



Agenda
Parks and Recreation Commission Meeting
Thursday, March 9, 2023
Richland City Hall ~ Council Chambers
625 Swift Boulevard

Commission Members: Chair Buelt, Vice-Chair Mason, and Members Arnquist, Cunningham, Dalton, Gutierrez, Heaton, Lunstad, and Thallapally

Liaisons: Council Liaison: Kent
Council Liaison Alternate: Richardson
Staff Liaison: Hester

Regular Meeting - 6:00 p.m.

Welcome

Pledge of Allegiance

Call to Order/Attendance:

Approval of Agenda: (Approved by Motion)

1. Approval of the March 9, 2023 Parks and Recreation Commission Meeting Agenda

Approval of Minutes: (Approved by Motion)

2. Approval of the Following Minutes:
 - February 23, 2023 Parks and Recreation Commission Special Meeting
 - February 23, 2023 Parks and Recreation Commission Workshop

Council Liaison Report:

Recreation Report:

Parks & Public Facilities Report:

Public Comments:

Presentations:

3. High School Student Winter Wonderland Internship
 - Julie Jackson, Recreation & Facilities Manager

Unfinished Business:

New Business:

4. 150 Keene Road Proposed Surplus
 - Darin Arrasmith, Planner
5. 2023 Park Partnership Program Application Review
 - Laura Hester, Parks & Public Facilities Director

Commission Comments:**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.



PARKS AND RECREATION COMMISSION AGENDA ITEM COVERSHEET

Meeting Date: 3/9/2023

Agenda Category: Approval of Minutes

Prepared By: Patty Roe, Administrative Assistant II

Subject:

Approval of the Following Minutes:

- February 23, 2023 Parks and Recreation Commission Special Meeting
- February 23, 2023 Parks and Recreation Commission Workshop

Department:

Parks & Public Facilities

Recommended Motion:

Summary:

Fiscal Impact:

Attachments:

1. 2023.02.23 Parks and Recreation Commission Special Meeting Minutes
2. 2023.01.26 Parks and Recreation Commission Workshop Minutes



MINUTES

Richland Parks and Recreation Commission Special Meeting

Richland City Hall – Council Chambers

625 Swift Boulevard

Thursday, February 23, 2023 ~ 6:00 p.m.

CALL TO ORDER:

Chair Buelt called the meeting to order at 6:00 p.m.

ATTENDANCE:

Chair Buelt, Vice Chair Mason and Commissioners Heaton, Gutierrez, Lunstad, Dalton, and Thallapally were present.

Commissioners Arnquist and Cunningham were absent.

Also, in attendance were Parks and Public Facilities Director Hester, Parks and Facilities Project Manager Tyutyunnik, and Council Liaison Kent.

APPROVAL OF THE FEBRUARY 23, 2023 SPECIAL MEETING AGENDA:

Commissioner Gutierrez moved to approve the February 23, 2023 Parks and Recreation Commission Special meeting agenda. Commissioner Lunstad seconded the motion. Motion approved 7-0.

APPROVAL OF THE FOLLOWING MEETING MINUTES:

- January 12, 2023 Parks and Recreation Commission Meeting
- January 26, 2023 Parks and Recreation Commission Workshop

Commissioner Heaton moved to approve the following Parks and Recreation Commission meeting and workshop minutes by revising the workshop minutes (Cunningham was absent). Commissioner Gutierrez seconded the motion. Motion approved 7-0.

COUNCIL LIAISON REPORT:

Council Liaison Kent presented the Council Liaison Report.
Subjects included: Strategic Planning has been rescheduled to late March.

RECREATION REPORT:

Parks and Public Facilities Director Hester presented the Recreation Report. Subjects included: Richland Run Fest and National Fitness Court.

PUBLIC COMMENTS:

None, Public Comments closed at 6:10 p.m.

PRESENTATIONS:

NEW BUSINESS:

3. 2023 Parks and Recreation Commission (PRC) Goals
- Jim Buelt, Parks and Recreation Commission Chair

The Parks and Recreation Commission discussed and developed the 2023 Parks and Recreation Commission (PRC) goals at the January 26, 2023, workshop. The goals were discussed, modified, and ready for adoption and presentation to the City Council.

Commissioner Gutierrez moved to adopt the 2023 Parks and Recreation Commission (PRC) goals as modified by discussion. Vice Chair Mason seconded the motion. Motion approved 7-0.

ADJOURNMENT:

The meeting adjourned at 6:32 p.m.

Prepared by: _____
Patty Roe, Parks and Public Facilities - Administrative Assistant II

Reviewed by: _____
Laura Hester, Parks and Public Facilities - Director

Approved by: _____
Chair Jim Buelt, Richland Parks and Recreation - Chair



MINUTES

Richland Parks and Recreation Commission Workshop
Richland Community Center – Meeting Room
Thursday, January 26, 2023 ~ 6:00 p.m.

CALL TO ORDER:

Chair Buelt called the meeting to order at 6:00 p.m.

ATTENDANCE:

Chair Buelt, Vice Chair Mason and Commissioners Gutierrez, Cunningham, Arnquist, Lunstad, Heaton, Dalton, and Thallapally were present.

Also, in attendance were Parks and Public Facilities Director Hester, Parks and Facilities Project Manager Tyutyunnik, Recreation Manager Jackson, and Council Liaison Kent.

DISCUSSION ITEMS:

1. Parks and Recreation Commission 2023 Goals

The commission created, organized, and discussed an action plan to achieve the Parks and Recreation Commission's goals for 2023.

2. Park Partnership Program

This discussion item was moved to the February 23, 2023, Parks and Recreation Commission (PRC) workshop.

ADJOURNMENT:

Workshop adjourned at 8:18 p.m.

Prepared by: _____
Patty Roe, Administrative Assistant II

Reviewed by: _____
Laura Hester, Parks and Public Facilities Director

Approved by: _____
Chair Jim Buelt, Richland Parks and Recreation Commission



PARKS AND RECREATION COMMISSION AGENDA ITEM COVERSHEET

Meeting Date: 3/9/2023

Agenda Category: New Business

Prepared By: Darin Arrasmith, Planner

Subject:

150 Keene Road Proposed Surplus

Department:

Development Services

Recommended Motion:

Motion to recommend to the City Council the approval of the surplus of approximately 2.5 acres of real property within the Keene Trail corridor located at 150 Keene Road and pursue negotiations with the adjacent property owner.

Summary:

The City owns approximately 2.5 acres of park property located between Keene Road and the Keene Road Trail corridor, and adjacent to the two retail center properties located at 112-120 Keene Road and 130-138 Keene Road. These retail properties occupy land that was once owned by the City and sold for private development.

In June 2022, City staff was approached by the owner of the retail center properties regarding acquiring a portion of the adjacent trail corridor. The property in question is under a maintenance agreement with the original retail center owner, KTV Inc., and is for a duration of twenty years, which is set to expire in 2029.

Rather than pursue negotiations with the City for new maintenance agreement terms, the owners desire to end the maintenance agreement early and pursue a purchase of the property to expand their existing commercial development. This area of the park property that is proposed for surplus is no longer needed for municipal purposes.

There will be no access granted to the site from Keene Rd. Access will be required from the adjacent property through a boundary line adjustment.

Assuming the surplus action is approved, the City will enter into negotiations with the owners of the retail center properties for the sale and purchase of the approximately 2.5 acres of City-owned property, which will be brought before the City Council for consideration at a future date.

Fiscal Impact:

A recommendation and subsequent approval of this item will not fiscally impact the City other than to allow for a future financially beneficial transaction.

Attachments:

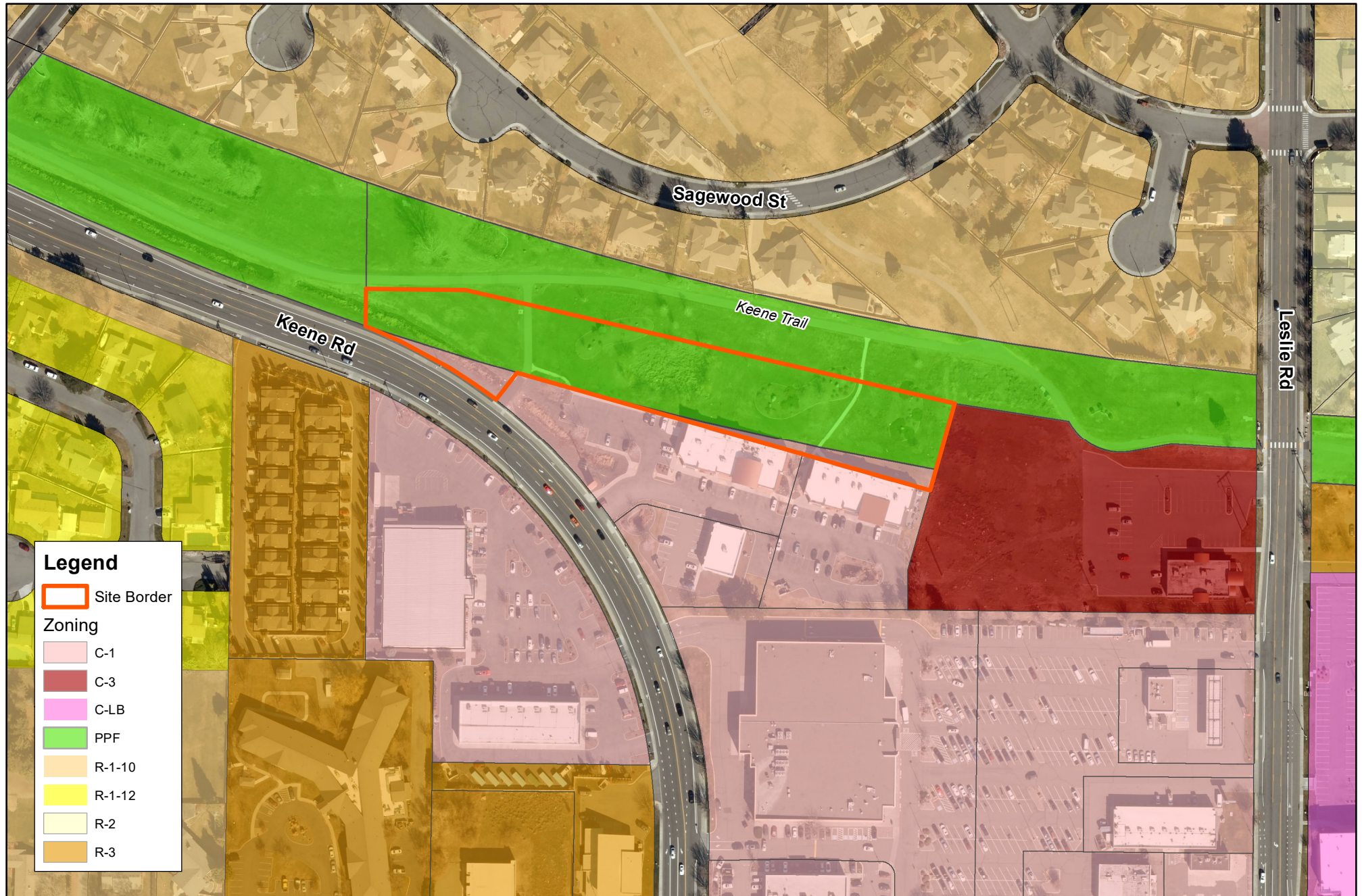
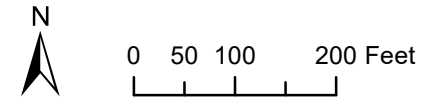
1. 150 Keene Road Surplus
2. 150 Keene Zoning



150 KEENE ROAD
AREA OF SURPLUS (~2.5 ACRES)

Zoning Map

Item: 150 Keene Road Surplus
Address: 150 Keene Rd





PARKS AND RECREATION COMMISSION AGENDA ITEM COVERSHEET

Meeting Date: 3/9/2023

Agenda Category: New Business

Prepared By: Laura Hester, Parks & Public Facilities Director

Subject:

2023 Park Partnership Program Application Review

Department:

Parks & Public Facilities

Recommended Motion:

The Parks and Recreation Commission recommends that Council approve _____ representing the 2023 Park Partnership Program funding.

Summary:

Six (6) applications were received for the 2023 Park Partnership Program. This year the City has designated \$40,000 from the Park Reserve Fund to provide matching fund grants to eligible applicants making capital improvements to City parks, trails, open space, and recreational facilities. The application are as follows:

I. Organization: Horn Rapids Motorsports Complex (HRMC)

Project Location: Horn Rapids Motorsports Complex

Project: Installing a culvert bridge passage to provide a safe path of travel for spectators to cross active track service to view and observe riders and our competitors.

Requesting: \$8000

2. Organization: Heavy 2 LLC

Project Location: Heavy Queensgate Park

Project: Maintain and beautify City of Richland property by Keene Rd. to be esthetically pleasing to citizens of Richland. Adding value to the recreational trail and businesses in the neighboring area. Also, to be uniform with neighboring businesses.

Requesting: \$8000

3. Organization: SILAS Education

Project Location: Tapteal Greenway Trail

Project: The Hanford Reach Solar System includes markers denoting the orbits of each planet. This proposal is to create the last four (4) to complete the Richland portion of these river trail markers. Specifically, Mercury, Venus, and Ceres will be built.

Requesting: \$8000

4. Organization: Columbia Basin BMX

Project Location: Horn Rapids Athletic Complex, Columbia Basin BMX Track

Project: Replacement of the tracks Moto Board. This serves as a bulletin board for the community members who visit the park, and is used during races to post the race motos.

Requesting: \$5150

5. Organization: Tri-City R/C Modelers (TCRCM)

Project Location: Tri-City R/C Modelers

Project: Install 30'x300' Geotextile runway. Upgrade storage container with insulation, ventilation, and man door.

Purchase two portable water-type fire extinguishers.

Requesting: \$8000

6. Organization: Columbia River Disc Golf Club

Project Location: James J. Lawless Park

Project: Concrete pad with a shade structure.

Requesting: \$3300

Fiscal Impact:

If all projects are approved, the fiscal impact would be \$40,450 from the Park Reserve Fund. The current fund has \$40,000 approved for 2023 projects.

Attachments:

1. 2023 PPP HRMC. -Reviewed
2. 2023 PPP Heavy 2 LLC - Reviewed
3. 2023 PPP Silas Education - Reviewed
4. 2023 PPP CBBMX 2 - Reviewed
5. 2023 PPP Tri-City RC Modelers - Reviewed
6. 2023 PPP Columbia River Disc Golf -Reviewed



City of Richland Parks and Public Facilities Department

2023 Park Partnership Program Application

Introduction:

The City of Richland is pleased to offer matching fund grants to eligible applicants making capital improvements to City parks, trails, open space, and recreational facilities. The 2023 program year is budgeted at \$40,000.

Goals:

1. Improve or increase park and recreational opportunities for the general public.
2. Encourage private investment and participation in developing City Park and recreational amenities.
3. Enhance quality of life in Richland.

Program Guidelines:

1. To be eligible, projects must be located upon City-owned Park, facility, or recreational property, or within publicly accessible land or easements.
2. The program is open to service and civic groups, athletic and sports organizations, individuals, neighborhood park user groups and non-profit organizations.
3. Projects should be in conformance with park master plans, as applicable.
4. The project must be a construction, enhancement, planning, or renovation project that provides its principal benefit to the general public.
5. The project must not require a City labor component to the proposed project, unless otherwise agreed upon by both parties.
6. Park Partnership Program applicants are required to provide a minimum match of one private dollar for each public dollar requested. Match may consist of cash, donated labor, donated materials, use of construction equipment or architectural/landscape design services.
 - a. Volunteer labor is valued at \$28.54 per hour.
 - b. Donated equipment value will be valued at the price of the commercial equipment rental rate.
 - c. Donated professional services will be valued at the "reasonable and customary" rate.
7. Projects shall be consistent and complimentary with surrounding land uses and neighborhood character and not create hazards or impact the functionality or usability of the park or facility.
8. Projects that require a long term (more than one year) commitment require a second agreement.
9. Reference RCW 35.21.278

Project Timeline:

Application Due Dates

Applicant must attend mandatory open house zoom meeting on Tuesday, February 7, 2023. Please contact Patty Roe, Administrative Assistant, at proe@ci.richland.wa.us to schedule your meeting time. All sessions will be pre-scheduled between the hours of 3:00pm – 5:00pm.

Application must be submitted by close of business on February 22, 2023.

Project Time Limit

All projects must be completed within one (1) year of execution of the contract. Awards will be rescinded for projects not ready for contracting within thirty (30) days of award.

Excess Monies

A second call for applications may be made in the fall of the same calendar year if there are unused funds from the initial disbursement.

Project Evaluation:

Written applications will be reviewed by the Director of Parks and Public Facilities to determine eligibility. Projects which fall within program guidelines will be forwarded to the Parks and Recreation Commission (PRC) and scheduled for a mandatory five (5) minute oral presentation. The PRC will make a funding recommendation to the Richland City Council. Applicants will have the option of a finalized written report or a second five (5) minute presentation to the PRC will be made following completion of the project.

Applications that support the attached 2023 PRC goals will be provided greater consideration to receive funding than those that do not support the goals of the PRC.

Applicant Responsibilities:

Applicants are required to present a written narrative of the proposed project. This written narrative shall not be more than two pages and include the following criteria:

1. Overview of the project design and budget
2. Description of primary beneficiary of the project Objective/purpose of the proposal
3. Proposed Project Schedule
4. Maintenance Considerations

At the conclusion of the project the applicant shall complete the Final Work Plan, Budget Plan, and Match Pledge sheets and submit them to the City. The applicant shall contact staff upon completion of the project to schedule a final inspection, presentation date or written report, and begin the project closeout and reimbursement process.

Application Instructions:

Project Applications: Applications may be obtained online.

Application Form: This form describes the project location, a brief description, contact person information and project costs.

Work Plan: List in chronological order, the specific steps you will take to complete this project. Next to each step identify who will be responsible for the activity and the estimated completion date.

Budget Plan: Complete each section of the budget plan and list each item needed to complete your project. Calculate the total cost for each section (include tax) and identify how each item will be covered (Cash, In-Kind, or City Mach).

Match Pledged: This form is provided to help solicit and gather match pledges. Applicant match can be pledged or secured at the time of application. Pledged means that the donor has made a verbal promise to provide the match item; secured means that the donor has signed the application's Match Pledged/Secured Form to confirm the commitment.



**City of Richland
Parks and Recreation Department**

**Park Partnership Program
Application**

Project Information

Name of Park: Horn Rapids Motorsports Complex (HRMC)

Project Location in Park: spectator area

Brief Description of Project: Installing a culvert bridge passage to provide a safe path of travel for spectators to cross active track service to view and observe riders and or competitors.

(Attach narrative from the "Applicant Responsibilities Section")

Contact Information Devon

Name (First and Last): Coffman

Organization Representing: Horn Rapids Motorsports Complex (HRMC)

Contact Address: 3432 Beardsley Dr. BLDG A

City/State/ZIP: Richland WA 99354

Home Phone: (509)-496-2958 Work Phone: (509)-496-2958

FAX: E-mail: hrmc.office@hornrapidsmx.com

Project Cost

Amount from City (*maximum amt. \$8,000*): \$ 8000

Cash from Applicant: \$ 2000

"In-Kind" Amount (*Applicant and Other Sources*): \$ 15697

Cash Other Sources: \$ 0

Total Project Cost: \$ 25,697

DUE DATE: Close of business Wednesday, February 22, 2023



City of Richland Parks and Public Facilities Department Budget Plan

Budget Description: Please use this space to provide a brief description of the budget for your project.

HRMC will handle project management, the cost below are hard cost+fixed. HRMC will provide \$2000,

Income Section (examples: cash on hand, business donations, individual donors, etc.):

Income – Confirmed: List sources of income that are confirmed at the time of application submission. This should include cash on hand that you are contributing to the project.

Income – Anticipated: List sources of income that are anticipated, but no confirmed at the time of application submission. This should include City match amount you are requesting.

Requested City Match Amount: List amount under “Income-Anticipated.”

Item Description:	Income – Confirmed	Income - Anticipated
cash on hand	2000	0
individual donors/ equipment/ fuel/	15,697	
Requested City Match Amount		8000
Total:	25,697	8000

Expense Section:

Expense – Cash: List all project expenses that will be paid in cash. The total should equal the combined total of the Income Section.

In-Kind Amount: List the dollar value of any donated goods and services.

City Match Amount: List the portion of the line item that you plan to cover with your City match dollars. This amount should match the “Requested City Match Amount” listed above.

Item Description:	Expense – Cash	In-Kind Amount – Value of Donated Goods & Services	City Match Amount
x2 20ftx6ft culvert and band	10,000	2000 HRMC	8000
	15,697	15,697 HRMC	0
Total:	25,697	17,697	8000

Expense Description: Please use this space to provide any additional information you might feel is necessary.

labor hours may vary slightly higher, due to weather conditions, and shipping. Also availability on parts,



**City of Richland
Parks and Public Facilities Department**

Match Pledge / Secured Form

The following individuals, businesses, and organizations have made a commitment to donate the following items to HRMC _____ for its "In Kind" match.

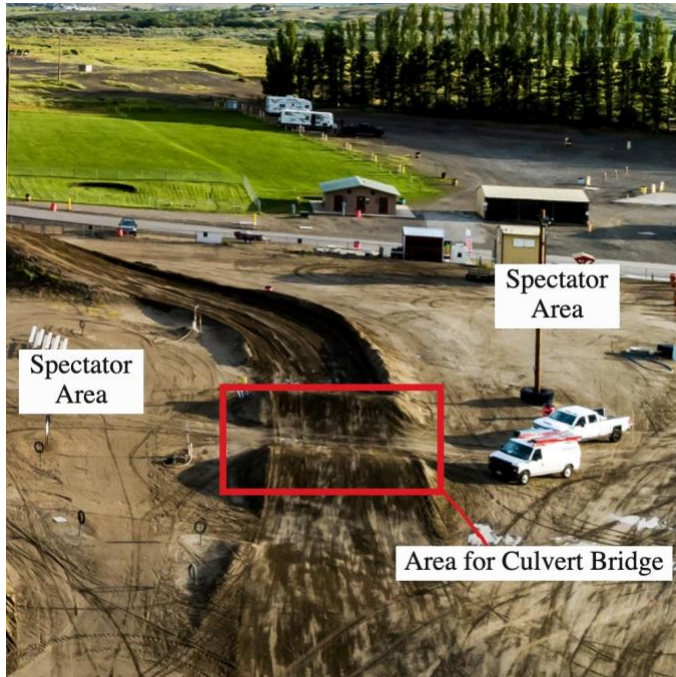
(Applicant Name)

Type of Work	Print Name (First and Last)	Address and Zip	Phone Number	Volunteer Hours	Estimated Value	Signature
labor	Ray		509-953-5242	23	30hr	Ray Coffman
labor	Mason			23	30hr	Mason Childers
labor	Devon		208-415-8719	23	30hr	Devon Coffman
labor	Kris			23	30hr	Kris Anderson
labor	bobby			23	30hr	Bobby tuttle
equipment	tractor			10	200hr	N/A
equipment	backhoe			20	200hr	N/A

HRMC/ORV Facility Infrastructure

Safety Walkway for Spectators of the Off-Road Facility

Overview of Project Design and Budget:



Budget: \$25,000.00 for total cost of project

\$10,000.00 for materials. (Culvert, band, and freight to facility)

\$15,000.00 for labor and equipment usage. (Excavation and installation of culvert)

Primary Beneficiary and Purpose of Proposal

This project is to provide a safe avenue for spectators to safely reach areas designed to view and observe riders and/or competitors. Where spectators are currently crossing the track to move from one viewing area to another, they are putting themselves and the riders at risk of injury or worse. This situation if left uncorrected is very likely to cause an incident that can and will delay or cancel our yearly insurance, leading to loss of events and attractions. Industry standard insurance requires that the insured must provide a 35ft buffer between racing surface and any viewing areas to maintain spectator safety.

This will be accomplished by providing a culvert bridge passage for spectators to safely cross traffic between viewing areas. This will allow spectators to move to a safe viewing area without causing a safety issue to riders, competitors, and/or themselves.

Proposed Project Schedule

We are planning on starting on the project immediately, by purchasing the culvert on March 15th, and the expected completed date is March 21st, where the bridge passage will be finalized.

Maintenance Considerations

There are few maintenance considerations for the project. The cost of labor and equipment can fluctuate due to weather and could create unforeseen setbacks to the project schedule. After being installed, the only necessary maintenance will be monitoring the dirt and surrounding area for compacting and settling and keeping clear of dirt and debris. After installation, the structure will be relatively maintenance free.



City of Richland Parks and Public Facilities Department

2023 Park Partnership Program Application

Introduction:

The City of Richland is pleased to offer matching fund grants to eligible applicants making capital improvements to City parks, trails, open space, and recreational facilities. The 2023 program year is budgeted at \$40,000.

Goals:

1. Improve or increase park and recreational opportunities for the general public.
2. Encourage private investment and participation in developing City Park and recreational amenities.
3. Enhance quality of life in Richland.

Program Guidelines:

1. To be eligible, projects must be located upon City-owned Park, facility, or recreational property, or within publicly accessible land or easements.
2. The program is open to service and civic groups, athletic and sports organizations, individuals, neighborhood park user groups and non-profit organizations.
3. Projects should be in conformance with park master plans, as applicable.
4. The project must be a construction, enhancement, planning, or renovation project that provides its principal benefit to the general public.
5. The project must not require a City labor component to the proposed project, unless otherwise agreed upon by both parties.
6. Park Partnership Program applicants are required to provide a minimum match of one private dollar for each public dollar requested. Match may consist of cash, donated labor, donated materials, use of construction equipment or architectural/landscape design services.
 - a. Volunteer labor is valued at \$28.54 per hour.
 - b. Donated equipment value will be valued at the price of the commercial equipment rental rate.
 - c. Donated professional services will be valued at the "reasonable and customary" rate.
7. Projects shall be consistent and complimentary with surrounding land uses and neighborhood character and not create hazards or impact the functionality or usability of the park or facility.
8. Projects that require a long term (more than one year) commitment require a second agreement.
9. Reference RCW 35.21.278

Project Timeline:

Application Due Dates

Applicant must attend mandatory open house zoom meeting on Tuesday, February 7, 2023. Please contact Patty Roe, Administrative Assistant, at proe@ci.richland.wa.us to schedule your meeting time. All sessions will be pre-scheduled between the hours of 3:00pm – 5:00pm.

Application must be submitted by close of business on February 22, 2023.

Project Time Limit

All projects must be completed within one (1) year of execution of the contract. Awards will be rescinded for projects not ready for contracting within thirty (30) days of award.

Excess Monies

A second call for applications may be made in the fall of the same calendar year if there are unused funds from the initial disbursement.

Project Evaluation:

Written applications will be reviewed by the Director of Parks and Public Facilities to determine eligibility. Projects which fall within program guidelines will be forwarded to the Parks and Recreation Commission (PRC) and scheduled for a mandatory five (5) minute oral presentation. The PRC will make a funding recommendation to the Richland City Council. Applicants will have the option of a finalized written report or a second five (5) minute presentation to the PRC will be made following completion of the project.

Applications that support the attached 2023 PRC goals will be provided greater consideration to receive funding than those that do not support the goals of the PRC.

Applicant Responsibilities:

Applicants are required to present a written narrative of the proposed project. This written narrative shall not be more than two pages and include the following criteria:

1. Overview of the project design and budget
2. Description of primary beneficiary of the project Objective/purpose of the proposal
3. Proposed Project Schedule
4. Maintenance Considerations

At the conclusion of the project the applicant shall complete the Final Work Plan, Budget Plan, and Match Pledge sheets and submit them to the City. The applicant shall contact staff upon completion of the project to schedule a final inspection, presentation date or written report, and begin the project closeout and reimbursement process.

Application Instructions:

Project Applications: Applications may be obtained online.

Application Form: This form describes the project location, a brief description, contact person information and project costs.

Work Plan: List in chronological order, the specific steps you will take to complete this project. Next to each step identify who will be responsible for the activity and the estimated completion date.

Budget Plan: Complete each section of the budget plan and list each item needed to complete your project. Calculate the total cost for each section (include tax) and identify how each item will be covered (Cash, In-Kind, or City Mach).

Match Pledged: This form is provided to help solicit and gather match pledges. Applicant match can be pledged or secured at the time of application. Pledged means that the donor has made a verbal promise to provide the match item; secured means that the donor has signed the application's Match Pledged/Secured Form to confirm the commitment.



**City of Richland
Parks and Recreation Department**

**Park Partnership Program
Application**

Project Information

Name of Park: Heavy Queensgate Park

Project Location in Park: 999 Queensgate Dr. South Boundary by Keene Rd.

Brief Description of Project: Maintain and beautify City of Richland property by Keene Rd. to become aesthetically pleasing to citizens of Richland. Adding value to the recreational trail and businesses in the neighboring area. Also to be uniform with neighboring businesses

(Attach narrative from the "Applicant Responsibilities Section")

Contact Information Legal Owner

Name (First and Last): Rajbir Sandhu

Organization Representing: Heavy 2 LLC

Contact Address: 999 Queensgate Drive

City/State/ZIP: Richland WA 99352

Home Phone: 509-727-3000 Work Phone: 509-727-3000

FAX: 509-221-1301 E-mail: sandhu2035@gmail.com

Project Cost

Amount from City (*maximum amt. \$8,000*): \$ 8000

Cash from Applicant: \$ 30000

"In-Kind" Amount (*Applicant and Other Sources*): \$ 30000

Cash Other Sources: \$ 0

Total Project Cost: \$ 38000

DUE DATE: Close of business Wednesday, February 22, 2023



City of Richland
Parks and Public Facilities Department

Work Plan

Steps	Responsible Party	Completion Date
Landscaping	Galaxy Landscaping LLC	90 days from
Park Picnic Tables Placement	SGS LLC	90 days from
Concrete Pads	Mago Construction LLC	90 days from
Rocks/ River Rocks Placement	Galaxy Landscaping LLC	90 days from
Half Cut Wine Barrels For Planters	Queensgate Gardens	120 days from
Metal Art Sculptures	TBD	120 days from
Flower Bushes 5 Feet Tall	Queensgate Gardens	120 days from
Sprinkler+Drip Water System;	Galaxy Landscaping LLC	120 days from



City of Richland Parks and Public Facilities Department Budget Plan

Budget Description: Please use this space to provide a brief description of the budget for your project.

Total cost for all items described in work plan are estimated to be 30-40K. To be started immediately after

Income Section (examples: cash on hand, business donations, individual donors, etc.):

Income – Confirmed: List sources of income that are confirmed at the time of application submission. This should include cash on hand that you are contributing to the project.

Income – Anticipated: List sources of income that are anticipated, but not confirmed at the time of application submission. This should include City match amount you are requesting.

Requested City Match Amount: List amount under "Income-Anticipated."

Item Description:	Income – Confirmed	Income - Anticipated
Heavy 2 LLC	cash on hand \$30,000	
Requested City Match Amount	\$8000	
Total:	\$38000	0

Expense Section:

Expense – Cash: List all project expenses that will be paid in cash. The total should equal the combined total of the Income Section.

In-Kind Amount: List the dollar value of any donated goods and services.

City Match Amount: List the portion of the line item that you plan to cover with your City match dollars. This amount should match the "Requested City Match Amount" listed above.

Item Description:	Expense – Cash	In-Kind Amount – Value of Donated Goods & Services	City Match Amount
Galaxy Landscaping	9000		3000
SGS Picnic Tables	6000		2000
Mago Construction Concrete Pads	4200		1400
Queensgate Gardens	5100		1600
Metal Art Sculptures	13,700		0
Total:	\$38000	0	\$8000

Expense Description: Please use this space to provide any additional information you might feel is necessary.

The purpose of this project is to make the corner of Keene Rd. and Queensgate Drive Appealing for



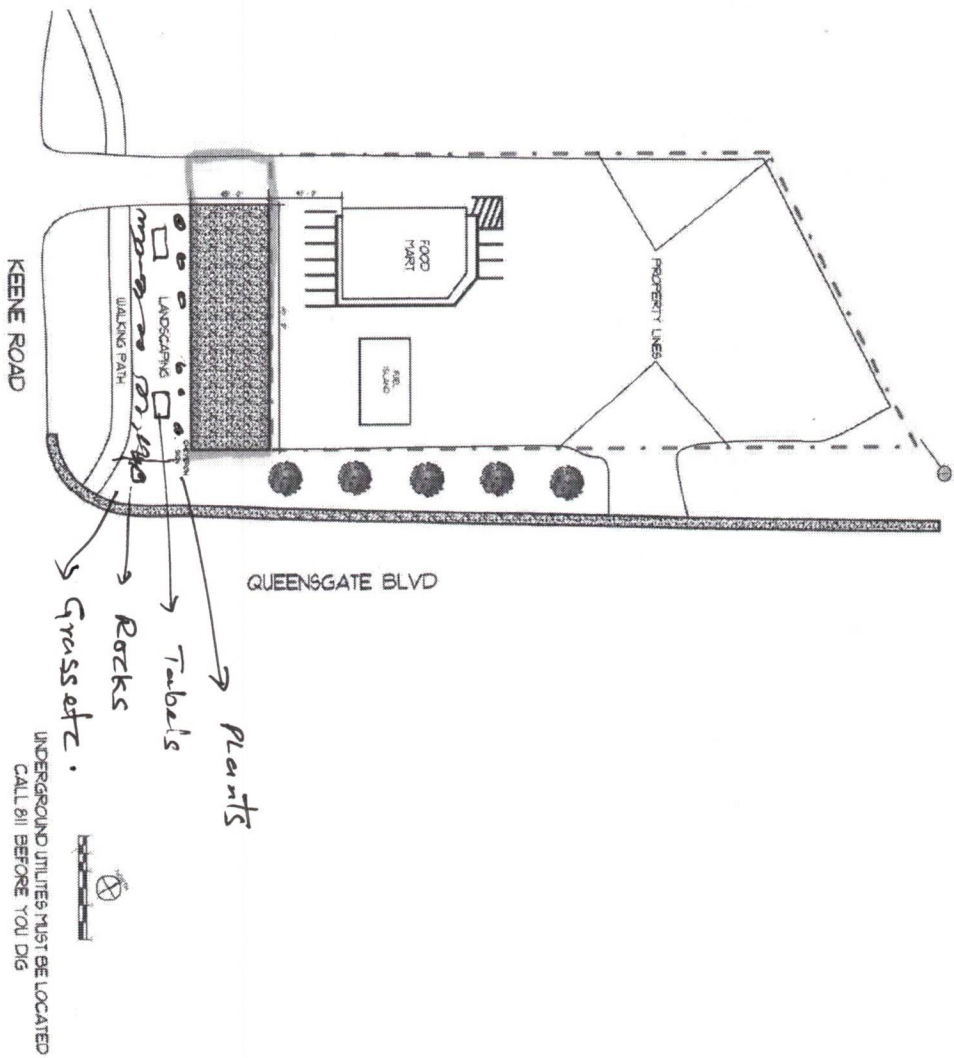
City of Richland
Parks and Public Facilities Department

Match Pledge / Secured Form

The following individuals, businesses, and organizations have made a commitment to donate the following items to _____ for its "In Kind" match.
(Applicant Name)

Type of Work	Print Name (First and Last)	Address and Zip	Phone Number	Volunteer Hours	Estimated Value	Signature

Revision #: Date: 2/20/2023	Scale: 1" = 30'	Landscape Plan: QUEENSGATE FOOD MART	Landscape Design by: Adrian "Dean" Aeling BS LA
---	-------------------------------	--	--





City of Richland Parks and Public Facilities Department

2023 Park Partnership Program Application

Introduction:

The City of Richland is pleased to offer matching fund grants to eligible applicants making capital improvements to City parks, trails, open space, and recreational facilities. The 2023 program year is budgeted at \$40,000.

Goals:

1. Improve or increase park and recreational opportunities for the general public.
2. Encourage private investment and participation in developing City Park and recreational amenities.
3. Enhance quality of life in Richland.

Program Guidelines:

1. To be eligible, projects must be located upon City-owned Park, facility, or recreational property, or within publicly accessible land or easements.
2. The program is open to service and civic groups, athletic and sports organizations, individuals, neighborhood park user groups and non-profit organizations.
3. Projects should be in conformance with park master plans, as applicable.
4. The project must be a construction, enhancement, planning, or renovation project that provides its principal benefit to the general public.
5. The project must not require a City labor component to the proposed project, unless otherwise agreed upon by both parties.
6. Park Partnership Program applicants are required to provide a minimum match of one private dollar for each public dollar requested. Match may consist of cash, donated labor, donated materials, use of construction equipment or architectural/landscape design services.
 - a. Volunteer labor is valued at \$28.54 per hour.
 - b. Donated equipment value will be valued at the price of the commercial equipment rental rate.
 - c. Donated professional services will be valued at the "reasonable and customary" rate.
7. Projects shall be consistent and complimentary with surrounding land uses and neighborhood character and not create hazards or impact the functionality or usability of the park or facility.
8. Projects that require a long term (more than one year) commitment require a second agreement.
9. Reference RCW 35.21.278

Project Timeline:

Application Due Dates

Applicant must attend mandatory open house zoom meeting on Tuesday, February 7, 2023. Please contact Patty Roe, Administrative Assistant, at proe@ci.richland.wa.us to schedule your meeting time. All sessions will be pre-scheduled between the hours of 3:00pm – 5:00pm.

Application must be submitted by close of business on February 22, 2023.

Project Time Limit

All projects must be completed within one (1) year of execution of the contract. Awards will be rescinded for projects not ready for contracting within thirty (30) days of award.

Excess Monies

A second call for applications may be made in the fall of the same calendar year if there are unused funds from the initial disbursement.

Project Evaluation:

Written applications will be reviewed by the Director of Parks and Public Facilities to determine eligibility. Projects which fall within program guidelines will be forwarded to the Parks and Recreation Commission (PRC) and scheduled for a mandatory five (5) minute oral presentation. The PRC will make a funding recommendation to the Richland City Council. Applicants will have the option of a finalized written report or a second five (5) minute presentation to the PRC will be made following completion of the project.

Applications that support the attached 2023 PRC goals will be provided greater consideration to receive funding than those that do not support the goals of the PRC.

Applicant Responsibilities:

Applicants are required to present a written narrative of the proposed project. This written narrative shall not be more than two pages and include the following criteria:

1. Overview of the project design and budget
2. Description of primary beneficiary of the project Objective/purpose of the proposal
3. Proposed Project Schedule
4. Maintenance Considerations

At the conclusion of the project the applicant shall complete the Final Work Plan, Budget Plan, and Match Pledge sheets and submit them to the City. The applicant shall contact staff upon completion of the project to schedule a final inspection, presentation date or written report, and begin the project closeout and reimbursement process.

Application Instructions:

Project Applications: Applications may be obtained online.

Application Form: This form describes the project location, a brief description, contact person information and project costs.

Work Plan: List in chronological order, the specific steps you will take to complete this project. Next to each step identify who will be responsible for the activity and the estimated completion date.

Budget Plan: Complete each section of the budget plan and list each item needed to complete your project. Calculate the total cost for each section (include tax) and identify how each item will be covered (Cash, In-Kind, or City Mach).

Match Pledged: This form is provided to help solicit and gather match pledges. Applicant match can be pledged or secured at the time of application. Pledged means that the donor has made a verbal promise to provide the match item; secured means that the donor has signed the application's Match Pledged/Secured Form to confirm the commitment.



**City of Richland
Parks and Recreation Department**

**Park Partnership Program
Application**

Project Information

Name of Park: Tāpteal Greenway Trail

Project Location in Park: 4 locations adjacent to the trail

Brief Description of Project: The Hanford Reach Solar System includes markers denoting the orbits of each planet. This proposal is to create the last 4 to complete the Richland portion of these river trail markers. Specifically, Mercury, Venus, Mars, and Ceres will be built.

(Attach narrative from the "Applicant Responsibilities Section")

Contact Information www.silaseducation.org

Name (First and Last): Trevor Macduff

Organization Representing: SILAS Education

Contact Address: PO Box 5078

City/State/ZIP: Pasco WA 99302

Home Phone: 509.205.0557 Work Phone: 509.205.0557

FAX: E-mail: trevor@silaseducation.org

Project Cost

Amount from City (*maximum amt. \$8,000*): \$ 8000

Cash from Applicant: \$ 1000

"In-Kind" Amount (*Applicant and Other Sources*): \$ 12000

Cash Other Sources: \$ 4000

Total Project Cost: \$ 25,000

DUE DATE: Close of business Wednesday, February 22, 2023



City of Richland
Parks and Public Facilities Department

Work Plan

Steps	Responsible Party	Completion Date
Order stones cut by Dennis Wise	Trevor Macduff	May 1, 2023
Coordinate installation requirements with COR	Trevor Macduff	May 1, 2023
Install Stones at specific locations	Trevor Macduff/Tri-Tech	June 1, 2023
Commission artwork by Savvio LLC	Joseph Rastovich	August 1, 2023
Install artwork	Joseph Rastovich	September 1, 2023
Install plaques	Trevor Macduff	September 1, 2023



City of Richland Parks and Public Facilities Department Budget Plan

Budget Description: Please use this space to provide a brief description of the budget for your project.

The Hanford Reach Solar System is a scale model of our solar system centered at the REACH Museum

Income Section (examples: cash on hand, business donations, individual donors, etc.):

Income – Confirmed: List sources of income that are confirmed at the time of application submission. This should include cash on hand that you are contributing to the project.

Income – Anticipated: List sources of income that are anticipated, but not confirmed at the time of application submission. This should include City match amount you are requesting.

Requested City Match Amount: List amount under "Income-Anticipated."

Item Description:	Income – Confirmed	Income - Anticipated
Cash on hand	\$1000	
In-kind donations		\$12,000
Capitol Greenway Seed Money	\$4000	
Requested City Match Amount		\$8000
Total:	\$5000	\$20,000

Expense Section:

Expense – Cash: List all project expenses that will be paid in cash. The total should equal the combined total of the Income Section.

In-Kind Amount: List the dollar value of any donated goods and services.

City Match Amount: List the portion of the line item that you plan to cover with your City match dollars. This amount should match the "Requested City Match Amount" listed above.

Item Description:	Expense – Cash	In-Kind Amount – Value of Donated Goods & Services	City Match Amount
Concrete and rock installation		\$12,000	\$800
Corten/stainless artwork	\$3400		\$3400
Basalt rocks and cutting	\$1600		\$1600
Donor plaques			\$700
Equipment Rental/Concrete			\$1500
Total:	\$5000	\$12,000	\$8000

Expense Description: Please use this space to provide any additional information you might feel is necessary.

Examples of this project can be seen at Howard Amon Park, near the Trident Sail Park, and west of



(Applicant Name)

[illegible]

SILAS Education- Proposal for 4 Orbital Markers
City of Richland- Parks Partnership Program

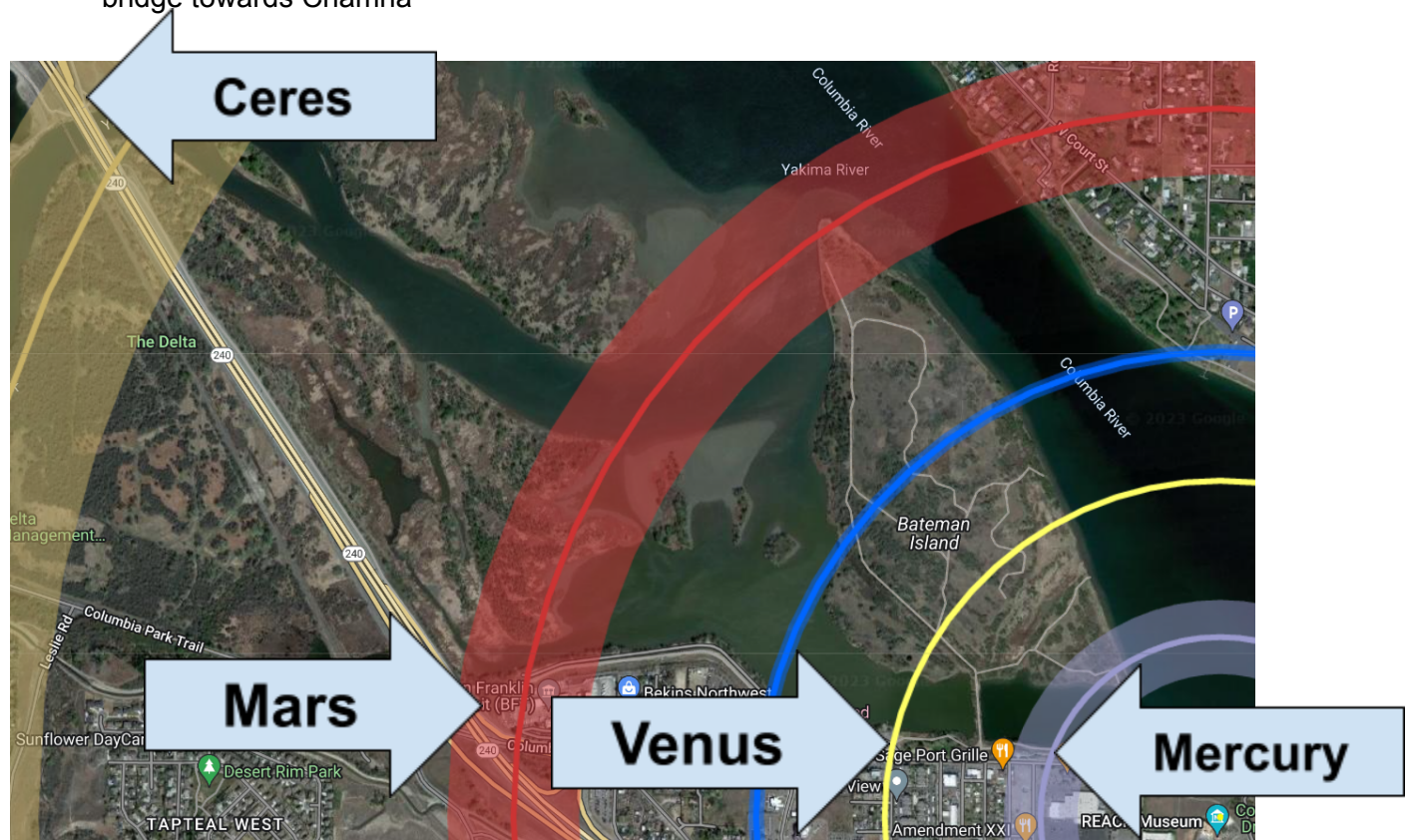
Overview:

The Hanford Reach Solar System is a classroom design project showing the size and orbit of each planet in our solar system. With a 40-foot Sun at the REACH Museum, the rest of the sizes and orbits of the planets lay out predictably on a map of our region.

This proposal is to create 4 more markers throughout the Richland parks system to denote Mercury, Venus, Mars, and Ceres (representing the asteroid belt). When completed, this will be an educational tourist draw. We intend to provide ongoing professional development to local teachers as well as grants for transportation to ensure students can experience and engage with the installation. We are also placing this within our parks to encourage recreation and exploration of our region.

Locations:

- **Mercury**- The intersection of the sidewalk switchback and asphalt trail below the Sacagawea plaza on Columbia Park Trail.
- **Venus**- Near the heart landscape at the Bateman Island boat launch.
- **Mars**- Behind BFT near the onramp to 240 from Columbia Park Trail
- **Ceres**- East of the offramp from 240 towards Pasco as the trail splits and goes under the bridge towards Chamna



Budget:

These markers have been typically budgeted at around \$4000-\$5000 each, however with the rising costs of late, we are now coming in around \$6000. Labor costs are a big part of this, so we are working with various groups to facilitate in-kind donations. Our current estimate for a cash cost of installation is \$25,000 for all 4. However, this is being offset in part by a partnership with the Tapteal Greenway Association and labor from the Tri-Tech Skills Center Construction program.

Schedule:

Once approved, we will need to verify with COR for our installation locations to make sure we are complying with all tribal and USCE regulations. We have installed before, so it seems likely we'll be easily in compliance, but it is crucial to meet with city staff and ensure our locations are appropriate. The artwork takes 3-6 months from the time of request, during which time we'll work with Tri-Tech to get the sites prepped, place the stones, and set the concrete. We can anticipate completion around September 2023, depending on the date of approval.

Maintenance:

These were designed in cooperation with City of Richland staff to ensure low maintenance. The basalt plinth blends with the natural environment and any damage to it weathers away to a natural look. The corten steel has a patina of rust that seals the rest of the interior from damage by weather. The plaque is stainless steel, which is designed to retain its luster. Maintenance should be minimal, barring graffiti.

Contact:

Trevor Macduff, president

trevor@silaseducation.org

509.205.0557



City of Richland Parks and Public Facilities Department

2023 Park Partnership Program Application

Introduction:

The City of Richland is pleased to offer matching fund grants to eligible applicants making capital improvements to City parks, trails, open space, and recreational facilities. The 2023 program year is budgeted at \$40,000.

Goals:

1. Improve or increase park and recreational opportunities for the general public.
2. Encourage private investment and participation in developing City Park and recreational amenities.
3. Enhance quality of life in Richland.

Program Guidelines:

1. To be eligible, projects must be located upon City-owned Park, facility, or recreational property, or within publicly accessible land or easements.
2. The program is open to service and civic groups, athletic and sports organizations, individuals, neighborhood park user groups and non-profit organizations.
3. Projects should be in conformance with park master plans, as applicable.
4. The project must be a construction, enhancement, planning, or renovation project that provides its principal benefit to the general public.
5. The project must not require a City labor component to the proposed project, unless otherwise agreed upon by both parties.
6. Park Partnership Program applicants are required to provide a minimum match of one private dollar for each public dollar requested. Match may consist of cash, donated labor, donated materials, use of construction equipment or architectural/landscape design services.
 - a. Volunteer labor is valued at \$28.54 per hour.
 - b. Donated equipment value will be valued at the price of the commercial equipment rental rate.
 - c. Donated professional services will be valued at the "reasonable and customary" rate.
7. Projects shall be consistent and complimentary with surrounding land uses and neighborhood character and not create hazards or impact the functionality or usability of the park or facility.
8. Projects that require a long term (more than one year) commitment require a second agreement.
9. Reference RCW 35.21.278

Project Timeline:

Application Due Dates

Applicant must attend mandatory open house zoom meeting on Tuesday, February 7, 2023. Please contact Patty Roe, Administrative Assistant, at proe@ci.richland.wa.us to schedule your meeting time. All sessions will be pre-scheduled between the hours of 3:00pm – 5:00pm.

Application must be submitted by close of business on February 22, 2023.

Project Time Limit

All projects must be completed within one (1) year of execution of the contract. Awards will be rescinded for projects not ready for contracting within thirty (30) days of award.

Excess Monies

A second call for applications may be made in the fall of the same calendar year if there are unused funds from the initial disbursement.

Project Evaluation:

Written applications will be reviewed by the Director of Parks and Public Facilities to determine eligibility. Projects which fall within program guidelines will be forwarded to the Parks and Recreation Commission (PRC) and scheduled for a mandatory five (5) minute oral presentation. The PRC will make a funding recommendation to the Richland City Council. Applicants will have the option of a finalized written report or a second five (5) minute presentation to the PRC will be made following completion of the project.

Applications that support the attached 2023 PRC goals will be provided greater consideration to receive funding than those that do not support the goals of the PRC.

Applicant Responsibilities:

Applicants are required to present a written narrative of the proposed project. This written narrative shall not be more than two pages and include the following criteria:

1. Overview of the project design and budget
2. Description of primary beneficiary of the project Objective/purpose of the proposal
3. Proposed Project Schedule
4. Maintenance Considerations

At the conclusion of the project the applicant shall complete the Final Work Plan, Budget Plan, and Match Pledge sheets and submit them to the City. The applicant shall contact staff upon completion of the project to schedule a final inspection, presentation date or written report, and begin the project closeout and reimbursement process.

Application Instructions:

Project Applications: Applications may be obtained online.

Application Form: This form describes the project location, a brief description, contact person information and project costs.

Work Plan: List in chronological order, the specific steps you will take to complete this project. Next to each step identify who will be responsible for the activity and the estimated completion date.

Budget Plan: Complete each section of the budget plan and list each item needed to complete your project. Calculate the total cost for each section (include tax) and identify how each item will be covered (Cash, In-Kind, or City Mach).

Match Pledged: This form is provided to help solicit and gather match pledges. Applicant match can be pledged or secured at the time of application. Pledged means that the donor has made a verbal promise to provide the match item; secured means that the donor has signed the application's Match Pledged/Secured Form to confirm the commitment.



**City of Richland
Parks and Recreation Department**

**Park Partnership Program
Application**

Project Information

Name of Park: Horn Rapids Athletic Complex

Project Location in Park: Columbia Basin BMX Track

Brief Description of Project: Replacement of the tracks Moto Board. This serves as a bulletin board for the community members who visit the park, and is used during races to post the race motos.

(Attach narrative from the "Applicant Responsibilities Section")

Contact Information Sam

Name (First and Last): McPeck

Organization Representing: Columbia Basin BMX

Contact Address: 1210 Roberdeau

City/State/ZIP: Richland WA 99354

Home Phone: 5093086944 Work Phone: N/A

FAX: N/A E-mail: midcbmx@gmail.com

Project Cost

Amount from City (*maximum amt. \$8,000*): \$ 5150

Cash from Applicant: \$ 500

"In-Kind" Amount (*Applicant and Other Sources*): \$ 9850

Cash Other Sources: \$ 0

Total Project Cost: \$ 15,500

DUE DATE: Close of business Wednesday, February 22, 2023



City of Richland
Parks and Public Facilities Department

Work Plan

Steps	Responsible Party	Completion Date
Remove Current Moto Board	CBBMX	May 2023
Install 5 Footings - 2'x3'	CBBMX	May 2023
Fabricate & Install 5 posts	CBBMX	May 2023
Install boards between posts and roof	CBBMX	May 2023
Install Lighting	CBBMX	May 2023
Paint & Touch-up	CBBMX	May 2023



City of Richland Parks and Public Facilities Department Budget Plan

Budget Description: Please use this space to provide a brief description of the budget for your project.

This project will be largely done with volunteer labor, and city matching funds.

Income Section (examples: cash on hand, business donations, individual donors, etc.):

Income – Confirmed: List sources of income that are confirmed at the time of application submission. This should include cash on hand that you are contributing to the project.

Income – Anticipated: List sources of income that are anticipated, but not confirmed at the time of application submission. This should include City match amount you are requesting.

Requested City Match Amount: List amount under “Income-Anticipated.”

Item Description:	Income – Confirmed	Income - Anticipated
Cash on hand	500.00	
Requested City Match Amount		5150.00
Total:	500.00	5150.00

Expense Section:

Expense – Cash: List all project expenses that will be paid in cash. The total should equal the combined total of the Income Section.

In-Kind Amount: List the dollar value of any donated goods and services.

City Match Amount: List the portion of the line item that you plan to cover with your City match dollars. This amount should match the “Requested City Match Amount” listed above.

Item Description:	Expense – Cash	In-Kind Amount – Value of Donated Goods & Services	City Match Amount
Electrical Lighting	500		400
Steel Posts & Roofing		3000	3500
Footings			500
Wood Infill Panels			750
Total:	500	3000	5150

Expense Description: Please use this space to provide any additional information you might feel is necessary.

N/A



City of Richland
Parks and Public Facilities Department

Match Pledge / Secured Form

The following individuals, businesses, and organizations have made a commitment to donate the following items to
Columbia Basin BMX _____ for its "In Kind" match.

(Applicant Name)

Type of Work	Print Name (First and Last)	Address and Zip	Phone Number	Volunteer Hours	Estimated Value	Signature
Steel Post Fabrication	Metalfab Inc.	5302 W Van Giesen			3000	
Volunteer Labor	Various CBBMX	N/A		260	7,420.40	

Columbia Basin BMX Parks Grant Proposal

Overview of Project Design & Budget Overview

This project will replace the current worn out Moto Bulletin Board at Columbia Basin BMX Track, part of the Horn Rapids Athletic Complex. This new project design will add functionality in providing a lighted surface, as well as being more robust to last for many more years to come. Our current board is used mainly to post our order of races at the track (we call each age group race a Moto). With the addition of a roof and lighting in the new design, we hope to be able to also post information about BMX racing for the overall public that visits the track and surrounding park.

The total budget for this project, including volunteer labor, gifts in kind, Parks Grant matching funds and cash on hand is \$15,500.

Description of Primary Beneficiary

The primary beneficiary of this project will be the BMX racing community that uses the track, as well as the multitude of non-racing members of the public that visit the track.

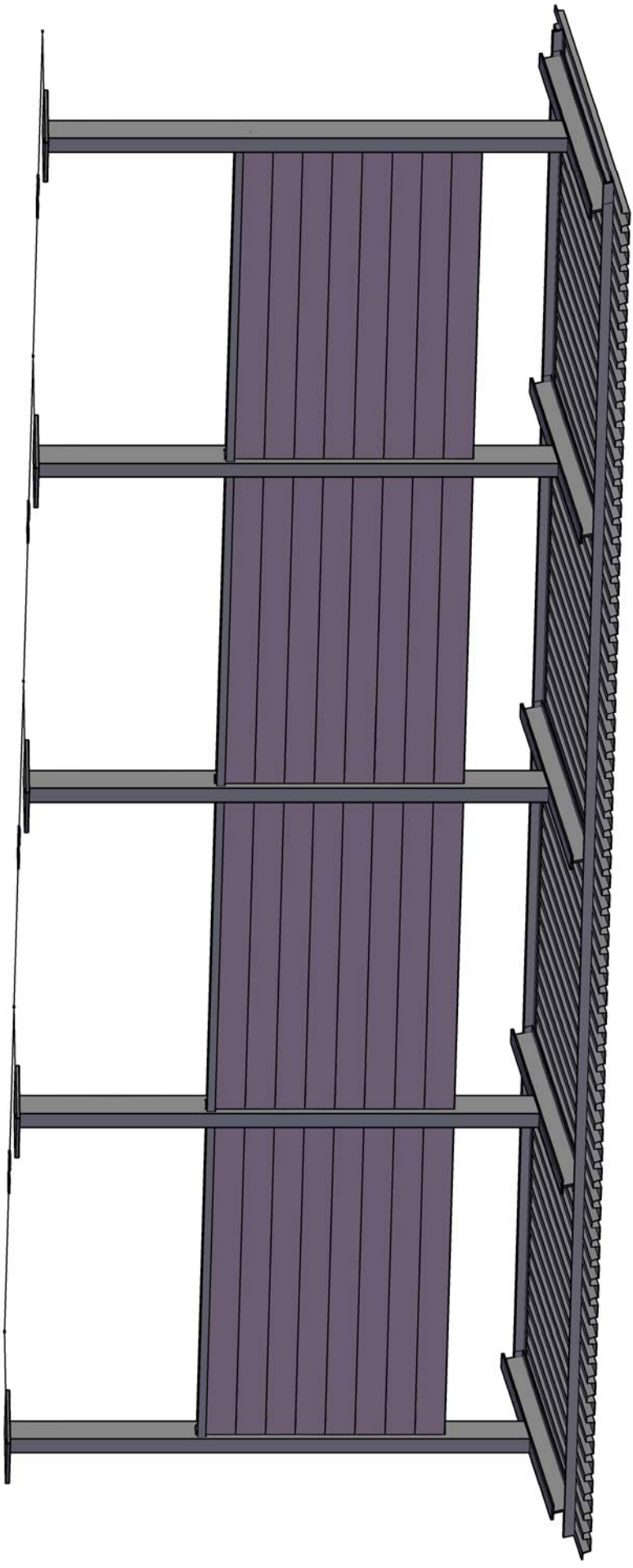
Proposed Project Schedule

We would begin the fabrication process of the posts and procurement of material as soon as the grant is approved. The on-site construction will be completed in the month of May. We would like this project to be completed well before our State Championship and Gold Cup Race on June 26th.

Maintenance Considerations

This new design of the moto board will reduce the amount of maintenance needed to keep it looking good for the coming years. The design allows for easy replacement of the inset wood panels, without disassembly of the supporting posts or roof structure. Concrete footings with powder coated steel posts will also eliminate wood rot concerns, so the board remains structurally sound.

Note: Please see attached representation drawing sketches for the overall design plan.





City of Richland Parks and Public Facilities Department

2023 Park Partnership Program Application

Introduction:

The City of Richland is pleased to offer matching fund grants to eligible applicants making capital improvements to City parks, trails, open space, and recreational facilities. The 2023 program year is budgeted at \$40,000.

Goals:

1. Improve or increase park and recreational opportunities for the general public.
2. Encourage private investment and participation in developing City Park and recreational amenities.
3. Enhance quality of life in Richland.

Program Guidelines:

1. To be eligible, projects must be located upon City-owned Park, facility, or recreational property, or within publicly accessible land or easements.
2. The program is open to service and civic groups, athletic and sports organizations, individuals, neighborhood park user groups and non-profit organizations.
3. Projects should be in conformance with park master plans, as applicable.
4. The project must be a construction, enhancement, planning, or renovation project that provides its principal benefit to the general public.
5. The project must not require a City labor component to the proposed project, unless otherwise agreed upon by both parties.
6. Park Partnership Program applicants are required to provide a minimum match of one private dollar for each public dollar requested. Match may consist of cash, donated labor, donated materials, use of construction equipment or architectural/landscape design services.
 - a. Volunteer labor is valued at \$28.54 per hour.
 - b. Donated equipment value will be valued at the price of the commercial equipment rental rate.
 - c. Donated professional services will be valued at the "reasonable and customary" rate.
7. Projects shall be consistent and complimentary with surrounding land uses and neighborhood character and not create hazards or impact the functionality or usability of the park or facility.
8. Projects that require a long term (more than one year) commitment require a second agreement.
9. Reference RCW 35.21.278

Project Timeline:

Application Due Dates

Applicant must attend mandatory open house zoom meeting on Tuesday, February 7, 2023. Please contact Patty Roe, Administrative Assistant, at proe@ci.richland.wa.us to schedule your meeting time. All sessions will be pre-scheduled between the hours of 3:00pm – 5:00pm.

Application must be submitted by close of business on February 22, 2023.

Project Time Limit

All projects must be completed within one (1) year of execution of the contract. Awards will be rescinded for projects not ready for contracting within thirty (30) days of award.

Excess Monies

A second call for applications may be made in the fall of the same calendar year if there are unused funds from the initial disbursement.

Project Evaluation:

Written applications will be reviewed by the Director of Parks and Public Facilities to determine eligibility. Projects which fall within program guidelines will be forwarded to the Parks and Recreation Commission (PRC) and scheduled for a mandatory five (5) minute oral presentation. The PRC will make a funding recommendation to the Richland City Council. Applicants will have the option of a finalized written report or a second five (5) minute presentation to the PRC will be made following completion of the project.

Applications that support the attached 2023 PRC goals will be provided greater consideration to receive funding than those that do not support the goals of the PRC.

Applicant Responsibilities:

Applicants are required to present a written narrative of the proposed project. This written narrative shall not be more than two pages and include the following criteria:

1. Overview of the project design and budget
2. Description of primary beneficiary of the project Objective/purpose of the proposal
3. Proposed Project Schedule
4. Maintenance Considerations

At the conclusion of the project the applicant shall complete the Final Work Plan, Budget Plan, and Match Pledge sheets and submit them to the City. The applicant shall contact staff upon completion of the project to schedule a final inspection, presentation date or written report, and begin the project closeout and reimbursement process.

Application Instructions:

Project Applications: Applications may be obtained online.

Application Form: This form describes the project location, a brief description, contact person information and project costs.

Work Plan: List in chronological order, the specific steps you will take to complete this project. Next to each step identify who will be responsible for the activity and the estimated completion date.

Budget Plan: Complete each section of the budget plan and list each item needed to complete your project. Calculate the total cost for each section (include tax) and identify how each item will be covered (Cash, In-Kind, or City Mach).

Match Pledged: This form is provided to help solicit and gather match pledges. Applicant match can be pledged or secured at the time of application. Pledged means that the donor has made a verbal promise to provide the match item; secured means that the donor has signed the application's Match Pledged/Secured Form to confirm the commitment.



**City of Richland
Parks and Recreation Department**

**Park Partnership Program
Application**

Project Information

Name of Park: Tri-City R/C Modelers

Project Location in Park: Current grass runway and Connex storage container

Brief Description of Project: Install 30'x300' Geotextile runway. Upgrade storage container with insulation, ventilation and man door.
Purchase two portable water type fire extinguishers.

(Attach narrative from the "Applicant Responsibilities Section")

Contact Information TCRCM president

Name (First and Last): Dave Holland

Organization Representing: Tri-City R/C Modelers (TCRCM)

Contact Address: 16 S Bent Rd

City/State/ZIP: Kennewick WA 99338

Home Phone: 509-627-8354 Work Phone: 509-627-8354

FAX: E-mail: president@tcrcm.com

Project Cost

Amount from City (*maximum amt. \$8,000*): \$ 8000

Cash from Applicant: \$ 3000

"In-Kind" Amount (*Applicant and Other Sources*): \$ 12957

Cash Other Sources: \$ 6000

Total Project Cost: \$ 29957

DUE DATE: Close of business Wednesday, February 22, 2023



**City of Richland
Parks and Public Facilities Department**

Work Plan

Steps	Responsible Party	Completion Date
GEOTEXTILE and RUNWAY MODIFICATIONS		
Outline upgrade area and reposition sprinklers	TCRCM	6-1-23
Remove grass and repair ground	TCRCM	6-1-23
Add leveling material and compact/roll it	TCRCM	6-2-23
Trench perimeter of runway	TCRCM	6-2-23
Roll out fabric and bond/secure centerline seam	TCRCM	6-3-23
Place fabric perimeter in trench- secure to ground	TCRCM	6-3-23
Backfill trench and clean up site	TCRCM	6-3-23
Apply FAA required runway markings	TCRCM	6-5-23
CONEX UPGRADE		
Cut holes in container for door	TCRCM	3-13-23
Ensure proper fit of door	TCRCM	3-13-23
Drill holes for door mounting hardware	TCRCM	3-13-23
Apply sealant to perimeter of door opening	TCRCM	3-13-23
Install door and and secure with mounting	TCRCM	3-13-23
Repeat above step to install exhaust fan	TCRCM	3-14-23
CONEX INSULATION		
Cut foam panels to size- 4'x7'10"	TCRCM	3-15-23
Clean raised corrugation ribs and apply adhesive	TCRCM	3-15-23
Install foam panels over adhesive	TCRCM	3-15-23
Prepare plywood	TCRCM	3-16-23
Apply adhesive to lower 4' of foam	TCRCM	3-16-23
Install plywood to protect lower 4' of foam	TCRCM	3-16-23



City of Richland Parks and Public Facilities Department Budget Plan

Budget Description: Please use this space to provide a brief description of the budget for your project.

TCRCM will use \$3,000 bank funds, \$5,000 member donations, \$1,000 business donations and \$8,000 City

Income Section (examples: cash on hand, business donations, individual donors, etc.):

Income – Confirmed: List sources of income that are confirmed at the time of application submission. This should include cash on hand that you are contributing to the project.

Income – Anticipated: List sources of income that are anticipated, but not confirmed at the time of application submission. This should include City match amount you are requesting.

Requested City Match Amount: List amount under "Income-Anticipated."

Item Description:	Income – Confirmed	Income - Anticipated
Cash on hand	\$3,000	
Individual donors		\$5,000
Business donations		\$1,000
Requested City Match Amount		\$8000
Total:	\$3,000	\$14,000

Expense Section:

Expense – Cash: List all project expenses that will be paid in cash. The total should equal the combined total of the Income Section.

In-Kind Amount: List the dollar value of any donated goods and services.

City Match Amount: List the portion of the line item that you plan to cover with your City match dollars. This amount should match the "Requested City Match Amount" listed above.

Item Description:	Expense – Cash	In-Kind Amount – Value of Donated Goods & Services	City Match Amount
Geotextile runway	\$9,644	\$9,932	\$6,525
Conex improvements	\$4,114	\$3025	\$2,379
Fire extinguishers	\$372		\$124
Total:	\$14,130	\$12,957	\$8,000

Expense Description: Please use this space to provide any additional information you might feel is necessary.

None



(Applicant Name)

[illegible]

TCRCM Proposed Project narrative

for Richland City Grant Application

The Tri City R/C Modelers (TCRCM) club plans to install a 27'x298' geotextile runway over a portion of the current all grass runway starting in June. The geotextile chosen is made by US Fabrics, Inc. and the product is US 230 Aeromodeling Woven Runway Fabric. The existing grass runway will be expanded along the Northern edge to keep approximately the same width for the grass portion of the runway. TCRCM endeavors to perform the entire installation with club membership labor, with the possible exception of compacting the base material. TCRCM is also going to modify the club's Connex storage container by adding a man door, insulation, and a ventilation fan. The club will also be adding 2 portable water based fire extinguishers to our safety equipment.

The club has estimated a materials and contracted labor cost of \$14,130. TCRCM expects to use approximately 454 hours of club membership labor (donated), \$3000 on hand cash, \$6,000 in donations and \$8000 from the City Grant, to complete the project.

The primary beneficiaries of the improvement will be the TCRCM club members. We also strive to include the local community through events designed for public enjoyment/participation. TCRCM also holds events that draw participation from R/C enthusiasts outside the immediate area.

As the R/C modeling hobby has grown and available model types have changed over the years, it has become apparent to TCRCM that modifications to the field must be made to provide support for the modern aircraft types that don't perform well on grass only runways. Geotextile is the solution our club has chosen to accommodate these models. This will benefit all modelers using the field, as TCRCM intends to keep a grass runway along side of the geotextile, which will allow models of all types to fly at our field. The geotextile addition will improve conditions for the current and future club members, that either have or want R/C models that don't perform well, or at all, on grass.

The FAA will be instituting a requirement for remote ID devices (Transponders) on certain remote control aircraft beginning in September. The FAA is currently in the process of granting current flying sites across the USA with FRIA (FAA- Recognized Identification Area) status, which will allow modelers to fly without transponders at these locations. TCRCM has applied for FRIA. One of our goals is to make our field more inviting for R/C enthusiasts that currently fly in local parks and other locations that will likely not be granted FRIA status. These modelers typically fly smaller aircraft that don't do well flying off grass surfaces.

Improvements to the Connex storage structure will improve storage conditions for our field maintenance equipment.

Adding portable water based fire extinguishers will provide a means of extinguishing small natural vegetation fires started by model aircraft.

Geotextile Project Schedule:

Day 1 & 2- The geotextile location will be outlined and then the underground sprinkler system will be modified to accommodate the geotextile runway.

Day 3- A compactible base material will be added to the new runway location and then rolled.

Day 3- The runway perimeter will then be trenched to approximately one foot depth.



City of Richland Parks and Public Facilities Department

2023 Park Partnership Program Application

Introduction:

The City of Richland is pleased to offer matching fund grants to eligible applicants making capital improvements to City parks, trails, open space, and recreational facilities. The 2023 program year is budgeted at \$40,000.

Goals:

1. Improve or increase park and recreational opportunities for the general public.
2. Encourage private investment and participation in developing City Park and recreational amenities.
3. Enhance quality of life in Richland.

Program Guidelines:

1. To be eligible, projects must be located upon City-owned Park, facility, or recreational property, or within publicly accessible land or easements.
2. The program is open to service and civic groups, athletic and sports organizations, individuals, neighborhood park user groups and non-profit organizations.
3. Projects should be in conformance with park master plans, as applicable.
4. The project must be a construction, enhancement, planning, or renovation project that provides its principal benefit to the general public.
5. The project must not require a City labor component to the proposed project, unless otherwise agreed upon by both parties.
6. Park Partnership Program applicants are required to provide a minimum match of one private dollar for each public dollar requested. Match may consist of cash, donated labor, donated materials, use of construction equipment or architectural/landscape design services.
 - a. Volunteer labor is valued at \$28.54 per hour.
 - b. Donated equipment value will be valued at the price of the commercial equipment rental rate.
 - c. Donated professional services will be valued at the "reasonable and customary" rate.
7. Projects shall be consistent and complimentary with surrounding land uses and neighborhood character and not create hazards or impact the functionality or usability of the park or facility.
8. Projects that require a long term (more than one year) commitment require a second agreement.
9. Reference RCW 35.21.278

Project Timeline:

Application Due Dates

Applicant must attend mandatory open house zoom meeting on Tuesday, February 7, 2023. Please contact Patty Roe, Administrative Assistant, at proe@ci.richland.wa.us to schedule your meeting time. All sessions will be pre-scheduled between the hours of 3:00pm – 5:00pm.

Application must be submitted by close of business on February 22, 2023.

Project Time Limit

All projects must be completed within one (1) year of execution of the contract. Awards will be rescinded for projects not ready for contracting within thirty (30) days of award.

Excess Monies

A second call for applications may be made in the fall of the same calendar year if there are unused funds from the initial disbursement.

Project Evaluation:

Written applications will be reviewed by the Director of Parks and Public Facilities to determine eligibility. Projects which fall within program guidelines will be forwarded to the Parks and Recreation Commission (PRC) and scheduled for a mandatory five (5) minute oral presentation. The PRC will make a funding recommendation to the Richland City Council. Applicants will have the option of a finalized written report or a second five (5) minute presentation to the PRC will be made following completion of the project.

Applications that support the attached 2023 PRC goals will be provided greater consideration to receive funding than those that do not support the goals of the PRC.

Applicant Responsibilities:

Applicants are required to present a written narrative of the proposed project. This written narrative shall not be more than two pages and include the following criteria:

1. Overview of the project design and budget
2. Description of primary beneficiary of the project Objective/purpose of the proposal
3. Proposed Project Schedule
4. Maintenance Considerations

At the conclusion of the project the applicant shall complete the Final Work Plan, Budget Plan, and Match Pledge sheets and submit them to the City. The applicant shall contact staff upon completion of the project to schedule a final inspection, presentation date or written report, and begin the project closeout and reimbursement process.

Application Instructions:

Project Applications: Applications may be obtained online.

Application Form: This form describes the project location, a brief description, contact person information and project costs.

Work Plan: List in chronological order, the specific steps you will take to complete this project. Next to each step identify who will be responsible for the activity and the estimated completion date.

Budget Plan: Complete each section of the budget plan and list each item needed to complete your project. Calculate the total cost for each section (include tax) and identify how each item will be covered (Cash, In-Kind, or City Mach).

Match Pledged: This form is provided to help solicit and gather match pledges. Applicant match can be pledged or secured at the time of application. Pledged means that the donor has made a verbal promise to provide the match item; secured means that the donor has signed the application's Match Pledged/Secured Form to confirm the commitment.



**City of Richland
Parks and Recreation Department**

**Park Partnership Program
Application**

Project Information

Name of Park: James J. Lawless Park

Project Location in Park: Corner of Wellhouse & Wyman

Brief Description of Project: Concrete pad with Shade structure

(Attach narrative from the "Applicant Responsibilities Section")

Contact Information Club contact

Name (First and Last): Chad Marrington

Organization Representing: Columbia River Disc Golf Club

Contact Address: 1854 Alder Ave

City/State/ZIP: Richland WA 99351

Home Phone: 5099467111 Work Phone: 5094207181

FAX: E-mail: Cmarrington@columbia-enerdy.com



Project Cost

Amount from City (*maximum amt. \$8,000*): \$ 3300

Cash from Applicant: \$ 0

"In-Kind" Amount (*Applicant and Other Sources*): \$ 3840

Cash Other Sources: \$ 0

Total Project Cost: \$ 7140

DUE DATE: Close of business Wednesday, February 22, 2023



City of Richland Parks and Public Facilities Department Budget Plan

Budget Description: Please use this space to provide a brief description of the budget for your project.

All labor, by club members or Avery11 LLC will be donated. All lumber will be donated. Only costs not

Income Section (examples: cash on hand, business donations, individual donors, etc.):

Income – Confirmed: List sources of income that are confirmed at the time of application submission. This should include cash on hand that you are contributing to the project.

Income – Anticipated: List sources of income that are anticipated, but not confirmed at the time of application submission. This should include City match amount you are requesting.

Requested City Match Amount: List amount under "Income-Anticipated."

Item Description:	Income – Confirmed	Income - Anticipated
Concrete		\$1500
Metal roof		\$1500
Lumber, post and beams	\$2000	
Columbia River DGC labor	\$1840	
Avery 11 LLC prof. Services		\$300
Requested City Match Amount		
Total:	\$3840	\$3300

Expense Section:

Expense – Cash: List all project expenses that will be paid in cash. The total should equal the combined total of the Income Section.

In-Kind Amount: List the dollar value of any donated goods and services.

City Match Amount: List the portion of the line item that you plan to cover with your City match dollars. This amount should match the "Requested City Match Amount" listed above.

Item Description:	Expense – Cash	In-Kind Amount – Value of Donated Goods & Services	City Match Amount
Concrete			\$1500
Metal roof			\$1500
Lumber, post and beams		\$2000	
Columbia River DGC labor		\$1840	
Avery11 LLC, design/drawings	\$300		
Total:	\$300	\$3840	\$3000

Expense Description: Please use this space to provide any additional information you might feel is necessary.



City of Richland
Parks and Public Facilities Department
Match Pledge / Secured Form

The following individuals, businesses, and organizations have made a commitment to donate the following items to _____ for its "In Kind" match.
 (Applicant Name)

Type of Work	Print Name (First and Last)	Address and Zip	Phone Number	Volunteer Hours	Estimated Value	Signature
Labor	Jacob Clark	Richland	5094200223	40	\$460	
Labor	Chad Marrington	Richland	5094207181	40	\$460	
Concrete/framing	Scott Sain	Kennewick	5095818390	40	\$460	
Concrete/framing	Dakota Saunders	Richland	5099489303	40	\$460	

Columbia River Disc Golf Club wants to build a shade structure at James J. Lawless park.

This project will cost a total of \$3,840.

The structure will provide park users with a place out of the sun, rain, and snow. Picnic benches will be placed under the shade structure so they will last longer and require less maintenance. This structure will enhance the park, bring more disc golfers from out of town, and make the park look better.

Once the go ahead is given to start work, the project will take less than a month to complete. First an appropriate spot will be chosen. Then the ground will be leveled and framed for concrete. The concrete will be poured and once it is set, the structure will be built.

The shade structure will have a secure metal roof that will need little to no maintenance for many years.

See the picture below for the area (red oval) where the structure will be built.

