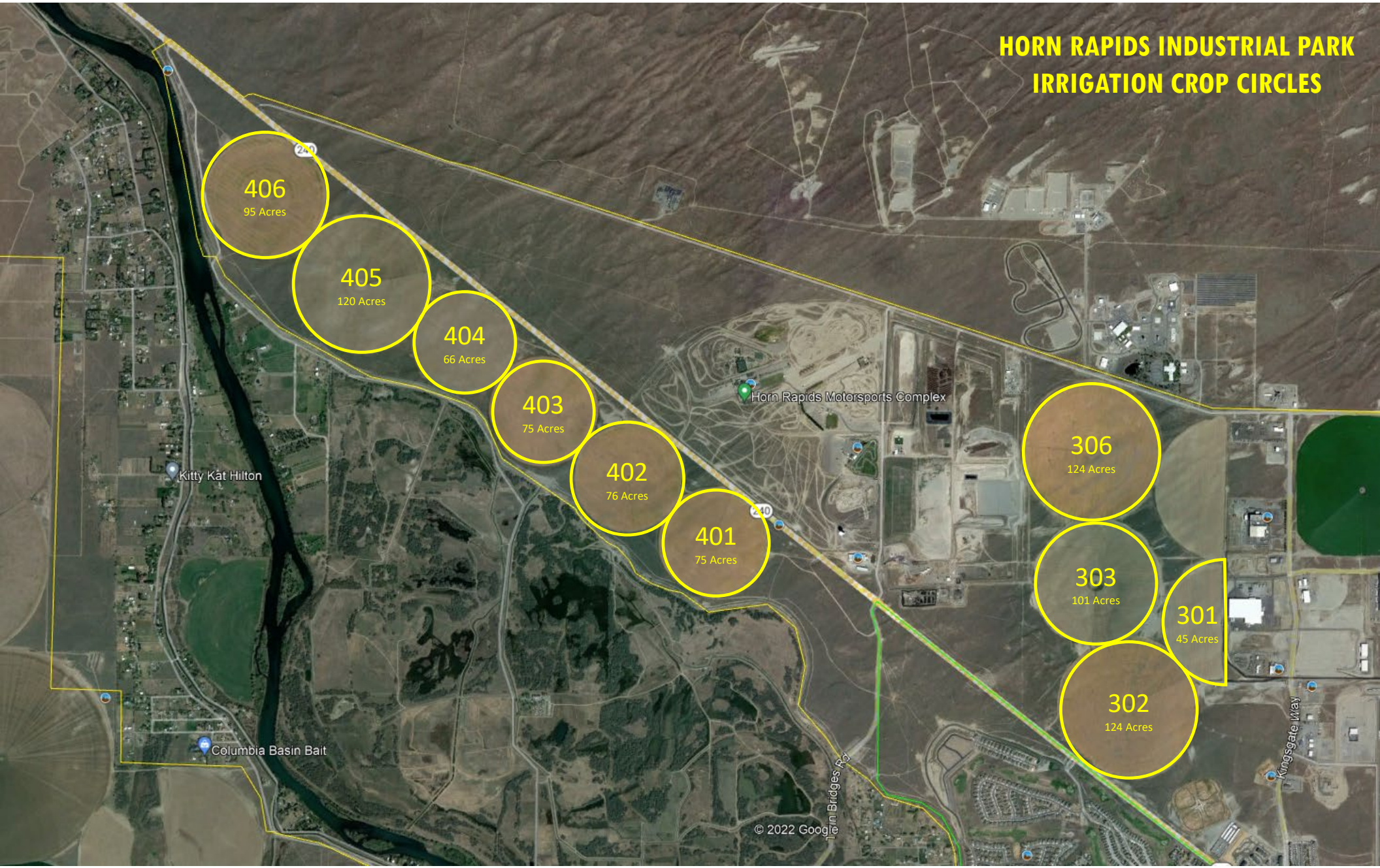
Under this new lease, the City will continue owning the surface irrigation equipment, which includes the pumps at the river station, booster pumps, and the center pivot equipment.

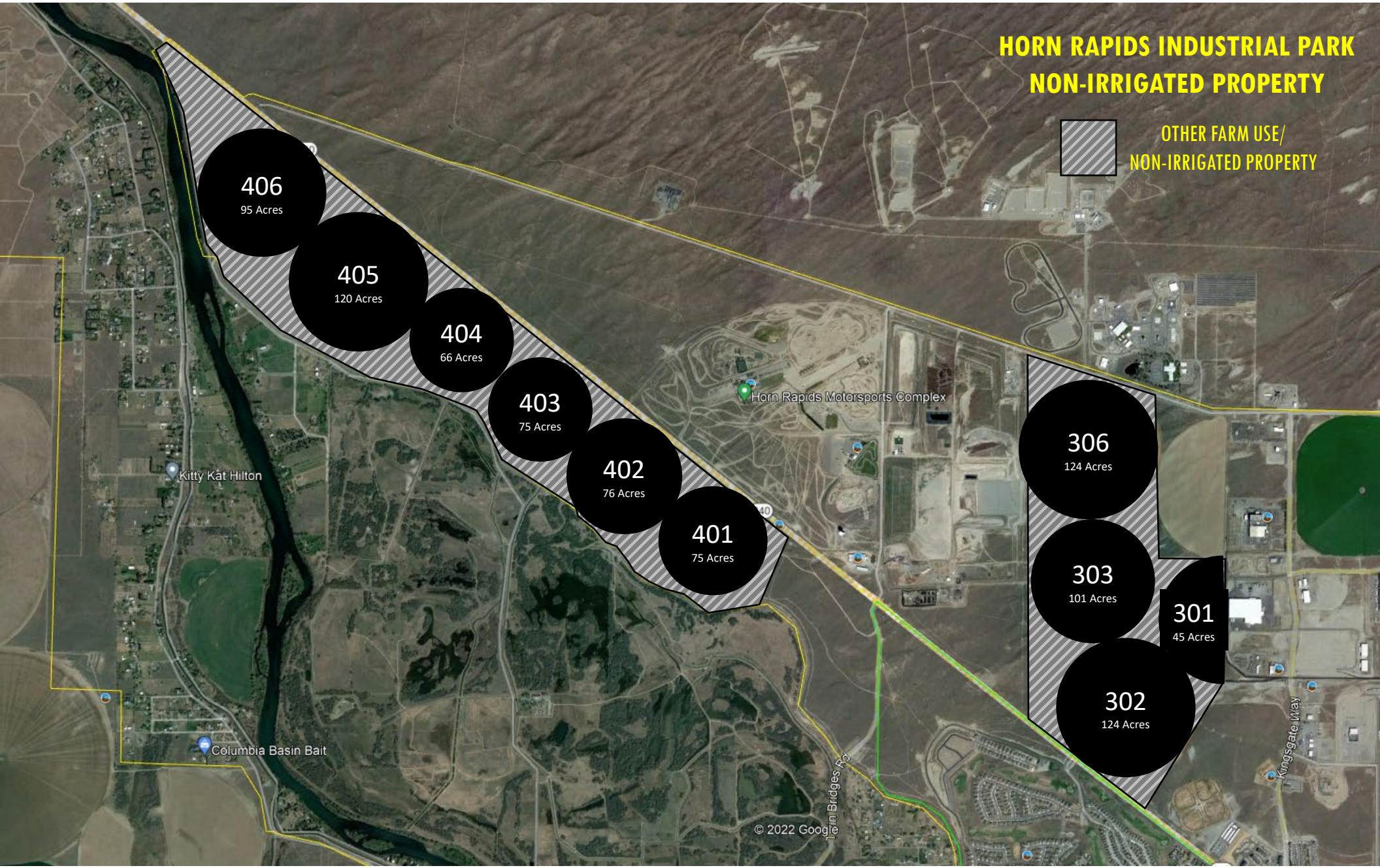
The new lease rate for the 1,278 acres of City-owned property which includes 901 acres of irrigated crop circles and non-irrigated property (377 acres), is $564.01 per acre (based on the irrigated crop circle rate of $800/acre, an increase from the current lease rate of $723 per acre), for total annual lease revenues of $720,804. The land for lease is the total of both attached maps.

City staff and Frank Tiegs, LLC have agreed on the terms of the lease agreement as attached.

Fiscal Impact: The lease rate of $564.01 per acre for the 1,278 acres will generate $720,804 in annual revenues, which will be deposited in the City's Industrial Development Fund.

Attachments:
1. Crop Circles Map
2. Non-Irrigated Property Map


HORN RAPIDS INDUSTRIAL PARK
IRRIGATION CROP CIRCLES
406
95 Acres
405
120 Acres
404
66 Acres
403
75 Acres
402
76 Acres
401
75 Acres
306
124 Acres
303
101 Acres
301
45 Acres
302
124 Acres
Horn Rapids Motorsports Complex
Kitty Kat Hilton
Columbia Basin Bait
Tapteal Bridges Rd
Kingsgate Way
© 2022 Google


HORN RAPIDS INDUSTRIAL PARK
NON-IRRIGATED PROPERTY
OTHER FARM USE/
NON-IRRIGATED PROPERTY
406
95 Acres
405
120 Acres
404
66 Acres
403
75 Acres
402
76 Acres
401
75 Acres
306
124 Acres
303
101 Acres
301
45 Acres
302
124 Acres
Horn Rapids Motorsports Complex
Kitty Kat Hilton
Columbia Basin Bait
Tapteal Bridges Rd
Kingsgate Way
© 2022 Google

ECONOMIC DEVELOPMENT COMMITTEE AGENDA ITEM COVERSHEET

Meeting Date: 11/21/2022 Agenda Category: Business

Prepared By: Lynne Follett, Economic Development Specialist

Subject:
2023 Business License Reserve Fund Applications

Department:
Development Services

Recommended Motion:
Motion to recommend city council approve funding as detailed in the funding matrix final document as read by Economic Development Specialist Lynne Follett.

Summary:
Each year the Economic Development Division solicits applications from eligible organizations for business license reserve funds. The Economic Development Committee (EDC) is tasked with considering each application and making a funding recommendation to the City Council. The EDC's recommendation may include recommendations for approval, denial, or approval with conditions. The City Council will make the final decision on all funding. The Business License Reserve Fund is funded by 18% of business license fees collected.

This year, the city received seven applications from outside organizations requesting Business License Reserve Fund grants for 2023. In addition to the seven applications, the Economic Development Division requested funding for the 2023 Commercial Façade Improvement Program. There is anticipated to be $150,000 in funds available for awards in 2023.

Details about each application are included in the attached staff report. A funding recommendation worksheet is also attached for use during deliberations. Staff will support the EDC by compiling and producing a final matrix for use with the EDC's recommendation.

Fiscal Impact: If final approval is given by city council, all funds anticipated for 2023 will be allocated.

Attachments:
1. EDC Staff Report - 2023 BLRF Applications
2. BLRF2023 Applications Packet
3. 2023 BLRF Deliberation Worksheet for EDC

STAFF REPORT

TO: EDC PREPARED BY: LYNNE FOLLETT
RE: 2023 BLRF APPLICATIONS MEETING DATE: NOVEMBER 21, 2022

GENERAL INFORMATION:

The city received seven applications from outside organizations requesting Business License Reserve Fund grants for 2023. In addition to the seven applications, the Economic Development Department is requesting a set aside of $100,000 for the 2023 Commercial Façade Improvement Program. Requests for 2023 funds total $185,500. There is anticipated to be $150,000 in funds available for awards in 2023.

The Economic Development Committee (EDC) is tasked with considering each application and making a funding recommendation to the City Council. The EDC'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 funding recommendation worksheet is attached to the agenda for use during deliberations. Staff will support the EDC by compiling and producing a final matrix for use with the EDC's recommendation.

APPLICATIONS:

2023-101
APPLICANT: City of Richland Commercial Façade Improvement Program

REQUEST: $100,000 for the Commercial Façade Improvement Program

DETAILS: These funds are used to match private investment, up to $20,000, for façade improvements. The CFIP fund anticipates a carryover of $67,000 from 2022 funds which will provide $167,000 for 2023 projects.

2023-102
APPLICANT: Uptown Business Improvement District (UBID) & Downtown (Parkway) Business Improvement District (DBID

REQUEST: $10,000 for Revitalization

DETAILS: Both business districts need infrastructure improvements and revitalization. The proposed project is a two-year project valued at $230,00. This request leverages business license funds to directly impact small businesses in the downtown core. Revitalization work

includes new sidewalk lights, directional signage, landscape and other public amenities.

2023-103
APPLICANT: Small Business Development Center (SBDC)

REQUEST: $20,000 for Small Business Counselling Services

DETAILS: This proposal seeks funding to increase SBDC visibility of service availability to small businesses in Richland. The program meets the goals of business development and services especially in Richland's Central Business District and among underserved community groups.

2023-104
APPLICANT: Tri-City Regional Chamber (TCRC)

REQUEST: $14,000 to Support Economic Gardening Program

DETAILS: Grant funds sponsor two Richland based businesses. The program, provides strategic research and frameworks to help local stage two companies scale up, adding jobs and wealth to the community and local economy. The program is coordinated by TCRC with the National Center for Economic Gardening. It complements economic development efforts that focus on startups and recruitment/retention of major companies by offering support.

2023-105
APPLICANT: Visit Tri-Cities

REQUEST: $10,000 for Workforce Training Program

DETAILS: Visit Tri-Cities partnered with WSU Tri-Cities to develop a workforce certificate training program in 2022. The request for grant funding is to continue this program to offer Richland residents or employees of Richland businesses certificate training scholarships to help create thriving businesses and career advancement opportunities for individual participants.

2023-106
APPLICANT: Uptown Business Improvement District (UBID)

REQUEST: $11,000 for Events & Marketing (Total Project cost $19,000)

DETAILS: The purpose of this request by the BID is for promotion of events, alley art, beautification and other projects to benefit businesses in the district. The BID will provide $8,000 in matching funds for these projects to meet the total project cost.

2023-107
APPLICANT: Downtown (Parkway) Business Improvement District

REQUEST: $5,500 to refurbish public seating and garbage cans

DETAILS: The BID is responsible for the maintenance of the benches and garbage cans along the sidewalks and public areas of the Parkway. Previous grant for this work was not used due to issues getting the work scheduled.

2023-108
APPLICANT: Tri-City Regional Chamber on behalf of Stevens Media Group

REQUEST: $15,000 to support Live @ 5

DETAILS: These funds are utilized as a sponsorship from the City for stage and security fees paid by the group for hosting their event. Live@5 Summer Concert Series has been running for 18 years. This year's tentative dates are Thursday June 2nd- Thursday July 28th, 2022. Every Thursday for 9 weeks. These are a series of free live evening concerts at John Dam Plaza from 5pm-9pm.

RECOMMENDATION:

The final 2023 recommendations from the Economic Development Committee for Business License Reserve Funds are as follows:

Description	**Applicant**	**Amount**
Façade Improvement Program (001)	COR Economic Development	$ 82,500
BID Revitalization (002)	UBID & DBID	$ 10,000
Small Business Counselling (003)	SBDC	$ 10,000
Economic Gardening (004)	Tri-City Regional Chamber	$ 14,000
Workforce Training (005)	Visit Tri-Cities	$ 10,000
Uptown Events & Marketing (006)	Uptown BID	$ 8,000
Benches and Garbage Refinish (007)	Parkway BID	$ 5,500
Live @ 5 (008)	Tri-City Regional Chamber (SMG)	$ 10,000
	Total	**$150,000**

Business License Reserve Program

Application

Eligible Applicant Agency			
☐ Tri-City Regional Chamber of Commerce		☐ Downtown Business Improvement District	
☐ Tri-City Visitor and Convention Bureau		☐ Uptown Business Improvement District	
☐ SCORE of the Mid-Columbia		☐ Small Business Development Center	
☑ Commercial Façade Improvement Program			
Agency Address	625 Swift Blvd. MS-18	**Agency Telephone**	509-942-7725
Contact Person	Lynne Follett	**Contact Title**	Program Administrator
Contact Phone	509-942-7725	**Contact Email**	lfollett@ci.richland.wa.us
Project Title	2023 CFIP	**Amount Requested**	100,000

1) Please explain how your organization supports the enhancement of the local business community and the improvement of the environs of the City of Richland. Attach additional pages as necessary.

The Business License Reserve Program provides funding annually for the Commercial Façade Improvement Program as outlined in RMC 5.04 through Ordinance 50-19. The City of Richland's Business and Economic Development Office (BEDO) is charged with supporting the local business community and executes programs and projects designed to support local businesses and improve the built environment of the Central Business District and outlying nodal areas of commerce.

2) Please provide a description of the proposed project or program, including a timetable for implementation. Attach additional pages as necessary

The Commercial Façade Improvement Program (CFIP), has been an important tool to help leverage private investment funds to reinvest in deteriorating property and structures throughout the city, and update aging buildings. This type of project directly supports the core mission of prevening blight. The CFIP is an ongoing program through the economic development office that provides matching funds for permanent exterior enchancements to buildings and storefronts. Applications are accepted for this program throughout the year until the funds are depleated.

3) What business activities does the proposed project promote? Check all that apply.

☑ Core Development	☑ General Economic Development
☐ Tourism	☑ Prevention of Blight
☑ Capital Expenditures for Community Improvements	☐ Small business development program (Richland)

3a) Please explain how your proposal carries out each business activity identified above. Attach additional pages as necessary.

Public/Private investment in the redevelopment of Richland's businesses supports the larger economic development goals of the city. This program provides valuable matching funds and encourages a completion timeline for reimbursement to keep exterior projects from lingering.

3b) Please identify other sources of revenue are being utilized and whether they have been secured.

This program is an annual program entirely funded from the Business License Reserve Fund. The nature of this program's guidelines require the applicant to pay for the entire cost of the improvement; the program then reimburses up to 50% of completed project expenses within the allowable guidleines provided. While the minimum participation by the applicant is 50%, most applicants expend more than required to receive the maximum reimbursement and on average carry 70% of the project cost.

4) How does this project support Richland's business community?

The CFIP promotes all objectives of the BLRF program, and encourages business and property owners to make investments in Richland's economic success. The purpose of the funding is to provide direct investment that improves curb appeal and aesthetic quality of Richland's business districts.

5) Is the project a collaboration with other agencies or organizations? Please provide the names of the other agencies and describe the relationship.

The project is a public/private partnership, with the business or property owner participating in at least 50% of the project cost.

6) Will the project be completed by December 30? Please explain.

This program operates entirely separate from the BLRF fund once funds are awarded, and the due date is not required because unspent funds remain in the CFIP program until the following year.

Revenue (Attach additional pages as necessary)

Source	Amount
Private Investment from owner	$ $100,000.00
CFIP Grant	$ $100,000.00
	$
	$
	$
	$
Total	$ $200,000.00

Expenses (Attach additional pages as necessary)

Source	Amount
Owner investment	$ $100,000.00
CFIP Grant	$ $100,000.00
	$
	$

	$
	$
Total	$ $200,000.00

You may use additional pages if necessary to complete the application. Please attach any additional information about the project or your organization that you believe is relevant to this application.

APPLICATION CRITERIA
The Economic Development Committee annually determines criteria for the award of program funds. The committee utilizes these criteria to assist in determining whether applications make a good faith effort to reinforce annual goals for public/private redevelopment, economic development, and investment. Applicants shall make every effort for their project to support each criteria, but the Economic Development Committee may consider other factors if not all criteria are met.

✓	CRITERIA CONSIDERED
	Physical
☑	The project retains, enhances, or has no negative effect on Richland's natural resources (rivers, trails, recreation areas, parks, natural open space)
☐	The project is accessible to or benefits all members of the public
☑	The project improves or does not otherwise inhibit access to any Richland business
☑	The project targets positive development of the Richland Central Business District and/or outlying nodal areas of commerce
☑	The project enhances existing plans, strategies, and development by the City of Richland
	Programmatic Goals
☑	The project promotes social and cultural diversity
☑	The project enhances or has no negative impact on locally produced foods, wares, or agriculture
	Relationship Building
☑	The project has the support of or otherwise does not negatively impact any Business Improvement District
☑	The project promotes collaboration between multiple regional entities
	Legal
☑	The project does not violate any Richland Municipal Code
☑	The applicant clearly states the nature of the project and how it supports business activities for the purposes authorized herein.

By signing below, you are affirming that you:

- ☑ Have read the Business License Reserve Program Guidelines and Procedures document
- ☑ Are aware of the program permissions and limitations
- ☑ Certify that requested funds will only be used for purposes as described in this application and/or as approved by the City of Richland
- ☑ You understand that use of funds is subject to audit by the State of Washington

- ☑ Will submit, if approved for award, a detailed project schedule and updated budget within 30 days of receipt of a fully executed contract
- ☑ Understand that the fund is a reimbursement program and funds are released only once economic development staff has reviewed and approved of the expenses
- ☑ Expressly agree, if approved to the publicity of your project as part of the program, now and in the future
- ☑ Understand that all information provided is public

Signature

Lynne Follett

Printed Name

10-17-2022

Date

Business License Reserve Program

Application

Eligible Applicant Agency	
☐ Tri-City Regional Chamber of Commerce	☑ Downtown Business Improvement District
☐ Tri-City Visitor and Convention Bureau	☑ Uptown Business Improvement District
☐ SCORE of the Mid-Columbia	☐ Small Business Development Center
☐ Commercial Façade Improvement Program	

Agency Address	Uptown and Downtown BIDs	**Agency Telephone**	509 942-7725
Contact Person	Lynne Follett	**Contact Title**	Economic Development Specialist
Contact Phone	same	**Contact Email**	lfollett@ci.richland.wa.us
Project Title	Downtown Renewal and Revitalization	**Amount Requested**	10,000

1) Please explain how your organization supports the enhancement of the local business community and the improvement of the environs of the City of Richland. Attach additional pages as necessary.

Downtown Richland is anchored by two Business Improvement Districts, the Uptown Business Improvement District and the Downtown (Parkway) Business Improvement District. This project is a collaboration between the City's Economic Development and Parks & Public Facilities departments, and both business improvement districts. the city is responsible for most of the common areas in both districts. Since the parking and common areas in both districts were acquired by the city in the early 1990s, the city's goal has been to support economic growth, including tourism in both business districts.

Neither district has the capacity to fund identified needs without the financial support of the City and grants.

Both business districts are home to local small businesses and support events that draw people to the downtown core of Richland.

2) Please provide a description of the proposed project or program, including a timetable for implementation. Attach additional pages as necessary

The objective of this project is to renew and replace public amenities in each business district to support the growth of tourism in Richland's downtown by creating destinations that are safe, inclusive, and assessable. This project is a partnership between the business districts and the City. Many of the common area amenities are of an age that does not reflect today's inclusivity standards for users of all abilities and needs. Informational kiosks in both districts need to be replaced. Installing new kiosks supports tourism by providing information about the area, events, and merchants available to visitors. Additionally, the replacement of decorative lights (along the sidewalk) in the Uptown is needed.

3) What business activities does the proposed project promote? Check all that apply.

☑ Core Development	☑ General Economic Development
☐ Tourism	☑ Prevention of Blight
☑ Capital Expenditures for Community Improvements	☐ Small business development program (Richland)

3a) Please explain how your proposal carries out each business activity identified above. Attach additional pages as necessary.

The revitalization project will update core downtown business districts and prevent blight by improving the public amenities in each area. These improvements support economic growth by creating safe, inviting and accessible public spaces.

3b) Please identify other sources of revenue are being utilized and whether they have been secured.

City of Richland general fund contribution as well as Hotel-Motel grant funds.

4) How does this project support Richland's business community?

Directly supports the business community by making these areas safe, inviting and accessible to all.

5) Is the project a collaboration with other agencies or organizations? Please provide the names of the other agencies and describe the relationship.

City of Richland Economic Development and Parks and Public Facilities departments.

6) Will the project be completed by December 30? Please explain.

The first phase will be completed by 12/31/2023. Phase 2 is planned for 2024

Revenue (Attach additional pages as necessary)

Source	Amount
General Fund	$ $30,000.00
Hotel-Motel Grant	$ $60,000.00
BLRF Grant	$ $10,000.00
	$
	$
	$
Total	$ $100,000.00

Expenses (Attach additional pages as necessary)

Source	Amount
New Lighting (Decorative Sidewalk Lights, chg. to LED)	$ $70,000.00
Kiosk Replacement/Signage	$ $20,000.00
Landscape Improvements	$ $10,000.00
	$

	$
	$
Total	$ $100,000.00

You may use additional pages if necessary to complete the application. Please attach any additional information about the project or your organization that you believe is relevant to this application.

APPLICATION CRITERIA
The Economic Development Committee annually determines criteria for the award of program funds. The committee utilizes these criteria to assist in determining whether applications make a good faith effort to reinforce annual goals for public/private redevelopment, economic development, and investment. Applicants shall make every effort for their project to support each criteria, but the Economic Development Committee may consider other factors if not all criteria are met.

✓	CRITERIA CONSIDERED
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☑	The project retains, enhances, or has no negative effect on Richland's natural resources (rivers, trails, recreation areas, parks, natural open space)
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☑	The project enhances existing plans, strategies, and development by the City of Richland
	Programmatic Goals
☑	The project promotes social and cultural diversity
☑	The project enhances or has no negative impact on locally produced foods, wares, or agriculture
	Relationship Building
☑	The project has the support of or otherwise does not negatively impact any Business Improvement District
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	Legal
☑	The project does not violate any Richland Municipal Code
☑	The applicant clearly states the nature of the project and how it supports business activities for the purposes authorized herein.

By signing below, you are affirming that you:

- ☑ Have read the Business License Reserve Program Guidelines and Procedures document
- ☑ Are aware of the program permissions and limitations
- ☑ Certify that requested funds will only be used for purposes as described in this application and/or as approved by the City of Richland
- ☑ You understand that use of funds is subject to audit by the State of Washington

- ☑ Will submit, if approved for award, a detailed project schedule and updated budget within 30 days of receipt of a fully executed contract
- ☑ Understand that the fund is a reimbursement program and funds are released only once economic development staff has reviewed and approved of the expenses
- ☑ Expressly agree, if approved to the publicity of your project as part of the program, now and in the future
- ☑ Understand that all information provided is public

Signature

Lynne Follett

Printed Name

10-16-2022

Date

Business License Reserve Program

Application

Eligible Applicant Agency			
☐ Tri-City Regional Chamber of Commerce		☐ Downtown Business Improvement District	
☐ Tri-City Visitor and Convention Bureau		☐ Uptown Business Improvement District	
☐ SCORE of the Mid-Columbia		☒ Small Business Development Center	
☐ Commercial Façade Improvement Program			
Agency Address		**Agency Telephone**	
Contact Person	Duane Fladland	**Contact Title**	State Director
Contact Phone	509-358-7763	**Contact Email**	Duane.fladland@wsbdc.org
Project Title	Washington SBDC Business Resiliency Program	**Amount Requested**	$20,000

1) Please explain how your organization supports the enhancement of the local business community and the improvement of the environs of the City of Richland. Attach additional pages as necessary.

The Washington Small Business Development Center is a network of more than 38 business advisors who provide no-cost, confidential, individualized assistance to business owners and entrepreneurs who want to start, grow, or buy/sell a business. The Washington SBDC is one of the oldest SBDC networks in the country and was established in 1980 through a cooperative agreement between Washington State University and the U.S. Small Business Administration. SBDC advisors provide assistance with all aspects of starting and operating a business including, but not limited to: financial literacy, recordkeeping, business planning, marketing, access to markets, access to capital and credit, legal structures, risk management, leases, succession planning, partnership strategies, human resources and international trade. The Washington SBDC also offers a variety of webinars and online training at no cost on a range of topics including cash flow management, social media strategies, Labor and Industries regulations, marketing, eCommerce, cybersecurity, and business resiliency. The Washington SBDC currently has a certified business advisor located in the Tri-cities, has hired an International Trade Advisor to be located in the Tri-cities, and has a network of advisors who assist business owners via Zoom, phone calls, emails, and other technology. Over the past year, 20 Richland business owners met one-on-one with an SBDC advisor for assistance, with over 80 hours of advising time. According to client records, the top reason for contacting a business advisor was for help with managing a business. Other areas of assistance included help with loan applications, disaster assistance, and cash flow management. Through the results from a state-wide needs assessment conducted in partnership with the Washington State Department of Commerce, the SBDC has gained insights into the needs of small business owners, post-pandemic, as well as the unique needs of minority business owners. As such, we have hired a Hispanic Outreach Coordinator, serving south central Washington, and have developed new outreach programs to better assist the needs of business owners in the City of Richland and throughout the region.

2) Please provide a description of the proposed project or program, including a timetable for implementation. Attach additional pages as necessary

This proposal seeks funding to increase SBDC visibility among economic development stakeholders in Richland and build partnerships within the small business ecosystem that will foster small business success, especially in Richland's Central Business District and among underserved community groups. Over the past year, the Washington SBDC has hired a Spanish speaking Business Advisor located in the Tri-cities and is finalizing the hiring of an International Trade Advisor to also be located in the Tri-cities. The SBDC has partnered with the Hispanic Chamber of Commerce in Pasco to find on-going support for the work being done. These advisors will continue to make inroads into the local community and expand outreach to underserved communities. The Outreach Coordinator will focus on outreach to community partners and will develop ongoing training needs for Richland.

3) What business activities does the proposed project promote? Check all that apply.

☒ Core Development	☒ General Economic Development

☒ Tourism	☐ Prevention of Blight
☐ Capital Expenditures for Community Improvements	☒ Small business development program (Richland)

3a) Please explain how your proposal carries out <u>each</u> business activity identified above. Attach additional pages as necessary.

Core Development: SBDC business advisors are a tremendous resource for brick-and-mortar businesses in the downtown core. SBDC advisors can assist entrepreneurs and business owners who are working to strengthen their e-commerce presence while continuing with in-person sales. The Washington SBDC network has advisors who can assist businesses in every industry and at every phase of business development.

Tourism: The tourism and hospitality industries have been decimated by the pandemic. SBDC advisors provide advising, education and research to help business owners pivot or restructure their business to adapt to the current economy. The value of having an objective, expert business advisor to talk through decisions either virtually or in person cannot be overstated. In addition to one-to-one advising, SBDC advisors also offer webinars in collaboration with resource partners including the Washington Hospitality/Restaurant Association to provide integrated, tourism-specific webinars.

General Economic Development: Statewide, about 70 percent of SBDC clients are from the following industries: Service Establishments, Manufacturer/Producer, Retail, Accommodation & Food Service, Professional-Technical and Health Care businesses. This mirrors the business landscape of the City of Richland where more than 18,000 jobs (pre-pandemic) were in those industries.

Small Business Development: Every SBDC advisor must undergo a rigorous six-month certification process to ensure a thorough understanding of all phases of business development, best practices for business advising and the highest level of service across the network. Consistent with other communities across the country, more than 95 percent of businesses in Richland are small businesses. SBDC advisors can help with every stage of business development, from startup to succession.

3b) Please identify other sources of revenue are being utilized and whether they have been secured.

Currently SBDC services to the Tri-Cities area are being subsidized by local funding from other communities, such as Tri-DEC and the Hispanic Chamber of Commerce of Pasco. This funding proposal will enable us to provide more targeted attention to resource partners and stakeholders in Richland so that we can ensure that business owners experience a seamless transition from one resource partner to another. Additional funds will be provided by Washington State Department of Commerce, Washington State University, and the Small Business Administration.

4) How does this project support Richland's business community?

When small businesses succeed, communities thrive. For many small businesses, the difference between sustainability and bankruptcy can be paper thin. SBDC advisors are experts at helping business owners analyze profit and loss statements to figure out how to cut expenses and increase profits. Since the beginning of mandated business restrictions because of COVID, SBDC advisors have been critical in helping business owners pivot their business and respond to changing conditions. SBDC advisors have also been instrumental in helping their clients apply for EIDL loans, PPP loans and Working Washington grants. We have clients who work with an advisor for several weeks to accomplish one specific goal, like getting a loan, and other clients who have an ongoing relationship with their advisor and seek assistance throughout the lifecycle of their business. Having that kind of resource available to small business owners in Richland will promote business sustainability and strengthen the entire small business support system.

5) Is the project a collaboration with other agencies or organizations? Please provide the names of the other agencies and describe the relationship.

Collaboration is one of the key values of the Washington SBDC. (The other two are innovation and integrity.) Our focus on collaboration has intensified since the pandemic. Business advising is always a collaboration because no one person or one agency has all the answers. Within our network, advisors collaborate constantly to leverage the specific expertise of different advisors. We also collaborate across resource partners including ADOs, SCORE, Women's Business Center, Veteran's Business Center, and community groups affiliated with WA Commerce's Business Resiliency Network. SBDC Lead Office works closely with WEDA and other industry groups, including Inland Northwest Partners and the Association of Washington Businesses. Our Washington SBDC Biz Buzz newsletter is sent to more than 900 resource partners across the state to keep them informed about new initiatives and resources they can use.

6) Will the project be completed by December 30? Please explain.

SBDC advising is ongoing, but the deliverables described in this proposal will be completed by Dec. 30, 2023.

Revenue (Attach additional pages as necessary)	
Source	**Amount**
Small Business Admin., OSBDC	**2,930,000**
Washington State, Commerce	**$970,000**
Washington State University	**$750,000**
Various institutions of Higher Education	**$975,000**
Various EDC, regional ports, chambers of commerce	**$425,000**
Total	**$6,050,000**

Expenses (Attach additional pages as necessary)	
Source	**Amount**
Salaries & Wages	**$11,088**
Benefits	**$3,933**
Local Travel	**$852**
Indirect Costs	**$4,127**
	$
	$
Total	**$20,000**

You may use additional pages if necessary to complete the application. Please attach any additional information about the project or your organization that you believe is relevant to this application.

APPLICATION CRITERIA

The Economic Development Committee annually determines criteria for the award of program funds. The committee utilizes these criteria to assist in determining whether applications make a good faith effort to reinforce annual goals for public/private redevelopment, economic development, and investment. Applicants shall make every effort for their project to support each criteria, but the Economic Development Committee may consider other factors if not all criteria are met.

✓	CRITERIA CONSIDERED
Physical	
☒	The project retains, enhances, or has no negative effect on Richland's natural resources (rivers, trails, recreation areas, parks, natural open space)
☒	The project is accessible to or benefits all members of the public
☒	The project improves or does not otherwise inhibit access to any Richland business
☒	The project targets positive development of the Richland Central Business District and/or outlying nodal areas of commerce
☒	The project enhances existing plans, strategies, and development by the City of Richland
Programmatic Goals	
☒	The project promotes social and cultural diversity
☒	The project enhances or has no negative impact on locally produced foods, wares, or agriculture
Relationship Building	

☒	The project has the support of or otherwise does not negatively impact any Business Improvement District
☒	The project promotes collaboration between multiple regional entities
Legal	
☒	The project does not violate any Richland Municipal Code
☒	The applicant clearly states the nature of the project and how it supports business activities for the purposes authorized herein.

By signing below, you are affirming that you:

- ✓ Have read the Business License Reserve Program Guidelines and Procedures document
- ✓ Are aware of the program permissions and limitations
- ✓ Certify that requested funds will only be used for purposes as described in this application and/or as approved by the City of Richland
- ✓ You understand that use of funds is subject to audit by the State of Washington
- ✓ Will submit, if approved for award, a detailed project schedule and updated budget within 30 days of receipt of a fully executed contract
- ✓ Understand that the fund is a reimbursement program and funds are released only once economic development staff has reviewed and approved of the expenses
- ✓ Expressly agree, if approved to the publicity of your project as part of the program, now and in the future
- ✓ Understand that all information provided is public

Signature

Printed Name

Date

Application Submittal

- ☑ Will submit, if approved for award, a detailed project schedule and updated budget within 30 days of receipt of a fully executed contract
- ☑ Understand that the fund is a reimbursement program and funds are released only once economic development staff has reviewed and approved of the expenses
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Signature

Craig Abbs

Printed Name

10-14-2022

Date

Business License Reserve Program

Application

Eligible Applicant Agency			
☑ Tri-City Regional Chamber of Commerce		☐ Downtown Business Improvement District	
☐ Tri-City Visitor and Convention Bureau		☐ Uptown Business Improvement District	
☐ SCORE of the Mid-Columbia		☐ Small Business Development Center	
☐ Commercial Façade Improvement Program			
Agency Address	7130 W Grandridge Blvd., Ste. C,	**Agency Telephone**	509-736-0510
Contact Person	Logan LaPierre	**Contact Title**	Program Manager
Contact Phone	509-736-0510	**Contact Email**	logan.lapierre@tricityregionalc
Project Title	Economic Gardening	**Amount Requested**	$14,000

1) Please explain how your organization supports the enhancement of the local business community and the improvement of the environs of the City of Richland. Attach additional pages as necessary.

The Tri-City Regional Chamber of Commerce is the voice of business. The Chamber promotes regional prosperity and strengthens our member businesses through advocacy, leadership, networking and innovative business programs. Our mission is simple: to engage stakeholders, build capacity, and lead the region. The Chamber hosts various programs, such as Ask the Experts, which connect local business owners, managers, and employees with industry experts from a variety of industries.

2) Please provide a description of the proposed project or program, including a timetable for implementation. Attach additional pages as necessary

Economic Gardening is one of the oldest entrepreneurial economic development programs in the country. It provides strategic research and frameworks to help local companies scale up, adding jobs and wealth to the community and local economy. It complements economic development efforts that focus on startups or recruitment/retention of major companies by offering support to companies in the middle. This program is offered through a partnership with the National Center for Economic Gardening.

3) What business activities does the proposed project promote? Check all that apply.

☐ Core Development	☑ General Economic Development
☐ Tourism	☐ Prevention of Blight
☐ Capital Expenditures for Community Improvements	☐ Small business development program (Richland)

3a) Please explain how your proposal carries out each business activity identified above. Attach additional pages as necessary.

Economic Gardening is a unique economic development process that focuses on second-stage companies already located in our community rather than assisting a startup or recruiting a new business. It is an entrepreneurial approach to traditional economic development strategies and provides companies with resources they might not otherwise know about or be able to afford. It allows small, second stage businesses the ability to grow from within.

3b) Please identify other sources of revenue are being utilized and whether they have been secured.

N/A

4) How does this project support Richland's business community?

Economic Gardening will provide the selected Richland businesses access to otherwise inaccessible data. They be able to identify new markets, possible investment opportunities, new marketing techniques, and other vital information. In conducting follow up with previous Richland businesses, the Chamber observed one business experienced a 40% increase in staff, and another who invested in a new, 25,000 square foot warehouse to contain new expansion.

5) Is the project a collaboration with other agencies or organizations? Please provide the names of the other agencies and describe the relationship.

2021 marks the 7th year the Chamber has offered this program. While Economic Gardening received private funding through 2017, partnering with the City of Richland since 2018 and beyond has allowed for a level of collaboration that wasn't previously known and has been an exclusive partnership the Chamber has with the City.

6) Will the project be completed by December 30? Please explain.

The Chamber has set goals to ensure the 2022 program will concluded no later than 12/31/2022: We aim to secure funding for two companies by March 30th, 2020, begin preliminary recruitment that same month and have final selections by June 1st, 2021. This timeline allows the companies to spend up to 6 months to complete the program, but should take no longer than 6-8 weeks.

Revenue (Attach additional pages as necessary)

Source	Amount
	$
	$
	$
	$
	$
	$
Total	$ $0.00

Expenses (Attach additional pages as necessary)

Source	Amount
Company 1, Economic Gardening from the City of Richland, Economic	$ $7,000.00
Company 2, Economic Gardening from the City of Richland, Economic	$ $7,000.00
	$
	$

	$
	$
Total	$ $14,000.00

You may use additional pages if necessary to complete the application. Please attach any additional information about the project or your organization that you believe is relevant to this application.

APPLICATION CRITERIA
The Economic Development Committee annually determines criteria for the award of program funds. The committee utilizes these criteria to assist in determining whether applications make a good faith effort to reinforce annual goals for public/private redevelopment, economic development, and investment. Applicants shall make every effort for their project to support each criteria, but the Economic Development Committee may consider other factors if not all criteria are met.

✓	CRITERIA CONSIDERED
	Physical
☐	The project retains, enhances, or has no negative effect on Richland's natural resources (rivers, trails, recreation areas, parks, natural open space)
☐	The project is accessible to or benefits all members of the public
☐	The project improves or does not otherwise inhibit access to any Richland business
☐	The project targets positive development of the Richland Central Business District and/or outlying nodal areas of commerce
☐	The project enhances existing plans, strategies, and development by the City of Richland
	Programmatic Goals
☐	The project promotes social and cultural diversity
☐	The project enhances or has no negative impact on locally produced foods, wares, or agriculture
	Relationship Building
☐	The project has the support of or otherwise does not negatively impact any Business Improvement District
☐	The project promotes collaboration between multiple regional entities
	Legal
☐	The project does not violate any Richland Municipal Code
☐	The applicant clearly states the nature of the project and how it supports business activities for the purposes authorized herein.

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- ☐ Understand that all information provided is public

eSigned via SeamlessDocs.com
Logan LaPierre
Key: 251de9e7f6391e503125369cc696f8e8

Signature

Logan LaPierre

Printed Name

12/13/2021

Date

Business License Reserve Program

Application

Eligible Applicant Agency			
☐ Tri-City Regional Chamber of Commerce		☐ Downtown Business Improvement District	
☑ Tri-City Visitor and Convention Bureau		☐ Uptown Business Improvement District	
☐ SCORE of the Mid-Columbia		☐ Small Business Development Center	
☐ Commercial Façade Improvement Program			
Agency Address	7130 W. Grandridge Blvd., Suite B	**Agency Telephone**	509-735-8486
Contact Person	Kim Shugart	**Contact Title**	Senior Vice President
Contact Phone	509-735-8486 ext 232	**Contact Email**	Kim@VisitTri-Cities.com
Project Title	Workforce Development	**Amount Requested**	$10,000

1) Please explain how your organization supports the enhancement of the local business community and the improvement of the environs of the City of Richland. Attach additional pages as necessary.

Visit Tri-Cities engages in marketing, public relations, and group business sales endeavors nationally and internationally to drive economic impact in our community through visitor spending. Visitors spend half a billion dollars in our community supporting local businesses in the City of Richland and throughout the Tri-Cities. A healthy business climate in Richland, supported by visitor activities, can also attract new businesses, creating jobs and additional taxes.

2) Please provide a description of the proposed project or program, including a timetable for implementation. Attach additional pages as necessary

VTC received BLRF funding and partnered with WSU Tri-Cities to develop a workforce certificate training program in 2022. The request for grant funding is to continue this program to offer Richland residents or employees of Richland businesses certificate training scholarships to help create thriving businesses and career advancement opportunities for individual participants. Scholarships would be awarded throughout 2023 and the program would be fully administered by December 31, 2023.

3) What business activities does the proposed project promote? Check all that apply.

☑ Core Development	☐ General Economic Development
☑ Tourism	☐ Prevention of Blight
☐ Capital Expenditures for Community Improvements	☐ Small business development program (Richland)

3a) Please explain how your proposal carries out each business activity identified above. Attach additional pages as necessary.

Visit Tri-Cities will again administer scholarships to the City of Richland residents or employees of Richland businesses to improve employment and career advancement opportunities for residents. Overarching themes for courses include Professional Development, Financial Well-Being of the Organization and Wine Business Management. Courses are outlined on the VTC website, https://www.visittri-cities.com/about/careers/wsu-workforce-training-opportunities/

3b) Please identify other sources of revenue are being utilized and whether they have been secured.

NA

4) How does this project support Richland's business community?

On example of how this program supports the Richland business community is the customer service training program which is designed for individuals interfacing with the public and internal customers. A well-trained hospitality workforce creates memorable experiences leading to additional room night stays and repeat visitation to Richland. Workforce retention is a problem for businesses and training increases employee satisfaction, while improving skills of the workforce which benefits employers.

5) Is the project a collaboration with other agencies or organizations? Please provide the names of the other agencies and describe the relationship.

Yes, Washington State University Tri-Cities has developed curriculum that Visit Tri-Cities would continue to provide scholarship opportunities for. Visit Tri-Cities aided in program development with WSU-TC. Port of Benton and the City of Pasco are also partnered in the program.

6) Will the project be completed by December 30? Please explain.

Yes, scholarships would be awarded throughout 2023 and would be fully administrated by December 30, 2023.

Revenue (Attach additional pages as necessary)

Source	Amount
	$
	$
	$
	$
	$
	$
Total	$ $0.00

Expenses (Attach additional pages as necessary)

Source	Amount
Visit Tri-Cities Administration Fee: 15%	$ $1,500.00
	$
	$
	$

	$
	$
Total	$ $1,500.00

You may use additional pages if necessary to complete the application. Please attach any additional information about the project or your organization that you believe is relevant to this application.

APPLICATION CRITERIA
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✓	CRITERIA CONSIDERED
	Physical
☑	The project retains, enhances, or has no negative effect on Richland's natural resources (rivers, trails, recreation areas, parks, natural open space)
☑	The project is accessible to or benefits all members of the public
☑	The project improves or does not otherwise inhibit access to any Richland business
☑	The project targets positive development of the Richland Central Business District and/or outlying nodal areas of commerce
☑	The project enhances existing plans, strategies, and development by the City of Richland
	Programmatic Goals
☑	The project promotes social and cultural diversity
☑	The project enhances or has no negative impact on locally produced foods, wares, or agriculture
	Relationship Building
☑	The project has the support of or otherwise does not negatively impact any Business Improvement District
☑	The project promotes collaboration between multiple regional entities
	Legal
☑	The project does not violate any Richland Municipal Code
☑	The applicant clearly states the nature of the project and how it supports business activities for the purposes authorized herein.

By signing below, you are affirming that you:

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- ☑ Are aware of the program permissions and limitations
- ☑ Certify that requested funds will only be used for purposes as described in this application and/or as approved by the City of Richland
- ☑ You understand that use of funds is subject to audit by the State of Washington

- ☑ Will submit, if approved for award, a detailed project schedule and updated budget within 30 days of receipt of a fully executed contract
- ☑ Understand that the fund is a reimbursement program and funds are released only once economic development staff has reviewed and approved of the expenses
- ☑ Expressly agree, if approved to the publicity of your project as part of the program, now and in the future
- ☑ Understand that all information provided is public

Signature

Kimberly Shugart

Printed Name

10-14-2022

Date

Business License Reserve Program

Application

Eligible Applicant Agency	
☐ Tri-City Regional Chamber of Commerce	☐ Downtown Business Improvement District
☐ Tri-City Visitor and Convention Bureau	☑ Uptown Business Improvement District
☐ SCORE of the Mid-Columbia	☐ Small Business Development Center
☐ Commercial Façade Improvement Program	

Agency Address	PO Richland	**Agency Telephone**	5099460077
Contact Person	Gus Sako	**Contact Title**	Chair Uptown BID
Contact Phone	5099460077	**Contact Email**	Oldoctopus@hotmail.com
Project Title	Uptown BID 2022	**Amount Requested**	$11000.00

1) Please explain how your organization supports the enhancement of the local business community and the improvement of the environs of the City of Richland. Attach additional pages as necessary.

The Uptown BID supports small businesses, maintains aspects of the area, has - with the City - worked to enhance the visual presentation of the Uptown for both locals and travelers and has worked to provide community activities.

2) Please provide a description of the proposed project or program, including a timetable for implementation. Attach additional pages as necessary

Marketing and events, see details under expenses.

3) What business activities does the proposed project promote? Check all that apply.

☑ Core Development	☑ General Economic Development
☑ Tourism	☑ Prevention of Blight
☑ Capital Expenditures for Community Improvements	☐ Small business development program (Richland)

3a) Please explain how your proposal carries out each business activity identified above. Attach additional pages as necessary.

The projects we propose for 2022 all work to enhance and improve an aging shopping district in the City core. This activity supports the resident businesses. We are lucky in that the Uptown hosts a number of businesses popular with tourists. Creating a more welcoming visual and physical presence to the Uptown helps build that popularity.

3b) Please identify other sources of revenue are being utilized and whether they have been secured.

There will be some revenue from Chalk Art entry fees. Beyond that we explore finding other partners.

4) How does this project support Richland's business community?

Everything we propose supports businesses in the Uptown

5) Is the project a collaboration with other agencies or organizations? Please provide the names of the other agencies and describe the relationship.

With Chalk Art we have a loose relationship with Chief Joseph Middle School which we hope to grow.

6) Will the project be completed by December 30? Please explain.

All proposed projects will be completed in 2022.

Revenue (Attach additional pages as necessary)

Source	Amount
BLRF	$ $11,000.00
Uptown BID (includes Chalk Art entry fees)	$ $8,000.00
	$
	$
	$
	$
Total	$ $19,000.00

Expenses (Attach additional pages as necessary)

Source	Amount
Art in the Alley paint and labor	$ $4,000.00
Christmas Lights commercial grade lights and ancillary equipment	$ $3,000.00
Rehabilitate or Replace street furniture and fixtures	$ $9,000.00
Events and Marketing Chalk Art Production, Internet Marketing	$ $3,000.00

	$
	$
Total	$ $19,000.00

You may use additional pages if necessary to complete the application. Please attach any additional information about the project or your organization that you believe is relevant to this application.

APPLICATION CRITERIA
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✓	CRITERIA CONSIDERED
	Physical
☑	The project retains, enhances, or has no negative effect on Richland's natural resources (rivers, trails, recreation areas, parks, natural open space)
☑	The project is accessible to or benefits all members of the public
☑	The project improves or does not otherwise inhibit access to any Richland business
☑	The project targets positive development of the Richland Central Business District and/or outlying nodal areas of commerce
☑	The project enhances existing plans, strategies, and development by the City of Richland
	Programmatic Goals
☐	The project promotes social and cultural diversity
☑	The project enhances or has no negative impact on locally produced foods, wares, or agriculture
	Relationship Building
☑	The project has the support of or otherwise does not negatively impact any Business Improvement District
☐	The project promotes collaboration between multiple regional entities
	Legal
☑	The project does not violate any Richland Municipal Code
☑	The applicant clearly states the nature of the project and how it supports business activities for the purposes authorized herein.

By signing below, you are affirming that you:

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- ☑ Certify that requested funds will only be used for purposes as described in this application and/or as approved by the City of Richland
- ☑ You understand that use of funds is subject to audit by the State of Washington

- ☑ Will submit, if approved for award, a detailed project schedule and updated budget within 30 days of receipt of a fully executed contract
- ☑ Understand that the fund is a reimbursement program and funds are released only once economic development staff has reviewed and approved of the expenses
- ☑ Expressly agree, if approved to the publicity of your project as part of the program, now and in the future
- ☑ Understand that all information provided is public

Signature

Douglas Sako

Printed Name

12/29/2021

Date

Business License Reserve Program

Application

Eligible Applicant Agency			
☐ Tri-City Regional Chamber of Commerce		☑ Downtown Business Improvement District	
☐ Tri-City Visitor and Convention Bureau		☐ Uptown Business Improvement District	
☐ SCORE of the Mid-Columbia		☐ Small Business Development Center	
☐ Commercial Façade Improvement Program			
Agency Address	Greenies - 701 GW Way	**Agency Telephone**	509 946-3787
Contact Person	Darin Warnick	**Contact Title**	Chairman, Downtown BID
Contact Phone	509 946-3787	**Contact Email**	greenielife@gmail.com
Project Title	Garbage Container Powder-Coating Project	**Amount Requested**	$5,500.00

1) Please explain how your organization supports the enhancement of the local business community and the improvement of the environs of the City of Richland. Attach additional pages as necessary.

Please see additional page.

2) Please provide a description of the proposed project or program, including a timetable for implementation. Attach additional pages as necessary

Our powder-coated public garbage containers are rusting, and need to be re-coated. We will need to do this in stages, so that we will have at least half of the containers still in use in The Parkway at all times.The containers will need to be removed, transported, sand blasted, powder coated, and then dellivered and re-installed. As stated in the Reserve Fund eligibility requirements, we would require that this would be completed by December 31.

3) What business activities does the proposed project promote? Check all that apply.

☐ Core Development	☐ General Economic Development
☐ Tourism	☑ Prevention of Blight
☑ Capital Expenditures for Community Improvements	☐ Small business development program (Richland)

3a) Please explain how your proposal carries out each business activity identified above. Attach additional pages as necessary.

Re Capital Ependitures for Community Improvements:
Maintaining the garbage containers is a necessary improvement for health and beautification concerns for our downtown neighborhood, making the project a perfect capital expenditure. Continued maintenance also is much more economically feasible than replacement.
Re Prevention of blight:
Rusting garbage containers is an eyesore and without re-coating the containers will continue to decline.

3b) Please identify other sources of revenue are being utilized and whether they have been secured.

No other sources of revenue have been secured for this project.

4) How does this project support Richland's business community?

This project supports downtown Richland's business community by providing a necessary service for a sometimes large number of guests at once, namely public garbage collection,. At the same time, this project maintains the beautiful, well-managed and unified look of our neighborhood.

5) Is the project a collaboration with other agencies or organizations? Please provide the names of the other agencies and describe the relationship.

No other organizations are involved

6) Will the project be completed by December 30? Please explain.

Yes, when requests for bids are sent out, we will require that work will be finished by December 31.

Revenue (Attach additional pages as necessary)

Source	Amount
None for this project	$
	$
	$
	$
	$
	$
Total	$ $0.00

Expenses (Attach additional pages as necessary)

Source	Amount
None for this project	$
	$
	$
	$

	$
	$
Total	$ $0.00

You may use additional pages if necessary to complete the application. Please attach any additional information about the project or your organization that you believe is relevant to this application.

APPLICATION CRITERIA
The Economic Development Committee annually determines criteria for the award of program funds. The committee utilizes these criteria to assist in determining whether applications make a good faith effort to reinforce annual goals for public/private redevelopment, economic development, and investment. Applicants shall make every effort for their project to support each criteria, but the Economic Development Committee may consider other factors if not all criteria are met.

✓	CRITERIA CONSIDERED
	Physical
☑	The project retains, enhances, or has no negative effect on Richland's natural resources (rivers, trails, recreation areas, parks, natural open space)
☑	The project is accessible to or benefits all members of the public
☑	The project improves or does not otherwise inhibit access to any Richland business
☑	The project targets positive development of the Richland Central Business District and/or outlying nodal areas of commerce
☑	The project enhances existing plans, strategies, and development by the City of Richland
	Programmatic Goals
☑	The project promotes social and cultural diversity
☑	The project enhances or has no negative impact on locally produced foods, wares, or agriculture
	Relationship Building
☑	The project has the support of or otherwise does not negatively impact any Business Improvement District
☑	The project promotes collaboration between multiple regional entities
	Legal
☑	The project does not violate any Richland Municipal Code
☑	The applicant clearly states the nature of the project and how it supports business activities for the purposes authorized herein.

By signing below, you are affirming that you:

- ☑ Have read the Business License Reserve Program Guidelines and Procedures document
- ☑ Are aware of the program permissions and limitations
- ☑ Certify that requested funds will only be used for purposes as described in this application and/or as approved by the City of Richland
- ☑ You understand that use of funds is subject to audit by the State of Washington

- ☑ Will submit, if approved for award, a detailed project schedule and updated budget within 30 days of receipt of a fully executed contract
- ☑ Understand that the fund is a reimbursement program and funds are released only once economic development staff has reviewed and approved of the expenses
- ☑ Expressly agree, if approved to the publicity of your project as part of the program, now and in the future
- ☑ Understand that all information provided is public

eSigned via SeamlessDocs.com

DawnAnn Johnson

Key: 251de9e7f6391e503125369cc696f8e8

Signature

DawnAnn Johnson

Printed Name

10-14-2022

Date

Additional page for Richland Downtown BID Reserve Program Application 2022

In addition to the listed agency and contact information for Darin Warnick, BID Chair, due to Darin's absence, this application is being made, submitted, and signed by Downtown BID Seceretary

DawnAnn Johnson
Things Worth Keeping
623 The Parkway
Richland
509 946-4871
email: dawnann@thingsworthkeeping.com

In answer to Question
1) Please explain how your organization supports the enhancement of the local business community and the improvement of the environs of the City of Richland.

Downtown BID provides approval, oversight and/or support of activities held in the downtown business district, specifically on The Parkway. We are pleased to host Farmers Market, Players Theater events, a growing number of exciting restaurants, an art-friendly area, the tour destination for Columbia River cruises and many more shops and boutiques. Downtown BID funds landscape maintenance, summer flowerpot plantings, and the winter holiday tree lighting including installation and removal. We maintain public garbage caontainers and trash bags, benches and kiosks. We pay an individual to collect trash and replace bags weekly. We monitor parking areas and the business' trash dumpsters in order to try to prevent any misuse and to promote a pleasing environment, avoiding health concerns or other undesirable issues in our neighborhood.

Business License Reserve Program

Application

Eligible Applicant Agency			
☑ Tri-City Regional Chamber of Commerce		☐ Downtown Business Improvement District	
☐ Tri-City Visitor and Convention Bureau		☐ Uptown Business Improvement District	
☐ SCORE of the Mid-Columbia		☐ Small Business Development Center	
☐ Commercial Façade Improvement Program			
Agency Address	4304 W24th Ave Suite 200	**Agency Telephone**	509-783-0783
Contact Person	Jennifer Little	**Contact Title**	Events & Promotions Manager
Contact Phone	253-670-3522	**Contact Email**	jennifer.little@smgnational.com
Project Title	Live@5	**Amount Requested**	$15,000

1) Please explain how your organization supports the enhancement of the local business community and the improvement of the environs of the City of Richland. Attach additional pages as necessary.

Live@5 is entering its 19th season with the City of Richland. Throughout the years this events has provided an audience for local businesses to grow their brand, pick up multiple other events and thrive at a time when their business might otherwise have a slow revenue. This event draws people in from other cities and from out of state.

2) Please provide a description of the proposed project or program, including a timetable for implementation. Attach additional pages as necessary

Due to the popularity of this event, last season we added a Fall Version of Live@5. The asks we continue to get from the public is to add more dates to our event. This year we will be adding dates to the Summer Concert series and putting on the Fall series again. Our current proposed dates are May 25th - Aug 3rd (Summer Series) Sept 7th - Sept 28th (Fall Series). This will be adding 6 additional dates to our schedule.

3) What business activities does the proposed project promote? Check all that apply.

☐ Core Development	☑ General Economic Development
☑ Tourism	☐ Prevention of Blight
☐ Capital Expenditures for Community Improvements	☑ Small business development program (Richland)

3a) Please explain how your proposal carries out each business activity identified above. Attach additional pages as necessary.

This event brings in people from all surrounding cities and from out of state. Creating revenue for hotels, restaurants and local shops.

3b) Please identify other sources of revenue are being utilized and whether they have been secured.

At this time we have not signed any vendors for our event. We expect HAPO to be back as our main sponsor.

4) How does this project support Richland's business community?

We invite local businesses to participate each week in the concert series. Encouraging new businesses to come out and showcase their brand, services and products. We provide exposure and advertising to all businesses who are apart of our event.

5) Is the project a collaboration with other agencies or organizations? Please provide the names of the other agencies and describe the relationship.

Tri City Chamber partnership
City of Richland partnership

6) Will the project be completed by December 30? Please explain.

Yes, this is a limited series event each year

Revenue (Attach additional pages as necessary)

Source	Amount
TBD- 2023 sponsors are not yet confirmed	$
First right of refusal March 2023	$
	$
	$
	$
	$
Total	$ $0.00

Expenses (Attach additional pages as necessary)

Source	Amount
Advertising	$ $175,000.00
Bands $15,400, Audio $10,000, Security $7,480	$ $32,880.00
Stage/Park Rental	$ $10,410.88
Staffing $8,500, Supplies $2,500, Equipment $500	$ $11,500.00

	$
	$
Total	$ $229,790.88

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Signature

Jennifer Ann Little

Printed Name

10-07-2022

Date

Applicant	ASK	Brad	Sandya	Megan	Kim	Ken	Joe	Adam	Wendi	Recommendation
TCRC - Economic Gardening	$ 14,000.00									
TCRC - Live @ 5	$ 15,000.00									
SBDC - Business Resiliency Program	$ 20,000.00									
Uptown BID - Marketing and Events	$ 11,000.00									
Downtown BID - Garbage Can Refurbish	$ 5,500.00									
UBID/DBID - Revitalization	$ 10,000.00									
Visit TC - Workforce Development w/WSU	$ 10,000.00									
Commercial Façade Improvement Program	$ 100,000.00									
TOTAL	**$ 185,500.00**									
2023 ESTIMATED FUNDS AVAILABLE	**$ 150,000.00**									
DIFFERENCE	**$ (34,500.00)**									

ECONOMIC DEVELOPMENT COMMITTEE AGENDA ITEM COVERSHEET

Meeting Date: 11/21/2022 Agenda Category: Business

Prepared By: Darin Arrasmith, Planner

Subject:
990 Gillespie Street (600 Cullum Avenue) Surplus

Department:
Development Services

Recommended Motion:
Motion to recommend to the City Council the approval of surplus of the north 20 feet of real property within the Gillespie Parkway located at 990 Gillespie Street.

Summary:
The City owns approximately 7,800 square feet of park property located along the northern property line of Gillespie Parkway. The area of the proposed surplus is adjacent to the property of the former Days Inn motel located at 615 Jadwin Avenue. (Identified specifically in the attached map.)

The 20 feet on the north side of Gillespie Parkway is currently encumbered by a paved parking area that was used by the former Days Inn motel. This paved area, extending between Cullum Avenue and Jadwin Avenue, is the former right-of-way of Harding Street that was vacated by the City on May 5, 1969.

Based on the criteria outlined in RMC 3.06.030, all City departments had the opportunity to review the proposed property to determine if it is in excess of the needs of the agency. It was determined that there was not a municipal need for the property at that time. Therefore, this area of the park (paved and lined for parking), which is proposed for surplus, is no longer needed for municipal purposes.

During this review process, it was also recommended that the property be sold with preference given to the adjacent land owner as it is needed for access to their property RMC 3.06.030(B)(2).

If the surplus action is approved by this committee, the Planning Commission and the Parks and Recreation Committee, and ultimately City Council, the City will enter into negotiations with the owner of the adjacent property for the sale and purchase of the 7,800 square feet of City-owned property, which will come back to this committee and others deemed necessary for review at a future date as outlined in RMC 3.06.040(B).

Staff recommends approval of the proposed surplus action.

Fiscal Impact: The surplus action has no fiscal impact. The proceeds from the resulting sale of the surplussed property will be determined through a negotiated sales process.

Attachments:
1. 600 Cullum Surplus Site Map

10 UTILITY
Cullum Ave
Jadwin Ave
Harding St
(FORMER) DAYS INN MOTEL
HARDING ST RELINQUISHED MAY 1969
AREA OF PROPOSED SURPLUS
GILLESPIE PARKWAY
CITY PROPERTY LINE
Gillespie St