



Agenda
Economic Development Committee Meeting
Monday, November 13, 2023
Richland City Hall ~ Council Chambers
625 Swift Boulevard

Committee Members: Chair Bricker, Vice-Chair Morasch, and Members Fair, Griffin, Hughes, Kesoju, Potts, and Spencer

Council Liaison: Jones
Council Alternate: Mayor 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)

September 18, 2023 Economic Development Committee Meeting Minutes

Presentations: (10 Minutes)

2. Business License Reserve Fund (BLRF) & Commercial Facade Improvement Program (CFIP) Training
 - Lynne Follett, Economic Development Specialist

Business: (30 Minutes)

3. Proposed Purchase and Sale Agreement - 150 Keene Road
 - Darin Arrasmith, Planner
4. 2024 Business License Reserve Fund Applications
 - Lynne Follett, Economic Development Specialist

Economic Development Update

Real Estate Update

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: 11/13/2023

Agenda Category: Approval of Minutes

Prepared By: Carly Kirkpatrick, Administrative Assistant II

Subject:

September 18, 2023 Economic Development Committee Meeting Minutes

Department:

Development Services

Recommended Motion:

Move to approve September 18, 2023 meeting minutes.

Summary:

September 18, 2023 Economic Development meeting minutes are attached for review and consideration.

Fiscal Impact:

Approval of the minutes does not have a fiscal impact on the city.

Attachments:

1. 2023.09.18 Economic Development Committee Meeting Minutes



MINUTES

ECONOMIC DEVELOPMENT COMMITTEE

CITY COUNCIL CHAMBERS – 625 SWIFT BLVD.

Monday, September 18, 2023 – 4:00 P.M.

CALL TO ORDER

Chairman Bricker called the meeting to order at 4:00 pm.

ATTENDANCE

Chairman Bricker, Vice-Chair Morasch, Committee Members Griffin, Spencer, Kesoju, and Fair.

Also present were Council Liaison Jones, Economic Development Manager Wallner, Economic Development Specialist Follett and Administrative Assistant II Kirkpatrick.

APPROVAL OF AGENDA

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

COMMITTEE MEMBER MORASCH MOVED AND COMMITTEE MEMBER KESOU SECONDED THE MOTION TO APPROVE THE AGENDA AS PRESENTED. MOTION PASSED 6-0.

APPROVAL OF MINUTES

1. August 21, 2023 Minutes

Chairman Bricker introduced the meeting minutes from August 21, 2023. There were no changes or discussion.

COMMITTEE MEMBER MORASCH MOVED AND COMMITTEE MEMBER SPENCER SECONDED THE MOTION TO APPROVE THE MEETING MINUTES OF AUGUST 21, 2023. MOTION PASSED 6-0.

ITEMS OF BUSINESS

There were no items of business on the agenda.

PRESENTATIONS

2. Public Hearing Training

Chairman Bricker introduced the City Clerk, Jennifer Rogers. With the aid of a PowerPoint Presentation, she did a comprehensive overview on public hearings.

3. Thrive Program

Lynne Follett, Economic Development Specialist, with the aid of a PowerPoint Presentation went over the Washington State Department of Commerce THRIVE program.

ANNOUNCEMENTS

Chairman Bricker wanted to thank Committee Member Fair for her years of service since her term is expiring at the end of September, and this was her last meeting.

ECONOMIC DEVELOPMENT UPDATE & REAL ESTATE UPDATE

Economic Development Manager Wallner combined the updates with Mr. Arrasmith's absence. Subjects included: New Business email that will go out via email to all businesses monthly, Work is under way for an updated Master Plan for Horn Rapids, and an Interview is scheduled for Thursday (09.21.23) with the Community Economic Revitalization Board (CERB) in Dayton for the 5 million Sewer Infrastructure loan.

ADJOURNMENT

Chairman Bricker adjourned the meeting at 4:43 p.m.

Prepared by:

Carly Kirkpatrick, Administrative Assistant II

Reviewed by:

Mandy Wallner, Economic Development Manager

Approved by:

Brad Bricker, Chairman



ECONOMIC DEVELOPMENT COMMITTEE AGENDA ITEM COVERSHEET

Meeting Date: 11/13/2023

Agenda Category: Presentations

Prepared By: Lynne Follett, Economic Development Specialist

Subject:

Business License Reserve Fund (BLRF) & Commercial Facade Improvement Program (CFIP) Training

Department:

Development Services

Recommended Motion:

N/A

Summary:

Per RMC 5.04.386, the Economic Development Committee (EDC) is charged with reviewing and providing a funding recommendation to the City Council for Business License Reserve Funds (BLRF). To aid the EDC in its review of this year's applications, staff prepared a short presentation outlining the review and recommendation process.

Included with the BLRF presentation is a review of the Commercial Facade Improvement Program (CFIP) as a refresher.

Fiscal Impact:

No fiscal impact

Attachments:

1. EDC TRAINING - BLRF 2023
2. EDC TRAINING - CFIP 2023



Business License Reserve Program

Guidelines and Procedures

Core
Development
&
Community
Improvements

Tourism
&
Small Business
Development

Blight
Prevention
&
General
Economic
Development



PROGRAM GOALS

- Promote Business Activities for the Purpose(s) of:
 - Core Development
 - Tourism
 - Capital Expenditures for Community Improvements
 - General Economic Development
 - Prevention of Blight
 - Small Business Development Programs for Richland Businesses



ELIGIBILITY

- The program is available to the following:
 - Tri-City Regional Chamber of Commerce
 - Tri-City Visitor and Convention Bureau
 - SCORE Mid-Columbia
 - Business Improvement Districts
 - Small Business Development Center

**City departments may apply for funds under certain circumstances



REVIEW & APPROVAL

- The project must directly benefit the Richland business community.
- The fund is intended to serve as a seed fund to help new projects, events and other economic development initiatives get started and grow to success.
- Applications accepted November 1 – December 30 each year for the following year.
- EDC recommends projects for funding to City Council in January each year.



ADDITIONAL CONSIDERATIONS

- Grants must be spent by December 31st each year.
- The Façade Improvement Program is funded from the Business License Reserve Fund.
- Number of businesses benefiting from the project or program



COMMERCIAL **F**AÇADE **I**MPROVEMENT **P**ROGRAM

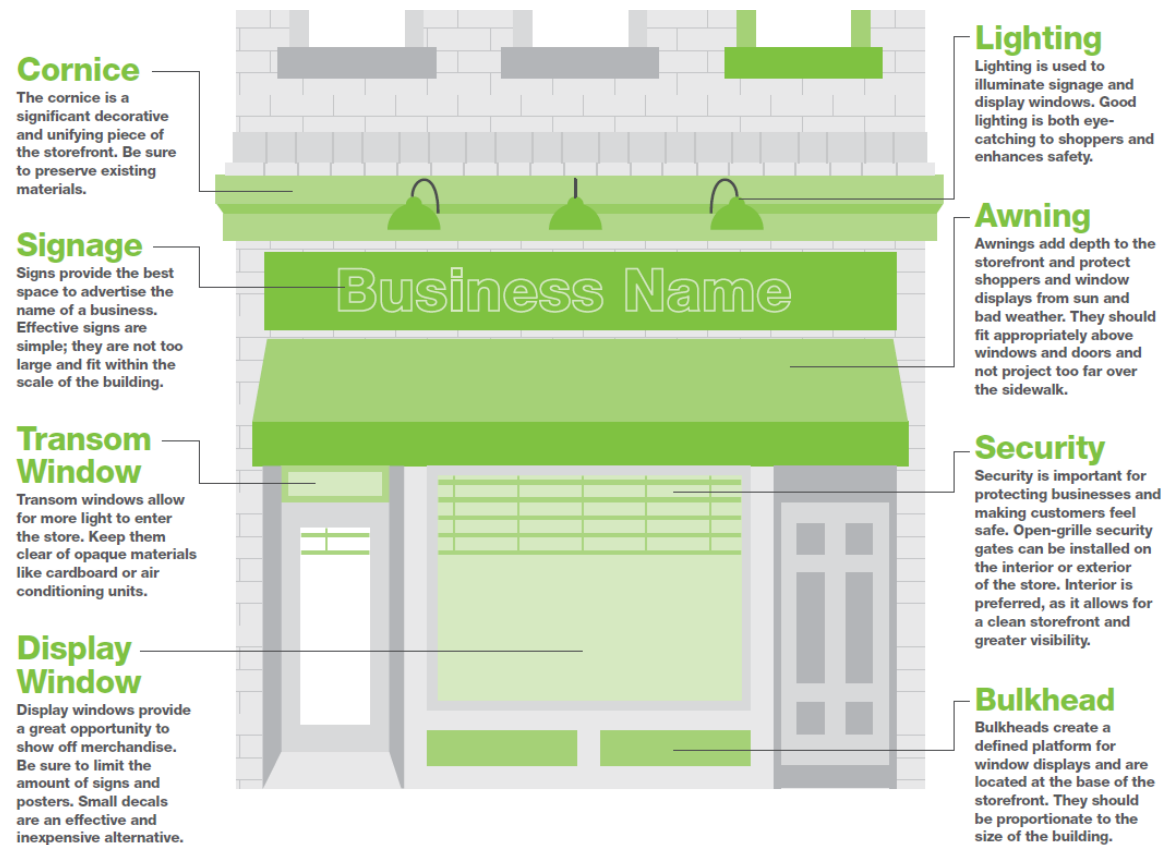


PROGRAM GOALS

- Improve commercial corridors and promote the character and stability of businesses throughout Richland;
- Allow longstanding businesses to stay competitive and keep pace with neighborhood change;
- Create a stronger, safer neighborhood that attracts local residents and shoppers.

ELIGIBLE EXPENSES

- Building materials
- Benches and bicycle racks
- Exterior window and door replacement and repair
- ADA accessibility
- Reconstruction or replacement of historic features
- Siding, paint and exterior enhancements
- Gutters and downspouts





PROGRAM SPECIFICS

- Grant provides a match of up to 50% of the total cost (up to \$20,000 per storefront)
- Program is funded through the Business License fees the City collects
- Entire improvement must be:
 - visible to the public, from the nearest public right-of-way
 - permanent in nature



REVIEW & APPROVAL

- Applications accepted throughout the year
- Applicants are encouraged to present projects to EDC
- EDC reviews applications and recommends projects to City Council
- City Council awards grants
- Grants must be spent within 12 months of award



ECONOMIC DEVELOPMENT COMMITTEE AGENDA ITEM COVERSHEET

Meeting Date: 11/13/2023

Agenda Category: Business

Prepared By: Darin Arrasmith, Planner

Subject:

Proposed Purchase and Sale Agreement - 150 Keene Road

Department:

Development Services

Recommended Motion:

The Economic Development Committee make a positive recommendation to the Richland City Council to authorize the City Manager to enter into a Purchase and Sale Agreement with Lambert Properties, LLC for the purchase of 2.12 acres of City property located adjacent to 112-120 Keene Road.

Summary:

Lambert Properties, LLC, owner of the retail center at 112-120 Keene Road, is proposing to purchase 2.12 acres of property located adjacent to the Keene Road Trail.

The City-owned property is currently vacant and under a 20-year maintenance agreement with the original owner of the retail center (KTV Inc.) and is set to expire in 2029. The City has no plans to construct or install trail improvements or amenities at this location, which was the reason for it being declared surplus and made available for sale.

It is the desire of Lambert Properties, LLC to end the maintenance agreement prior to 2029 and purchase the property in order to expand their existing commercial development. The area for this proposed purchase does not include any portion of the City's Keene Road Trail and will not allow for additional access on Keene Road. Lambert Properties, LLC desires to relocate the stormwater drainage easement currently encumbering the property. The City will reimburse Lambert Properties, LLC up to a maximum of \$64,736.72 towards the cost of relocating the stormwater drainage easement.

The purchase price for the property is \$5.90 per square foot for a total purchase price of \$544,849. The City is not imposing a development requirement with this land sale.

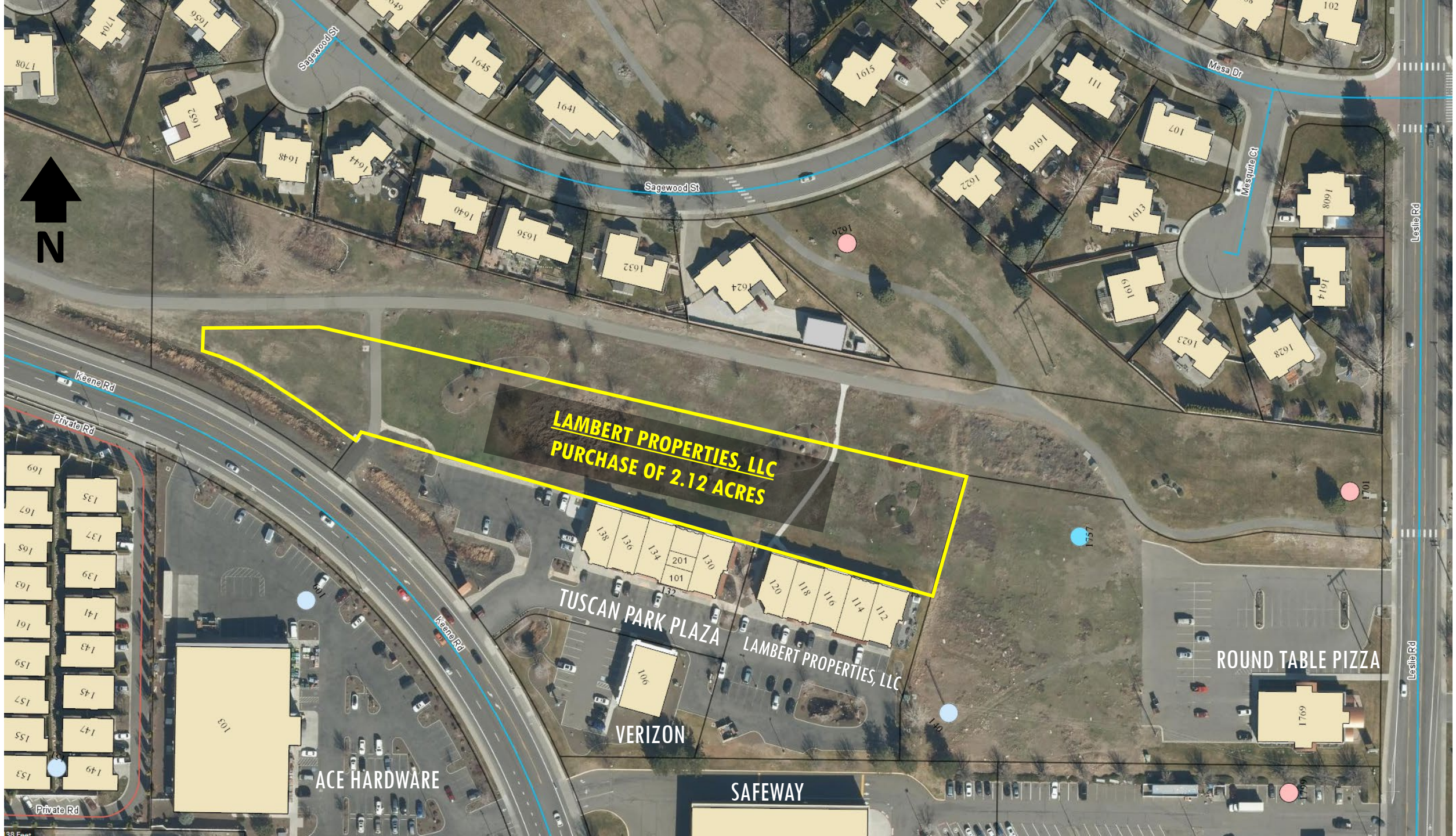
Staff supports Lambert Properties, LLC's purchase of this property and recommends approval of the purchase and sale agreement.

Fiscal Impact:

A recommendation and subsequent approval of this item will result in revenue to the City in the amount of \$544,849. These funds will be deposited into the Park's Reserve Fund less expenses from the Industrial Development Fund.

Attachments:

1. Site Map of 112-120 Keene Road
2. Survey - Lambert Properties LLC PSA



**LAMBERT PROPERTIES, LLC
PURCHASE OF 2.12 ACRES**

TUSCAN PARK PLAZA
LAMBERT PROPERTIES, LLC

ROUND TABLE PIZZA

ACE HARDWARE

SAFEWAY

VERIZON

SURVEYOR'S NOTES:

1. BASIS OF BEARING: WASHINGTON STATE PLANE (SOUTH ZONE) NAD83(2011) DATUM BASED ON RTK GNSS OBSERVATIONS. DISTANCES ARE 'GROUND' SCALED FROM STATE PLANE GRID USING A COMBINED FACTOR OF 0.99991360 (1.00008641) FROM LATITUDE 46°13'45.6"N AND LONGITUDE 119°15'57.5"W
2. ● = DENOTES FOUND 5/8" REBAR WITH YELLOW PLASTIC CAP (YPC) STAMPED "DRPJR 38024" OR MONUMENT AS NOTED
3. ●* = DENOTES FOUND 5/8" REBAR WITH YELLOW PLASTIC CAP STAMPED "USKH 25893"
4. ●** = DENOTES FOUND 5/8" REBAR WITH ORANGE PLASTIC CAP (OPC) STAMPED "DPB RSI 41028"
5. ○ = DENOTES SET 5/8" REBAR WITH ORANGE PLASTIC CAP STAMPED "DPB RSI 41028"
6. ∅ = DENOTES COMPUTED POSITION, NOT SET
7. (M) = MEASURED PER THIS SURVEY (C) = COMPUTED
(R1) = RECORD PER SURVEY 3796 (A.F.# 2007-032336)
(R2) = RECORD PER SURVEY 3334 (A.F.# 2011-029816)
8. EQUIPMENT AND PROCEDURES: THIS SURVEY WAS PERFORMED WITH DUAL FREQUENCY GNSS RECEIVERS CONFIGURED FOR REAL TIME KINEMATIC SURVEYING
9. THIS SURVEY DOES NOT PURPORT TO SHOW ALL EASEMENTS IF ANY OTHERS EXIST
10. MONUMENTS WERE VISITED: MARCH 10, 2023

EXISTING LEGAL DESCRIPTIONS:

(PER STATUTORY WARRANTY DEED AF#2020-000857)
LOT 2, SHORT PLAT NO. 3334, ACCORDING TO THE SURVEY THEREOF RECORDED UNDER AUDITOR'S FILE NO. 2011-029816, RECORDS OF BENTON COUNTY, WASHINGTON.

(SEE STATUTORY WARRANTY DEED AF# 2008-006870)

LOT 2 OF SHORT PLAT NO. 2770, ACCORDING TO THE SURVEY THEREOF RECORDED UNDER AUDITOR'S FILE NO. 2003-057882, RECORDS OF BENTON COUNTY, WASHINGTON:

EXCEPT THAT PORTION OF LOT 2, SHORT PLAT 2770, AN AMENDMENT OF SHORT PLAT 2734, ACCORDING TO THE SURVEY THEREOF RECORDED UNDER AUDITOR'S FILE NUMBER 2003-057882, RECORDS OF BENTON COUNTY, WASHINGTON DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHEAST CORNER OF LOT 1 OF SAID SHORT PLAT 2770, AND THE TRUE POINT OF BEGINNING; THENCE NORTH 15°27'21" EAST A DISTANCE OF 85.00 FEET, LEAVING SAID CORNER ALONG A LINE COMMON TO LOT 2 AND LOT 3 OF SAID SHORT PLAT 2770 TO A POINT; THENCE NORTH 74°32'39" WEST A DISTANCE OF 627.98 FEET, LEAVING SAID COMMON LINE TO A POINT; THENCE SOUTH 36°53'29" WEST (A RADIAL BEARING), A DISTANCE OF 49.46 FEET TO A POINT ON A NON-TANGENT CURVE ON THE NORTHEASTERLY RIGHT-OF-WAY OF KEENE ROAD, AS SHOWN ON SAID SHORT PLAT 2770, SAID CURVE HAVING A RADIUS OF 790.00 FEET; THENCE SOUTHEASTERLY ALONG THE ARC OF SAID CURVE A DISTANCE OF 92.93 FEET, THROUGH A CENTRAL ANGLE OF 6°44'23" TO THE NORTHWEST CORNER OF SAID LOT 1, OF SAID SHORT PLAT 2770; THENCE SOUTH 74°32'39" EAST A DISTANCE OF 561.75 FEET ALONG THE NORTHERLY LINE OF SAID LOT 1, TO THE TRUE POINT OF BEGINNING.

RECORD SURVEY

FOR A BOUNDARY LINE ADJUSTMENT
LOCATED IN A PORTION OF THE SE 1/4 OF SECTION 26,
TOWNSHIP 9 NORTH, RANGE 28 EAST, W.M.,
CITY OF RICHLAND, BENTON COUNTY, WASHINGTON

TRANSFER LEGAL DESCRIPTION:

THAT PORTION OF LOT 2, SHORT PLAT 2770, AN AMENDMENT OF SHORT PLAT 2734, ACCORDING TO THE SURVEY THEREOF RECORDED UNDER AUDITOR'S FILE NUMBER 2003-057882, RECORDS OF BENTON COUNTY, WASHINGTON, DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHEAST CORNER OF LOT 2 OF SHORT PLAT NO. 3334, ACCORDING TO THE SURVEY THEREOF RECORDED UNDER AUDITOR'S FILE NO. 2011-029816, RECORDS OF BENTON COUNTY, WASHINGTON; THENCE NORTH 15°52'55" EAST 132.32 FEET ALONG THE WEST LINE OF LOT 3 OF SAID SHORT PLAT 2770 TO THE NORTHWEST CORNER THEREOF; THENCE NORTH 75°27'58" WEST 661.56 FEET; THENCE SOUTH 89°52'27" WEST 201.31 FEET; THENCE SOUTH 0°44'24" WEST 7.58 FEET TO THE BEGINNING OF A NON-TANGENT CURVE, CONCAVE TO THE SOUTHWEST, HAVING A RADIUS OF 839.44 FEET (THE LONG CHORD OF SAID CURVE BEARS SOUTH 60°36'50" EAST 231.15 FEET); THENCE SOUTHEASTERLY 231.89 FEET ALONG THE ARC OF SAID CURVE THROUGH A CENTRAL ANGLE OF 15°49'39" TO THE NORTHERLY MOST CORNER OF LOT 1, SAID SHORT PLAT 3334; THENCE SOUTH 74°07'44" EAST 434.12 FEET ALONG THE NORTH LINE OF SAID LOT 1 TO THE NORTHEAST CORNER THEREOF; THENCE SOUTH 74°06'32" EAST 194.02 FEET ALONG THE NORTH LINE OF LOT 2 SAID SHORT PLAT 3334 TO THE POINT OF BEGINNING.

CONTAINS 2.12 ACRES, MORE OR LESS.

NEW LEGAL DESCRIPTIONS:

PARCEL A:

LOT 2, SHORT PLAT NO. 3334, ACCORDING TO THE SURVEY THEREOF RECORDED UNDER AUDITOR'S FILE NO. 2011-029816, RECORDS OF BENTON COUNTY, WASHINGTON.

TOGETHER WITH THAT PORTION OF LOT 2, SHORT PLAT 2770, AN AMENDMENT OF SHORT PLAT 2734, ACCORDING TO THE SURVEY THEREOF RECORDED UNDER AUDITOR'S FILE NUMBER 2003-057882, RECORDS OF BENTON COUNTY, WASHINGTON, DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHEAST CORNER OF LOT 2 OF SAID SHORT PLAT NO. 3334,; THENCE NORTH 15°52'55" EAST 132.32 FEET ALONG THE WEST LINE OF LOT 3 OF SAID SHORT PLAT 2770 TO THE NORTHWEST CORNER THEREOF; THENCE NORTH 75°27'58" WEST 661.56 FEET; THENCE SOUTH 89°52'27" WEST 201.31 FEET; THENCE SOUTH 0°44'24" WEST 7.58 FEET TO THE BEGINNING OF A NON-TANGENT CURVE, CONCAVE TO THE SOUTHWEST, HAVING A RADIUS OF 839.44 FEET (THE LONG CHORD OF SAID CURVE BEARS SOUTH 60°36'50" EAST 231.15 FEET); THENCE SOUTHEASTERLY 231.89 FEET ALONG THE ARC OF SAID CURVE THROUGH A CENTRAL ANGLE OF 15°49'39" TO THE NORTHERLY MOST CORNER OF LOT 1, SAID SHORT PLAT 3334; THENCE SOUTH 74°07'44" EAST 434.12 FEET ALONG THE NORTH LINE OF SAID LOT 1 TO THE NORTHEAST CORNER THEREOF; THENCE SOUTH 74°06'32" EAST 194.02 FEET ALONG THE NORTH LINE OF LOT 2 SAID SHORT PLAT 3334 TO THE POINT OF BEGINNING.

CONTAINS 3.05 ACRES, MORE OR LESS.

PARCEL B:

LOT 2 OF SHORT PLAT NO. 2770, ACCORDING TO THE SURVEY THEREOF RECORDED UNDER AUDITOR'S FILE NO. 2003-057882, RECORDS OF BENTON COUNTY, WASHINGTON:

EXCEPT THAT PORTION THEREOF, DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHEAST CORNER OF LOT 2 OF SHORT PLAT NO. 3334, ACCORDING TO THE SURVEY THEREOF RECORDED UNDER AUDITOR'S FILE NO. 2011-029816, RECORDS OF BENTON COUNTY, WASHINGTON; THENCE NORTH 15°52'55" EAST 132.32 FEET ALONG THE WEST LINE OF LOT 3 OF SAID SHORT PLAT 2770 TO THE NORTHWEST CORNER THEREOF; THENCE NORTH 75°27'58" WEST 661.56 FEET; THENCE SOUTH 89°52'27" WEST 201.31 FEET; THENCE SOUTH 0°44'24" WEST 7.58 FEET TO THE BEGINNING OF A NON-TANGENT CURVE, CONCAVE TO THE SOUTHWEST, HAVING A RADIUS OF 839.44 FEET (THE LONG CHORD OF SAID CURVE BEARS SOUTH 60°36'50" EAST 231.15 FEET); THENCE SOUTHEASTERLY 231.89 FEET ALONG THE ARC OF SAID CURVE THROUGH A CENTRAL ANGLE OF 15°49'39" TO THE NORTHERLY MOST CORNER OF LOT 1, SAID SHORT PLAT 3334; THENCE SOUTH 74°07'44" EAST 434.12 FEET ALONG THE NORTH LINE OF SAID LOT 1 TO THE NORTHEAST CORNER THEREOF; THENCE SOUTH 74°06'32" EAST 194.02 FEET ALONG THE NORTH LINE OF LOT 2 SAID SHORT PLAT 3334 TO THE POINT OF BEGINNING.

CONTAINS 3.32 ACRES, MORE OR LESS.

AUDITOR'S CERTIFICATE

FILED FOR RECORD THIS _____ DAY OF _____, 20____ A.D., AT _____ MINUTES PAST _____ M. AND RECORDED IN VOLUME _____ OF SURVEYS, PAGE _____, AT THE REQUEST OF ROGERS SURVEYING.

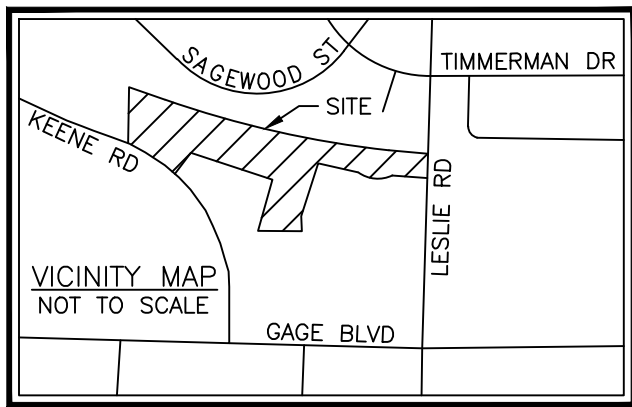
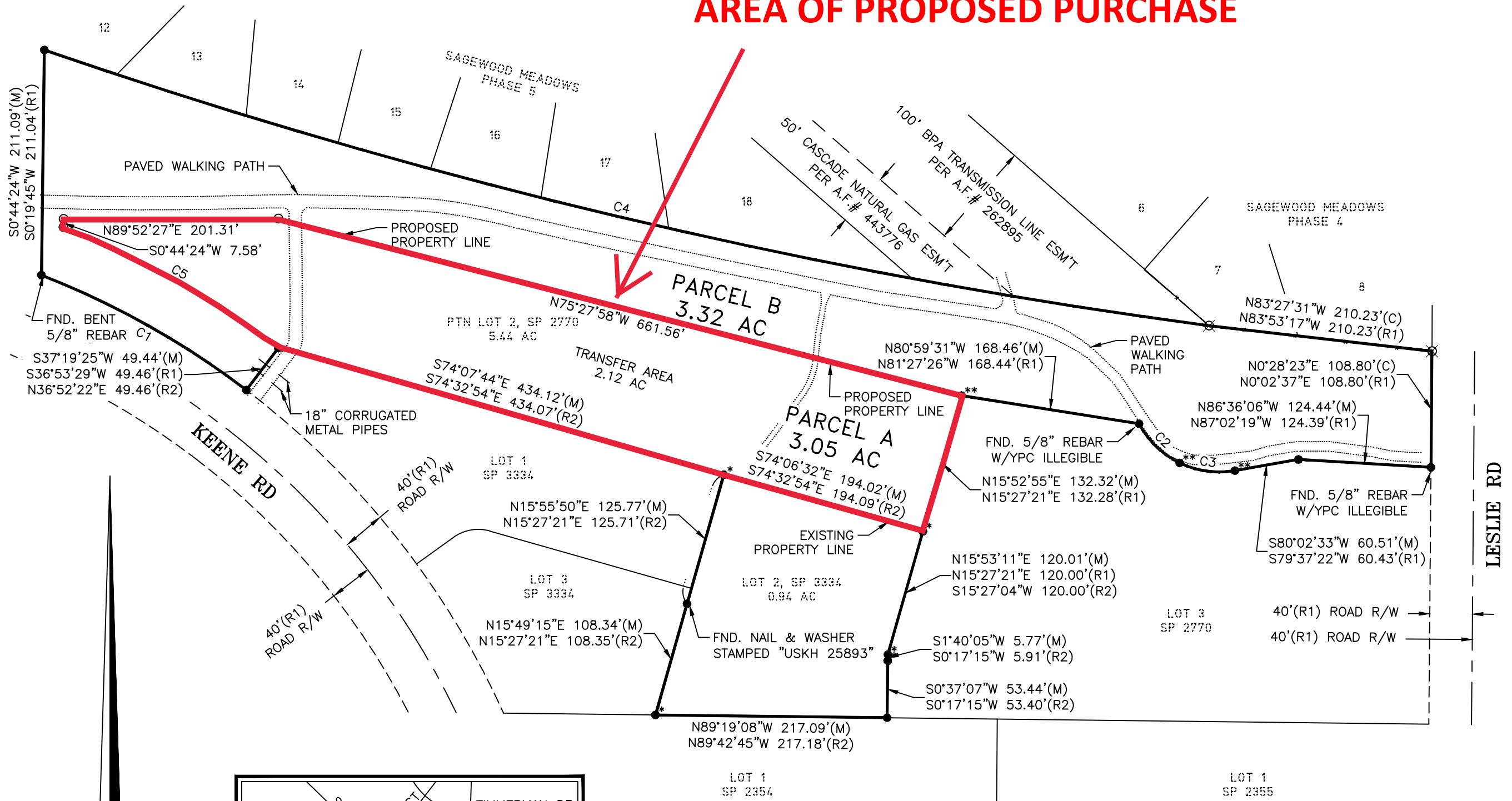
BENTON COUNTY AUDITOR

AUDITOR'S FILE NUMBER

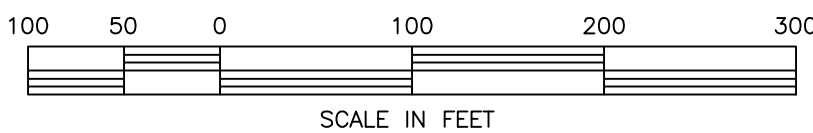
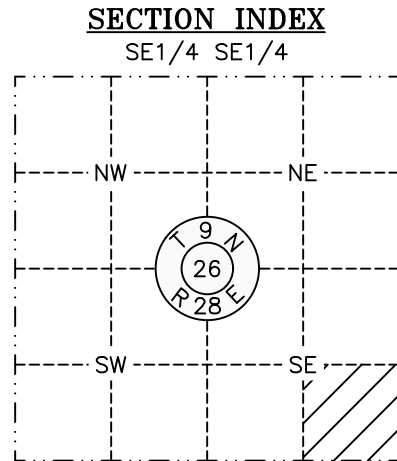
REV: NONE

CLIENT	LAMBERT PROPERTIES LLC	JOB	08923
PROJECT	BOUNDARY LINE ADJUSTMENT		
	PTN OF SE1/4 SEC 26, T9N, R28E, WM		
DRN. BY	MPL	SCALE 1"=100'	F. B. NO. BK 887
APPROVED	DPB	DATE 03/17/2023	ACAD VER - C3D21
			FILE: 08923.DWG
			SHEET 1 OF 1

AREA OF PROPOSED PURCHASE



Curve Table					
CURVE	LENGTH	RADIUS	DELTA	CH. BRNG.	CHORD
C1	220.88	790.00	16°01'11"	N60°42'41"W	220.16
C2	53.69	84.95	36°12'47"	S46°01'17"E	52.80
C3	53.12	84.95	35°49'41"	S82°02'31"E	52.26
C4	1123.70	5629.58	11°26'12"	S76°40'44"E	1121.83
C5	231.89	839.44	15°49'39"	N60°36'50"W	231.15



SURVEYOR'S CERTIFICATE

THIS MAP CORRECTLY REPRESENTS A SURVEY MADE BY ME OR UNDER MY DIRECTION IN CONFORMANCE WITH THE REQUIREMENTS OF THE SURVEY RECORDING ACT AT THE REQUEST OF LAMBERT PROPERTIES LLC IN MARCH 2023.

DAVID P. BAALMAN LS#41028

DATE



ECONOMIC DEVELOPMENT COMMITTEE AGENDA ITEM COVERSHEET

Meeting Date: 11/13/2023

Agenda Category: Business

Prepared By: Lynne Follett, Economic Development Specialist

Subject:

2024 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 five applications requesting Business License Reserve Fund grants for 2024 exceeding the anticipated available funds by \$23,420. There is anticipated to be \$120,000 in funds available for awards in 2024. 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 the city council, all funds for 2024 will be allocated and adjusted to accommodate only the funds available not to exceed revenue.

Attachments:

1. EDC Staff Report - 2024 BLRF Applications
2. 2024 BLRF Application Packet - EDC
3. 2024 BLRF EDC Recommendation Worksheet

STAFF REPORT

TO: EDC
RE: 2024 BLRF APPLICATIONS

PREPARED BY: LYNNE FOLLETT
MEETING DATE: NOVEMBER 13, 2023

GENERAL INFORMATION:

The city received six applications requesting Business License Reserve Fund grants for 2024. Requests for 2024 funds total \$143,420. There is anticipated to be \$120,000 in funds available for awards in 2024.

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:

2024-101

APPLICANT: Visit Tri-Cities (partnership with WSU Workforce Development)

REQUEST: \$10,000 for scholarships

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. WSU developed two new course offerings this year in response to requests for skills-based learning. These two new programs, Fundamentals of Business and Cultivating Service Excellence have broad appeal to most businesses.

2024-102

APPLICANT: Small Business Development Center (SBDC)

REQUEST: \$25,000 for small business counseling services

DETAILS: This proposal seeks funding to continue SBDC's services throughout the Tri-Cities region. Although in recent years, the SBDC has added two additional positions in the Tri-Cities, one located in the Hispanic

Chamber of Commerce in Pasco and the other located in the Tri-Cities Regional Chamber of Commerce in Kennewick, services offered are available to all and not specific to Richland businesses.

As of the end of September 2023, the SBDC reported providing 6 training opportunities available to any business and direct counseling to 7 Richland businesses. In 2022, the SBDC reported working with 21 Richland business clients, providing 148.5 hours of counseling services.

2024-103

APPLICANT: Uptown Business Improvement District (UBID)

REQUEST: \$20,700 for marketing & events (Total Project cost \$27,220)

DETAILS: The UBID works to enhance the environment and create a welcoming shopping district. The Alley Art program is growing and attracting more artists. Three new alley murals were installed this year, with several others on the books. This program is seeking other funding but in the meantime, relies on the BLRF program to provide supplies. Social media continues to be an important driver for customer engagement and advertisement for district events and business highlights. The current level of assessments collected by the district do not provide funding for improved web presence and social media support. The district utilized volunteers but need to engage an outside vendor for support and web hosting to keep a stable platform and regular customer interaction.

The UBID is proposing a rate increase to its membership at its annual meeting later in November to increase the district's ability to fund its annual events and marketing needs. Until a new rate is established, the UBID relies on BLRF funding to support these programs. The BID anticipates requesting ongoing support for the next 1-2 years before being able to fund these programs from fees.

2024-104

APPLICANT: Downtown Business Improvement District (DBID)

REQUEST: \$12,720 for garbage can replacement and marketing

DETAILS: The DBID is responsible for the maintenance of common area garbage cans along the sidewalks and public areas of the Parkway. Due to costs and timelines associated with the refurbishment of existing garbage cans, the BID opted to replace as many as possible in 2023, with plans to replace the remaining cans in 2024.

In addition to replacing the remaining garbage cans, the BID is in need of web design services and social media support to drive business to the district and market events within the district. Current district assessments do not provide enough funding for either of these projects.

The DBID is evaluating and preparing to propose a rate increase to its membership at its next annual meeting to increase the district's ability to fund its annual events and marketing needs. Until a new rate is established, the DBID relies on BLRF funding to support these programs. The BID anticipates requesting ongoing support for the next 1-2 years before being able to fund these programs from fees.

2024-105

APPLICANT: Uptown Business Improvement District (UBID) & Downtown Business Improvement District (DBID)

REQUEST: \$10,000 for Revitalization

DETAILS: Both business districts need infrastructure improvements and revitalization. The proposed projects are part of the second year of a two-year project that began in 2023. This request leverages business license funds to directly impact small businesses in the downtown core. Revitalization work includes new directional signage, landscape and other public amenities.

2023-106

APPLICANT: Commercial Façade Improvement Program (CFIP)

REQUEST: \$65,000 for façade improvement grants

DETAILS: Pursuant to RMC 5.04.388 the Economic Development office is charged with management of the Commercial Façade Improvement Program. Each year BLRF funds must be applied for and set aside for the program based on EDC recommendation. These funds are used to match private investment, up to \$20,000, for façade improvements. The CFIP fund anticipates a carryover of \$60,000 from 2023 funds. On average, the fund has provided two to four façade grants each year, for the past 4 years. With full funding, the program could fund six projects in 2024.

RECOMMENDATION:

Staff recommends the following allocations for the 2024 funding recommendation from the Economic Development Committee.

Description	Applicant	Amount
Workforce Development Scholarships	Visit Tri-Cities (partner with WSU)	\$10,000
Business Resilience Counseling	Small Business Dev. Ctr	\$ -0- *
Marketing & Events	Uptown BID	\$20,700
Maintenance & Marketing	Downtown BID	\$12,720
Downtown Revitalization	UDIB & DBID	\$10,000
Façade Improvement Program	COR Economic Development	\$65,000
Total		\$118,420

*Staff's recommendation is based on the nexus between the applicant's program and its specific benefit and targeted offering to Richland businesses.



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	Hector Cruz	Contact Title	Vice President
Contact Phone	509-735-8486 ext. 232	Contact Email	Hector@VisitTri-Cities.com
Project Title	Workforce Development	Amount Requested	\$10,000
1) Please explain how your <u>organization</u> 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 TriCities. 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 and 2023. 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 2024 and the program would be fully administered by December 31, 2024.			
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.			

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.visittricity.com/about/careers/wsuworkforce-training-opportunities/>.

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?

One 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 WS U-TC. The City of Pasco is also partnered in the program.

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

Yes, scholarships would be awarded throughout 2024 and would be fully administrated by December 30, 2024.

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
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

Hector D. Cruz

Key: 251de9e7f0391e503125369cc896fba9

Signature

Hector D. Cruz

10-31-2023

Printed Name

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	4420 E.8th Ave., Spokane Valley,	Agency Telephone	509-358-7775
Contact Person	Sheryl McGrath	Contact Title	State Director
Contact Phone	509-358-7763	Contact Email	sheryl.mcgrath@wsbdc.org
Project Title	Washington SBDC Business Resiliency Program	Amount Requested	\$25,000
1) Please explain how your <u>organization</u> 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 40 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 access to capital, business systems, financial literacy, business planning, marketing, access to markets, risk management, leases, succession planning, 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, (see additional Page)			
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 sustain 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. 1. SBDC leadership will continue to provide quarterly reports that track how many Richland business owners are accessing SBDC services, including the percentage that identify as minority or underserved. (Specifically, we propose achieving a 33% increase in the number of SBDC clients in Richland who meet the SBA definition of underserved.) 2. SBDC advisors will continue to do outreach to publicize SBDC services to Richland business owners. 3. SBDC advisors will continue to attend targeted business development and networking events for small business owners in 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: SBDC advisors provide advising, education and research to help business owners pivot or restructure their business to adapt to new opportunities or new challenges. The value of having an objective, expert business advisor to talk through decisions, either virtually or in person, cannot be

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

Currently SBDC services to the TriCities area are being subsidized by funding from other communities, such as Tri-DEC and the Hispanic Chamber of Commerce. Additional funds will be provided by Washington State Department of Commerce, Washington State University, and the Small Business Administration. All of these funds have been secured.

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. 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 others are innovation, integrity and inclusion.) 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, 2024.

Revenue (Attach additional pages as necessary)

Source	Amount
Small Business Admin., OSBDC	\$ \$3,080,000.00
Washington State, Dept. of Commerce	\$ \$970,000.00
Washington State University	\$ \$750,000.00
Various Institutions of Higher Education	\$ \$975,000.00
Various EDC, regional ports, chambers of commerce	\$ \$425,000.00
Small Business Admin., Other funding	\$ \$100,000.00
Total	\$ \$6,300,000.00

Expenses (Attach additional pages as necessary)

Source	Amount
Salaries & Wages	\$ \$14,552.00
Benefits	\$ \$5,119.00
Local Travel	\$ \$170.00
F&A (@26%)	\$ \$5,159.00

	\$
	\$
Total	\$ \$25,000.00

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
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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

Craig Abbs

Key: 251de9a7f0391e503125369cc896f8a9

Signature

Craig Abbs

10-31-2023

Printed Name

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 Box 2279, Richland, WA 99352	Agency Telephone	509-946-0077
Contact Person	Gus Sako	Contact Title	Chair, BID Board
Contact Phone	509-946-0077	Contact Email	oldoctopus@hotmail.com
Project Title	2024 Uptown Bid Event and Maintenance	Amount Requested	\$ 20,700
1) Please explain how your <u>organization</u> 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 Business Improvement District (BID) works to provide a safe and inviting shopping experience for the community. The BID hosts several events throughout the year to draw shoppers and benefit all businesses within the district. The biggest challenge the district faces is a lack of funding from district assessments to continue these events. The district has been looking at alternative ways to raise funds. (grants, sponsorships) Current assessments cover the cost of common area maintenance, electrical use, insurance, and other administrative costs, with little left for district enhancement. The board is active and continually looks for ways to engage the community to increase business. The Alley Art program is in its second year and beginning to take shape. Further funding will help this initiative realize its goal to activate the alley and create a destination space.			
2) Please provide a description of the proposed project or program, including a timetable for implementation. Attach additional pages as necessary			
See attached Budget worksheet for list of proposed projects			
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.			

See Attached

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

Grant form Battelle (secured)
Quarterly Assessments (secured)

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

Encourages visitors to shop local small businesses and brings people to the downtown core.
--

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

We regularly collaborate with the City of Richland, local churches and schools for events and beautification projects.

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

yes

Revenue (Attach additional pages as necessary)

Source	Amount
See Attached	\$
	\$
	\$
	\$
	\$
	\$
	\$
Total	\$ \$0.00

[illegible]

Source	Amount
See Attached	\$
	\$
	\$
	\$

	\$
	\$
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
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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
☒ 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 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


Key: 251de9e7f0391e503125369cc696f8a9

Signature

Douglas Sako

10-31-2023

Printed Name

Date

2024 Budget Worksheet

<u>Events</u>	<u>Cost</u>	<u>Total</u>	<u>Other Revenue</u>	<u>Total</u>
Chalk Art	\$2,000.00		\$1,000.00	Entry Fees and Grants
Art Walk	\$7,000.00		\$5,000.00	Grant from Batelle Anticipated
Spring Fest	\$2,000.00			
Fall Fest	\$2,000.00	\$13,000.00		\$6,000.00
<u>Alley Art</u>				
Supplies	\$4,000.00		\$500.00	Donated Paint From Sherwin Williams
		\$4,000.00		\$500.00
<u>Website & Social Media</u>				
Web Host	\$720.00			
Web Design	\$500.00			
Social Media	\$6,000.00			
		\$7,220.00		\$0.00
<u>Holiday Lights</u>				
Supplies	\$1,200.00			
Lift	\$1,800.00			
		\$3,000.00		\$0.00
		\$27,220.00		\$6,500.00



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	701 George Washington Way	Agency Telephone	509-946-3787
Contact Person	Darin Warnik	Contact Title	Chairman, Downtown BID
Contact Phone	59-946-3787	Contact Email	greenielife@gmail.com
Project Title	Maintenance & Marketing	Amount Requested	\$12,720
1) Please explain how your <u>organization</u> 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 Downtown Business Improvement District works to provide a safe and inviting environment for residents and visitors. Assessments pay for basic needs such as emptying the common garbage cans, holiday lights, and seasonal planting in common areas. The business district also works to connect businesses, build an identity for the district and coordinate with the city on events and business news.			
2) Please provide a description of the proposed project or program, including a timetable for implementation. Attach additional pages as necessary			
Garbage can replacement project - Purchase and install new common area garbage cans to replace old deteriorating cans. See the attachment for details on the type of garbage can to be purchased. Marketing includes the design and implementation of a new website for the Downtown Business District and the associated monthly fee for hosting. Additionally, the project will cover the cost of social media support from a vendor to ensure all businesses are represented, and events and sales are pushed out through district social media channels.			
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.			

Capital Expenditures 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. The district replaced half of the existing garbage cans in 2023. This funding will replace the remaining garbage cans.

Marketing: Design and hosting of a new website to provide a platform for all businesses within the district to have an online presence and social media support to create community and bring people to The Parkway.

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

No other sources of revenue at this time. Current assessment levels don't allow for the programs proposed in this application.

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

These programs provide much needed support to the local small businesses within the district. Without these programs, the businesses may not have as much exposure to potential customers.

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

The DBID collaborates with the City of Richland

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

Yes

Revenue (Attach additional pages as necessary)

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

Expenses (Attach additional pages as necessary)

Source	Amount
Replacement Garbage Cans	\$ \$5,500.00
Web Host	\$ \$720.00
Web Design	\$ \$500.00
Social Media	\$ \$6,000.00

	\$
	\$
Total	\$ \$12,720.00

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.

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✓ CRITERIA CONSIDERED
Physical
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Relationship Building
☒ The project has the support of or otherwise does not negatively impact any Business Improvement District
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- ☒ 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



Business License Reserve Program

Application

Eligible Applicant Agency			
☐ Tri-City Regional Chamber of Commerce ☐ Tri-City Visitor and Convention Bureau ☐ SCORE of the Mid-Columbia ☐ Commercial Façade Improvement Program		☒ Downtown Business Improvement District ☒ Uptown Business Improvement District ☐ Small Business Development Center	
Agency Address	Uptown and Downtown BIDs	Agency Telephone	509 942-7725
Contact Person	Lynne Follett	Contact Title	Economic Development
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 <u>organization</u> 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 ☐ Tourism ☒ Capital Expenditures for Community Improvements		☒ General Economic Development ☒ Prevention of Blight ☐ 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.			

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
Kiosk Replacement/Signage	\$ \$50,000.00
Landscape Improvements	\$ \$50,000.00
	\$
	\$

	\$
	\$
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
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

Lynne Follett

Key: 251de9e7f0391e503125369cc896f8a9

Signature

Lynne Follett

Printed Name

10-16-2023

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	625 Swift Blvd	Agency Telephone	509-942-7725
Contact Person	Lynne Follett	Contact Title	Economic Development Specialist
Contact Phone	509-942-7725	Contact Email	lfollett@ci.richland.wa.us
Project Title	CFIP 2024	Amount Requested	65,000
1) Please explain how your <u>organization</u> 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 Fund Program provides funding annually for the Commercial Façade Improvement Program as outlined in RMC 5.04 through Ordinance 50-19. The City's Economic Development office is charged with supporting the local business community and executed programs and projects designed to support local businesses and improve the built environment of the Cental Business District and outlying nodal areas of commerce. The Council's 2024-2026 Strategic Initiatives include enhancing public investment in the Cental Business District. This program supports that initiative.			
2) Please provide a description of the proposed project or program, including a timetable for implementation. Attach additional pages as necessary			
This program is an important tool to help leverage private investment and reduce blight and pre-blight conditions. Applications for the program are accepted throughout the year until all funds are committed.			
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.			

The program incentivizes private investment in the downtown core and reduces blight conditions by providing funds to building owners for improvements. Facade improvements increase the character of older buildings and attract new investment and businesses.

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

This program is fully funded through the Business License Reserve Fund as outlined in Ordinance 50-19.

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

The program encourages businesses and building owners to make investments that improve the overall environment the area surrounding the building.

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

All projects funded by this program are 50/50 cost share, up to \$20,000 max per project.

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

This program rolls unused funds from year to year.

Revenue (Attach additional pages as necessary)

Source	Amount
Private Investment	\$ \$65,000.00
CFIP Grant	\$ \$65,000.00
	\$
	\$
	\$
	\$
Total	\$ \$130,000.00

Expenses (Attach additional pages as necessary)

Source	Amount
Private Investment	\$ \$65,000.00
CFIP Grant	\$ \$65,000.00
	\$
	\$

	\$
	\$
Total	\$ \$130,000.00

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☒	CRITERIA CONSIDERED
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☒	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

Lynne Follett

Key: 251de9e7f0391e503125369cc896fba9

Signature

Lynne Follett

11-01-2023

Printed Name

Date

2024 BUSINESS LICENSE RESERVE FUND APPLICATIONS

<u>Applicant</u>	<u>Project</u>	<u>Request</u>	<u>Brad</u>	<u>Adam</u>	<u>Joseph</u>	<u>Megan</u>	<u>Sanya</u>	<u>Ken</u>	<u>Eileen</u>	<u>Final Recommendation</u>
Visit Tri-Cities (WSU)	Workforce Development	\$ 10,000.00								
SBDC	Business Resiliency Program	\$ 25,000.00								
Uptown BID	Marketing & Events	\$ 20,700.00								
Parkway BID	Maintenance & Marketing	\$ 12,720.00								
Comercial Façade Improvement Program	Façade Improvements	\$ 50,000.00								
Uptown and Downtown BIDs (City Partnership)	Revitalization	\$ 10,000.00								
	TOTAL REQUESTS	\$ 128,420.00								
	2023 Estimated Funds	\$ 120,000.00								
	Difference	\$ (8,420.00)								