



Agenda  
Economic Development Committee Meeting  
Monday, December 2, 2024  
Richland City Hall ~ Council Chambers  
625 Swift Boulevard

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**Committee Members:** Chair Bricker, Vice-Chair Morasch, and Members French, Griffin, Hall, Potts, and Spencer

**Council Liaison:** Councilmember Jones

**Staff Liaison:** Economic Development Manager Wallner

**Regular Meeting - 4:00 p.m.**

**Call to Order/Attendance:**

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

**Public Comments:** Public comments will be limited to 3 minutes per speaker.

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

- I. October 21, 2024 Meeting Minutes

**Business:** (30 Minutes)

2. 2025 Business License Reserve Fund Applications
  - Amanda Wallner, Economic Development Manager
3. Proposed Option Agreement for 425 Acres within the Northwest Advanced Clean Energy Park
  - Darin Arrasmith, Planner

**Presentations:** (10 Minutes)

**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: 12/2/2024

Agenda Category: Approval of Minutes

Prepared By: Carly Kirkpatrick, Administrative Assistant II

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**Subject:**

October 21, 2024 Meeting Minutes

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**Department:**

Development Services

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**Recommended Motion:**

Move to approve the October 21, 2024 meeting minutes as presented.

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**Summary:**

October 21, 2024 Economic Development meeting minutes are attached for review and consideration.

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**Fiscal Impact:**

None.

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**Attachments:**

- I. 2024.10.21 Economic Development Committee Meeting Minutes



**MINUTES  
ECONOMIC DEVELOPMENT COMMITTEE  
Monday, October 21, 2024  
Richland City Hall - Council Chambers  
625 Swift Boulevard**

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**CALL TO ORDER**

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

**ATTENDANCE**

Chair Bricker, Vice-Chair Morasch, Committee Members Spencer, Hall, French and Griffin.

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

**APPROVAL OF AGENDA**

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

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

**PUBLIC COMMENTS**

Chair Bricker opened the public comment period at 4:01 p.m. Having no one request time to address the committee, Chair Bricker closed the public comment period at 4:01.

**APPROVAL OF MINUTES**

- 1. August 19, 2024 and September 16, 2024 Economic Development Committee Meeting Minutes**

Chair Bricker introduced the meeting minutes from August 19, 2024 and September 16, 2024. There were no changes or discussion.

**COMMITTEE MEMBER MORASCH MOVED AND COMMITTEE MEMBER FRENCH SECONDED THE MOTION TO APPROVE THE ECONOMIC DEVELOPMENT MEETING MINUTES FOR AUGUST 19, 2024 AND SEPTEMBER 16, 2024. MOTION PASSED 6-0.**

**ITEMS OF BUSINESS**

- 2. Commercial Facade Improvement Program – 702 George Washinton Way**

Chair Bricker recognized Economic Development Manager Wallner to give the staff report. Ms. Wallner announced that Economic Development Specialist Follett, who would customarily be presenting, has taken a job with the city attorney's office so she will be presenting today. The applicant is the owner of the building, known as the "Amon Building,"

and he is replacing the broken and boarded-up windows and a temporary exterior door due to a vehicular accident that damaged the exterior.

At the conclusion of the presentation, members discussed the merits of the application and asked questions about the proposed project.

**COMMITTEE MEMBER SPENCER MOVED AND COMMITTEE MEMBER HALL SECONDED THE MOTION THAT THE ECONOMIC DEVELOPMENT COMMITTEE RECOMMEND TO CITY COUNCIL APPROVE THE APPLICATION FROM JOSEPH SEET, OWNER OF JOE & MON ENTERPRISES, LLC, FOR A COMMERCIAL FACADE IMPROVEMENT PROGRAM GRANT FOR IMPROVEMENTS TO 702 GEORGE WASHINGTON WAY AS OUTLINED IN APPLICATION NO. CFIP2024-105. MOTION PASSED 6-0.**

#### **ECONOMIC DEVELOPMENT UPDATE**

Economic Development Manager Wallner announced that there is a Business License Reserve Fund (BLRF) Ordinance that is on second reading at Council on November 5, 2024. This ordinance will have significant changes to the upcoming year and will include any eligible entities that can justify to EDC that they are qualified. She also reminded the Committee that this Saturday is the Fall Carnival at John Dam Plaza.

#### **REAL ESTATE UPDATE**

Planner Arrasmith gave an update on recent projects approved by the Committee that got final approval from Council and have made progress.

#### **ANNOUNCEMENTS**

Ms. Wallner gave an update on the candidates for the upcoming opening on the committee, and the need to have a Manufacturing/Industrial position filled. Also informed the committee that the November meeting would be canceled and a special meeting in December would be scheduled.

Chair Bricker announced that the upcoming Tuesday is the Volunteer Recognition Reception.

#### **ADJOURNMENT**

Chairman Bricker adjourned the meeting at 4:18 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: 12/2/2024

Agenda Category: Business

Prepared By: Amanda Wallner, Economic Development Manager

Subject:  
2025 Business License Reserve Fund Applications

Department:  
Development Services

Recommended Motion:  
I move that the EDC recommend that the City Council approve funding as detailed in the funding matrix document.

Summary:  
Each year the Economic Development Division solicits applications from eligible organizations for business license reserve funds in accordance with RMC 5.04.385. The Economic Development Committee (EDC) is tasked with considering each application and making a funding recommendation to the City Council. The EDC's action may include a recommendation that the City Council approve, deny, or approve with conditions. The City Council will make the final decision. The Business License Reserve Fund is funded by 18% of business license fees collected.

This year, the City received seven applications requesting 2025 Business License Reserve Fund grants. There is anticipated to be \$127,321 in funds available for awards in 2025 and requests exceed anticipated available funds by \$58,474. Details about each application are included in the attached staff report. A funding recommendation worksheet is attached for use during deliberations.

Fiscal Impact:            There is anticipated to be \$127,321 in funds available for awards in 2025. The funding source is business license revenue.

- Attachments:
1. EDC Staff Report - 2025 BLRF App Rec Rev. I
  2. BLRF\_Application 101\_WSUTC Final - Revised
  3. BLRF\_Application 102 Banner Poles
  4. BLRF\_Application 104 Mktg and Events
  5. BLRF\_Application 105 Downtown BID
  6. BLRF\_Application 106 CFIP
  7. BLRF\_Application 107 FUSE
  8. 2025 BLRF EDC Recommendation Worksheet

## STAFF REPORT

TO: Economic Development Committee  
RE: 2025 BLRF APPLICATIONS

PREPARED BY: Mandy Wallner  
MEETING DATE: NOVEMBER 20, 2024

### GENERAL INFORMATION:

The city received six applications requesting Business License Reserve Fund grants for 2025. Requests for 2025 funds total \$178,795. There is anticipated to be \$127,321 in funds available for awards in 2025, creating a shortfall of \$58,474.

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.

Please note this year that the code language regarding eligible entities (RMC 5.04.386) was changed. The code now includes the Richland Chamber as an eligible entity. Additionally other eligible entities as determined by the Economic Development Committee. To be considered an eligible entity groups shall have as their charter the enhancement of the local business community and the improvement of the environs of the city of Richland.

For the entities listed as 'pending' please consider and determine their eligibility as well as their project funding. Agencies not listed specifically in the code are asked to apply each year to be considered for eligibility based on their program proposal.

### APPLICATIONS:

#### **2025-101**

**APPLICANT:** Washington State University Tri-Cities (WSU-TC)

**ELIGIBILITY:** Pending / Previously applied under Visit Tri-Cities

**REQUEST:** \$20,000 for scholarships  
Awarded \$10,000 in 2024.

**DETAILS:** WSU-TC developed workforce certificate training programs (Cougar Tracks) in 2022 to meet a variety of business needs throughout our community. 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. WSU developed two new course

offerings this year in response to requests for skills-based learning. These two programs, Fundamentals of Business and Cultivating Service Excellence and some of the accounting classes have broad appeal to most businesses.

**2025-102**

**APPLICANT:** Uptown Business Improvement District (UBID)

**REQUEST:** \$18,795 for banner arms on light poles (new program)  
Awarded \$20,700 total in 2024

**DETAILS:** The UBID works to enhance the environment and create a welcoming shopping district. The This proposal seeks funding to add banner poles to the new pedestrian lights around the Uptown Shopping Center. The UBID is proposing to use these banner poles to provide seasonal welcome messages to the shoppers throughout the year. This will create a welcoming environment and help reduce blight.

Staff will work in partnership with the UBID on a policy for the banner program to meet city standards for content.

**2025-104**

**APPLICANT:** Uptown Business Improvement District (UBID)

**REQUEST:** \$4,000 for events and marketing in the Uptown (recurring request)  
Awarded \$20,700 total in 2024 for this and other projects

**DETAILS:** The UBID works to enhance the environment and create a welcoming shopping district. The UBID relies on BLRF funding to support these programs, however the membership did vote to increase dues for the members this year creating a larger budget to match funds for each of their asks and create new events, a website and other activities. Their events include Chalk Art, Fall Festival, Small Business Saturday and other new events coming in 2025. The BID anticipates requesting ongoing support for the next 1-2 years before being able to fund these programs from fees.

**2025-105**

**APPLICANT:** Downtown Business Improvement District (DBID)

**REQUEST:** \$18,000 for an outdoor speaker system (new request)  
Awarded \$12,720 in 2024

**DETAILS:** The DBID is responsible for providing amenities and services to the area and businesses within the district.

The DBID is requesting funds for an outdoor speaker system to enhance the enjoyment of the area for shoppers, diners and the local community when attending activities in the parkway, shopping or outdoor dining. The system will run from Greenies. The DBID will purchase a membership for licensed songs, receiver and iPad to run the program.

Staff will work with departments to identify implementation and policy around this kind of activity.

**2025-106**

**APPLICANT:** **Commercial Façade Improvement Program (CFIP)**

**REQUEST:** \$100,000 for façade improvement grants  
Awarded \$66,580 in 2024 due to carryover

**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 approximately \$13,000 from 2024 funds. On average, the fund has provided four to six or more façade grants each year. With full funding, the program could fund five projects in 2025.

**2025-107**

**APPLICANT:** **New Venture Adventure – Pending eligibility**

**REQUEST:** \$25,000 for an accelerator program (new request)

**DETAILS:** The new entity is aiming to start an accelerator program that seeks out entrepreneurs to start businesses in Richland. The funding would be used for scholarships to the program, memberships and marketing.

The program includes an eight-week startup program plus a FUSE membership for one-year. The program will also include the setup and programming for three week-long workshops as part of the eight-week programs.

DRAFT RECOMMENDATION:

Staff recommends the following allocations for the 2025 funding recommendation from the Economic Development Committee.

| <b>Description</b>                 | <b>Applicant</b>          | <b>Recommendation Guidance</b> |
|------------------------------------|---------------------------|--------------------------------|
| Workforce Development Scholarships | WSU-TC                    | \$12,000                       |
| Banner Poles                       | Uptown BID                | \$18,000                       |
| Uptown Events and Marketing        | Uptown BID                | \$4,000                        |
| Outdoor Speaker System             | Downtown BID              | \$15,000                       |
| Façade Improvement Program         | COR Economic Development  | \$64,000                       |
| New Venture Adventure              | Fuse Social Purpose Corp. | \$14,000                       |
|                                    | <b>Total</b>              | <b>\$127,000</b>               |

\*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                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                     |                                                                        |                         |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|------------------------------------------------------------------------|-------------------------|
| <input type="checkbox"/> Tri-City Regional Chamber of Commerce                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                     | <input type="checkbox"/> Downtown Business Improvement District        |                         |
| <input type="checkbox"/> Tri-City Visitor and Convention Bureau                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                     | <input type="checkbox"/> Uptown Business Improvement District          |                         |
| <input type="checkbox"/> SCORE of the Mid-Columbia                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                     | <input checked="" type="checkbox"/> Small Business Development Center  |                         |
| <input type="checkbox"/> Commercial Façade Improvement Program                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                     |                                                                        |                         |
| Agency Address                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 2710 Crimson Way, Richland, WA,     | Agency Telephone                                                       | 509-372-7430            |
| Contact Person                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Michelle Hrycauk Nassif             | Contact Title                                                          | Director, Cougar Tracks |
| Contact Phone                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 509-308-1742                        | Contact Email                                                          | m.hrycauknassif@wsu.edu |
| Project Title                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Workforce Training Scholarship Fund | Amount Requested                                                       | \$20,000.00             |
| <b>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.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                     |                                                                        |                         |
| <p>The WSUTC Cougar Tracks Department is part of Washington State University Tri-Cities' Continuing Education division, dedicated to providing lifelong learning opportunities for the Tri-Cities region. Through innovative programs and integrative workshops, Cougar Tracks offers diverse educational experiences designed to meet the needs of working professionals, community members, and industry partners. With a focus on flexibility and accessibility, Cougar Tracks provides non-credit courses, professional development certificates, and customized training in areas such as leadership, business, and STEM, empowering individuals to enhance their skills and advance their careers.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                     |                                                                        |                         |
| <b>2) Please provide a description of the proposed project or program, including a timetable for implementation. Attach additional pages as necessary</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                     |                                                                        |                         |
| <p>From 2022-2024 WSUTC Cougar Tracks partnered with Visit Tri-Cities who was a recipient of BLRF funding to develop a workforce certificate training program. The growth of the Cougar Tracks department and strengthening of community partnerships warrants a request for funding for WSUTC Cougar Tracks to continue this program for Richland residents, small businesses, and employees of small business. Working directly with industry partners and marketing programs through entities including the chambers, tourism offices, and small business associations workforce training scholarships help create thriving businesses and career advancement opportunities for individuals. WSU Tri-Cities is requesting an increase in funding to develop marketing materials that will promote the scholarship fund to reach 100% utilization in 2025. The administrative costs are disbursed across the various departments on campus that develop this content as well and Cougar Tracks management of the program. These costs have not been accounted for in past years when VTC applied for funding, but functionally were incurred by WSUTC. Cougar Tracks has led and will continue to lead the design, development, and implementation of programming, marketing materials, and recruitment for the scholarship fund. We believe that these investments will support scaled growth in enrollments, which enables the fund to impact more Richland residents and businesses.</p> <p>Scholarships would be awarded through 2025 and the program fully administered by December 31, 2025.</p> |                                     |                                                                        |                         |
| <b>3) What business activities does the proposed project promote? Check all that apply.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                     |                                                                        |                         |
| <input checked="" type="checkbox"/> Core Development                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                     | <input type="checkbox"/> General Economic Development                  |                         |
| <input type="checkbox"/> Tourism                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                     | <input type="checkbox"/> Prevention of Blight                          |                         |
| <input type="checkbox"/> Capital Expenditures for Community Improvements                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                     | <input type="checkbox"/> Small business development program (Richland) |                         |
| <b>3a) Please explain how your proposal carries out <u>each</u> business activity identified above. Attach additional pages as necessary.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                     |                                                                        |                         |

WSUTC Cougar Tracks will administer scholarships to the City of Richland residents and employees of Richland businesses to improve employment and career advancement opportunities for residents. Courses and certificates offer blended learning experiences including online on-demand, online cohort, and in-person cohort with a focus on business acumen, customer service excellence, leadership development, and workforce training. Upon request, courses are customized to support local businesses with specific training needs and goals. Program descriptions are found on the Cougar Tracks website: <https://tricities.wsu.edu/continuing-education/>

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

There are no other sources of revenue for this program.

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

Programs support the Richland business community with Service Excellence Training essential for professionals in all industries. This training is also a powerful tool for young professionals entering the workforce and individuals in career transition. By design, Cougar Tracks certificate programs are for individuals interfacing with the public or a part of organizational operations and strategy. A well trained local workforce creates a culture of excellence in the business community and memorable experiences leading to increased revenues through sales and customer loyalty, employee retention, and enhance customer experience. With the many international tourism events to be held in the Tri-Cities region, including IRONMAN, workforce training prepares local businesses and employees for serving customers new to our region while developing professionally.

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

No, WSUTC will administer and market the program including but not limited to: applicant processing and validation, program enrollment, developing marketing materials and a community engagement strategy, strengthening partnerships with Richland businesses through regular consultation on workforce training needs, and customizing in-person workshops for industry partners who train multiple employees at a time or over the course of the year.

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

Yes, scholarships will be awarded through 2025 and would be fully administered by Dec 31, 2025

**Revenue (Attach additional pages as necessary)**

| Source       | Amount    |
|--------------|-----------|
|              | \$        |
|              | \$        |
|              | \$        |
|              | \$        |
|              | \$        |
|              | \$        |
| <b>Total</b> | \$ \$0.00 |

**Expenses (Attach additional pages as necessary)**

| Source                          | Amount         |
|---------------------------------|----------------|
| Workforce Training Scholarships | \$ \$12,000.00 |
| Program Administration          | \$ \$4,000.00  |
| Marketing and Communications    | \$ \$4,000.00  |
|                                 | \$             |

|              |                |
|--------------|----------------|
|              | \$             |
|              | \$             |
| <b>Total</b> | \$ \$20,000.00 |

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                                                                                                                                                                                   |
| <input checked="" type="checkbox"/> The project retains, enhances, or has no negative effect on Richland's natural resources (rivers, trails, recreation areas, parks, natural open space) |
| <input checked="" type="checkbox"/> The project is accessible to or benefits all members of the public                                                                                     |
| <input checked="" type="checkbox"/> The project improves or does not otherwise inhibit access to any Richland business                                                                     |
| <input checked="" type="checkbox"/> The project targets positive development of the Richland Central Business District and/or outlying nodal areas of commerce                             |
| <input checked="" type="checkbox"/> The project enhances existing plans, strategies, and development by the City of Richland                                                               |
| Programmatic Goals                                                                                                                                                                         |
| <input checked="" type="checkbox"/> The project promotes social and cultural diversity                                                                                                     |
| <input checked="" type="checkbox"/> The project enhances or has no negative impact on locally produced foods, wares, or agriculture                                                        |
| Relationship Building                                                                                                                                                                      |
| <input checked="" type="checkbox"/> The project has the support of or otherwise does not negatively impact any Business Improvement District                                               |
| <input checked="" type="checkbox"/> The project promotes collaboration between multiple regional entities                                                                                  |
| Legal                                                                                                                                                                                      |
| <input checked="" type="checkbox"/> The project does not violate any Richland Municipal Code                                                                                               |
| <input checked="" type="checkbox"/> 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

*Michelle Hrycauk Nassif*

Key: 251de9e7f0391e503125369cc896f8a9

Signature

Michelle Hrycauk  
Nassif

11-04-2024

Printed Name

Date



# Business License Reserve Program

Application

## Eligible Applicant Agencies:

- |                                                                |                                                                          |
|----------------------------------------------------------------|--------------------------------------------------------------------------|
| <input type="checkbox"/> Tri-City Regional Chamber of Commerce | <input type="checkbox"/> A Business Improvement District (UBID or DBID)  |
| <input type="checkbox"/> Visit Tri-Cities                      | <input checked="" type="checkbox"/> Uptown Business Improvement District |
| <input type="checkbox"/> SCORE of the Mid-Columbia             | <input type="checkbox"/> Small Business Development Center (SBDC)        |
| <input type="checkbox"/> Commercial Façade Improvement Program | <input type="checkbox"/> Other Entity: _____                             |

## Please indicate why your agency should be considered for eligibility:

|                |                        |                  |              |
|----------------|------------------------|------------------|--------------|
| Project Title  | Banner Standards       | Amount Requested | \$18,795.00  |
| Agency Address | Uptown Richland        | Agency Telephone | 509 946 0077 |
| Contact Person | Gus Sako               | Contact Title    | Chair BID    |
| Contact Email  | Oldoctopus@hotmail.com | Contact Phone    | 509 946 0077 |

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

The Uptown Business Improvement District helps maintain and improve the appearance of the Uptown. We host community events and help to market the Uptown.

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

This request is to fund the purchase of Standards for Banners to be attached to the new light poles in the Uptown. The requested amount is the estimate to install the holders on every third pole for now. If everything goes well, we would look to install more in the future.

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

- |                                                                          |                                                                        |
|--------------------------------------------------------------------------|------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> Core Development                     | <input checked="" type="checkbox"/> General Economic Development       |
| <input type="checkbox"/> Tourism                                         | <input checked="" type="checkbox"/> Prevention of Blight               |
| <input type="checkbox"/> Capital Expenditures for Community Improvements | <input type="checkbox"/> Small business development program (Richland) |

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

It is a long standing practice in many business districts to use Banners to brighten the visual landscape and to mark the change of seasons and events. It has been something businesses in the Uptown have wanted to install for many years. With the installation of the new light poles it might finally be an achievable goal.

**3b) What other funding/revenue sources are utilized for this program?**

BID funds will be used to create the banners that will be used with this hardware

4) How does this project support the business community in Richland specifically? Please explain how the program will target Richland businesses and also the reporting mechanisms in place to provide metric data on the project.

This project continues the slow steady arc of making the Uptown more visually appealing. Our reporting metric will be the completely anecdotal repetition of customers telling us how nice it makes the Uptown look.

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

No

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

☐ Yes

| Revenue (Attach additional pages as necessary) |             |
|------------------------------------------------|-------------|
| Source                                         | Amount      |
| Business License Reserve                       | \$18,795.00 |
|                                                |             |
|                                                |             |
|                                                |             |
|                                                |             |
|                                                |             |
|                                                |             |
| <b>Total</b>                                   | \$18,795.00 |

| Expenses (Attach additional pages as necessary) |             |
|-------------------------------------------------|-------------|
| Source                                          | Amount      |
| Banner Standard Supplier (per the City)         | \$18,795.00 |
|                                                 |             |
|                                                 |             |
|                                                 |             |
|                                                 |             |
|                                                 |             |
| <b>Total</b>                                    | \$18,795.00 |

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 by selecting the **'Paperclip'** icon to the left.

| APPLICATION CRITERIA                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| The Economic Development Committee (EDC) determines criteria for the award of program funds. The committee utilizes these criteria to assist in determining whether agencies are eligible, and 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 they may consider other factors if not all criteria are met. |

| ✓                                   | CRITERIA CONSIDERED                                                                                                                                    |
|-------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Physical</b>                     |                                                                                                                                                        |
| <input checked="" type="checkbox"/> | The project retains, enhances, or has no negative effect on Richland's natural resources (rivers, trails, recreation areas, parks, natural open space) |
| <input checked="" type="checkbox"/> | The project is accessible to or benefits all members of the public                                                                                     |
| <input checked="" type="checkbox"/> | The project improves or does not otherwise inhibit access to any Richland business                                                                     |
| <input checked="" type="checkbox"/> | The project targets positive development of the Richland Central Business District and/or outlying nodal areas of commerce                             |
| <input type="checkbox"/>            | The project enhances existing plans, strategies, and development by the City of Richland                                                               |
| <b>Programmatic Goals</b>           |                                                                                                                                                        |
| <input type="checkbox"/>            | The project promotes social and cultural diversity                                                                                                     |
| <input checked="" type="checkbox"/> | The project enhances or has no negative impact on locally produced foods, wares, or agriculture                                                        |
| <b>Relationship Building</b>        |                                                                                                                                                        |
| <input checked="" type="checkbox"/> | The project has the support of or otherwise does not negatively impact any Business Improvement District                                               |
| <input type="checkbox"/>            | The project promotes collaboration between multiple regional entities                                                                                  |
| <b>Legal</b>                        |                                                                                                                                                        |
| <input checked="" type="checkbox"/> | The project does not violate any Richland Municipal Code                                                                                               |
| <input type="checkbox"/>            | 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:

- ☐ Understand that any award is a reimbursement and will be paid out once receipts are provided,
- ☐ Funds must be exhausted by December 31 each year without extension,
- ☐ Have read the Business License Reserve Program Guidelines and Procedures document,
- ☐ Are aware of the limitations of this program,
- ☐ 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
- ☐ Will provide data reporting as requested in the agreement and by staff to affirm the use of funds and direct benefit to businesses,

eSigned via SeamlessDocs.com  
  
Key: 251de9e7f0391e503125369cc606f0e8  
Signature

Douglas Sako

Printed Name

11-13-2024

Date

## Application Submittal

Applications completed digitally:

- Applications that were completed digitally may be saved and sent via email to [info@richlandbusiness.com](mailto:info@richlandbusiness.com)
- Save your application with a different file name than the original
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- Applications that are handwritten may be sent via email, dropped off, or mailed
- If sent via email, please legibly scan your document as a PDF
- If dropped off, bring to 840 Northgate Drive in Richland
- If mailed, mail to:

City of Richland  
Attn: Economic Development  
625 Swift Boulevard, MS-18  
Richland, WA 99352



# Business License Reserve Program

Application

## Eligible Applicant Agencies:

- |                                                                |                                                                          |
|----------------------------------------------------------------|--------------------------------------------------------------------------|
| <input type="checkbox"/> Tri-City Regional Chamber of Commerce | <input type="checkbox"/> A Business Improvement District (UBID or DBID)  |
| <input type="checkbox"/> Visit Tri-Cities                      | <input checked="" type="checkbox"/> Uptown Business Improvement District |
| <input type="checkbox"/> SCORE of the Mid-Columbia             | <input type="checkbox"/> Small Business Development Center (SBDC)        |
| <input type="checkbox"/> Commercial Façade Improvement Program | <input type="checkbox"/> Other Entity: _____                             |

## Please indicate why your agency should be considered for eligibility:

|                |                             |                  |                  |
|----------------|-----------------------------|------------------|------------------|
| Project Title  | Uptown Events and Marketing | Amount Requested | \$4,000.00       |
| Agency Address | Uptown Richland             | Agency Telephone | 5099460077       |
| Contact Person | Gus Sako                    | Contact Title    | Chair Uptown BID |
| Contact Email  | oldoctopus@hotmail.com      | Contact Phone    | 5099460077       |

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

The Uptown Business Improvement District helps maintain and improve the appearance of the Uptown. We host community events and help to market the Uptown.

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

The Uptown BID sponsors multiple events during the year:: Chalk Art, Art Walk, Fall Festival and Small Business Saturday in 2024. Additionally, the BID works through social media and other means to promote the Uptown. This grant would help finance and support these efforts.

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

- |                                                                          |                                                                        |
|--------------------------------------------------------------------------|------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> Core Development                     | <input checked="" type="checkbox"/> General Economic Development       |
| <input type="checkbox"/> Tourism                                         | <input type="checkbox"/> Prevention of Blight                          |
| <input type="checkbox"/> Capital Expenditures for Community Improvements | <input type="checkbox"/> Small business development program (Richland) |

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

Both events and marketing bring people into the Uptown. This traffic allows the resident businesses to meet more customers. Events help position the Uptown as gathering place.

3b) What other funding/revenue sources are utilized for this program?

BID assessment funds. In the last two years Battelle has helped support the Art Walk through a grant and we hope to continue that relationship. Additionally, STCU has helped with The Chalk Art Festival and we are hoping to continue that effort.

4) How does this project support the business community in Richland specifically? Please explain how the program will target Richland businesses and also the reporting mechanisms in place to provide metric data on the project.

Events and marketing support the Uptown Business Community by drawing people in the Uptown. While we don't have a metric for business impact - any day that there is a crowd in the Uptown is a good day.

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

STCU and Battelle have both generously helped with events in the past and we hope to continue these relationships

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

Yes

Revenue (Attach additional pages as necessary)

| Source                                                                       | Amount      |
|------------------------------------------------------------------------------|-------------|
| City Grant                                                                   | \$4,000.00  |
| BID Funds                                                                    | \$9,000.00  |
| Grants from other parties will either allow bigger budgets or reduce the BID |             |
|                                                                              |             |
|                                                                              |             |
|                                                                              |             |
|                                                                              |             |
| <b>Total</b>                                                                 | \$13,000.00 |

| Expenses (Attach additional pages as necessary)                              |                    |
|------------------------------------------------------------------------------|--------------------|
| Source                                                                       | Amount             |
| Events: Insurance, portables, rentals, admin and so on                       | \$10,000.00        |
| Marketing: Website, social, posters and misc, Maybe Banners for light poles! | \$3,000.00         |
|                                                                              |                    |
|                                                                              |                    |
|                                                                              |                    |
|                                                                              |                    |
| <b>Total</b>                                                                 | <b>\$13,000.00</b> |

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 by selecting the **'Paperclip'** icon to the left.

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

By signing below, you are affirming that you:

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- ☐ Funds must be exhausted by December 31 each year without extension,
- ☐ Have read the Business License Reserve Program Guidelines and Procedures document,
- ☐ Are aware of the limitations of this program,
- ☐ 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
- ☐ Will provide data reporting as requested in the agreement and by staff to affirm the use of funds and direct benefit to businesses,

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Signature

Douglas Sako

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Richland, WA 99352



# Business License Reserve Program

Application

## Eligible Applicant Agencies:

- |                                                                |                                                                                    |
|----------------------------------------------------------------|------------------------------------------------------------------------------------|
| <input type="checkbox"/> Tri-City Regional Chamber of Commerce | <input checked="" type="checkbox"/> A Business Improvement District (UBID or DBID) |
| <input type="checkbox"/> Visit Tri-Cities                      | <input type="checkbox"/> Uptown Business Improvement District                      |
| <input type="checkbox"/> SCORE of the Mid-Columbia             | <input type="checkbox"/> Small Business Development Center (SBDC)                  |
| <input type="checkbox"/> Commercial Façade Improvement Program | <input type="checkbox"/> Other Entity: _____                                       |

## Please indicate why your agency should be considered for eligibility:

The Downtown Business Improvement District provides programs and services to all businesses within the district. Our programs and services support small business and economic growth in the downtown core.

|                |                                                   |                  |                   |
|----------------|---------------------------------------------------|------------------|-------------------|
| Project Title  | Outdoor Speaker System Equipment and Installation | Amount Requested | \$18,000.00       |
| Agency Address | 741 The Parkway Richland, WA 99352                | Agency Telephone | 509-713-7001      |
| Contact Person | Teresa VanDoorn                                   | Contact Title    | Board Chairperson |
| Contact Email  | teresa@thetealbox.com                             | Contact Phone    | 509-713-7001      |

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

The district coordinates the several district-wide services such as seasonal planting in the common area planters, maintenance of common area trash receptacles and sidewalk furniture, and holiday light installation around the district. In addition, the district works with the city to provide opportunities for member businesses to participate in and gain exposure from events held in John Dam Plaza and Howard Amon Park.

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

District members have expressed the desire to have a muzak-style system installed along the sidewalks within the district to provide music and increased ambiance for pedestrians.

We are looking to have this project completed by the end of 2025

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

- |                                                                                     |                                                                                   |
|-------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|
| <input type="checkbox"/> Core Development                                           | <input checked="" type="checkbox"/> General Economic Development                  |
| <input checked="" type="checkbox"/> Tourism                                         | <input type="checkbox"/> Prevention of Blight                                     |
| <input checked="" type="checkbox"/> Capital Expenditures for Community Improvements | <input checked="" type="checkbox"/> Small business development program (Richland) |

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

The goal of this project is to upscale The Parkway and the Downtown Business Improvement District, and encourage visitors to stay longer. The desire is to attract more customers, and encourage visitors to walk around more. With the increased downtown walk ability expected from the G. Way and Jadwin Avenue realignments, this project could make the area more attractive to visitors. This project may also be able to provide benefits to the farmer's market for sound capabilities and provide a way to include announcements for upcoming events.

**3b) What other funding/revenue sources are utilized for this program?**

The district has some reserves to use to supplement this project through the purchase of an iPad and streaming service subscription. While other grant opportunities may be available, none have been identified or applied for yet.

**4) How does this project support the business community in Richland specifically? Please explain how the program will target Richland businesses and also the reporting mechanisms in place to provide metric data on the project.**

This project supports all businesses within the downtown district.

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

No other agencies at this time.

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

Yes, the Board of Directors anticipates this project can be completed by December 30. Our goal is to move forward immediately with the purchase and installation of the sounds system.

**Revenue (Attach additional pages as necessary)**

| Source                                  | Amount             |
|-----------------------------------------|--------------------|
| Quarterly Dues (annual district budget) | \$11,000.00        |
| BLRF Grant                              | \$18,000.00        |
|                                         |                    |
|                                         |                    |
|                                         |                    |
|                                         |                    |
| <b>Total</b>                            | <b>\$29,000.00</b> |

| Expenses (Attach additional pages as necessary)                     |                    |
|---------------------------------------------------------------------|--------------------|
| Source                                                              | Amount             |
| District Annual Expenses (Flowers, Lights, Common Area Maintenance) | \$10,000.00        |
| Sound System Purchase                                               | \$15,000.00        |
| Sound System Installation Estimate                                  | \$3,000.00         |
| Project Contingency                                                 | \$1,000.00         |
|                                                                     |                    |
|                                                                     |                    |
| <b>Total</b>                                                        | <b>\$29,000.00</b> |

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 by selecting the **'Paperclip'** icon to the left.

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

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*Teresa VanDoorn*  
Key: 251de9e7f0391e503125369cc606f0e8  
Signature

Teresa VanDoorn

Printed Name

11-14-2024

Date

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# Business License Reserve Program

Application

## Eligible Applicant Agencies:

- |                                                                           |                                                                         |
|---------------------------------------------------------------------------|-------------------------------------------------------------------------|
| <input type="checkbox"/> Tri-City Regional Chamber of Commerce            | <input type="checkbox"/> A Business Improvement District (UBID or DBID) |
| <input type="checkbox"/> Visit Tri-Cities                                 | <input type="checkbox"/> Uptown Business Improvement District           |
| <input type="checkbox"/> SCORE of the Mid-Columbia                        | <input type="checkbox"/> Small Business Development Center (SBDC)       |
| <input checked="" type="checkbox"/> Commercial Façade Improvement Program | <input type="checkbox"/> Other Entity: _____                            |

## Please indicate why your agency should be considered for eligibility:

|                |                                              |                  |                      |
|----------------|----------------------------------------------|------------------|----------------------|
| Project Title  | Commercial Façade Improvement Program (CFIP) | Amount Requested | \$100,000.00         |
| Agency Address | 625 Swift Blvd., Richland                    | Agency Telephone | 509.942.7595         |
| Contact Person | Mandy Wallner                                | Contact Title    | Economic Development |
| Contact Email  | awallner@ci.richland.wa.us                   | Contact Phone    | same                 |

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

The CFIP program was established by RMC 5.04.388 as a program funded from the Business License Reserve Fund. This program is intended to help local businesses improve the appearance of their buildings and reduce blight within our community. The intention of the program is to assist with any exterior improvements visible from the public right of way and enhance the overall appearance or historical character of a building. The program was updated in 2019 to allow for up to \$20,000 in matching funds to go toward a project with qualifying improvements. Staff worked hard in 2023 to gather applications and commit the existing funds available in the program.

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

The program runs on a calendar year cycle and allows for applications throughout the year replenishing funding in January each year. Staff advertises the program throughout the year in a variety of ways that utilize city budget. Applications are received throughout the year and funds are committed via contract which must be completed within 12 months of the date of signing. Applicants must provide at least three bids for work to be done and may choose the contractor of choice. Once receipts are submitted they are reviewed against the contract and a reimbursement is processed. This program often leverages funds to provide far more than the \$20,000 match required and has rendered some nice projects throughout the City but with a focus in the downtown area.

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

- |                                                                          |                                                                        |
|--------------------------------------------------------------------------|------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> Core Development                     | <input checked="" type="checkbox"/> General Economic Development       |
| <input type="checkbox"/> Tourism                                         | <input checked="" type="checkbox"/> Prevention of Blight               |
| <input type="checkbox"/> Capital Expenditures for Community Improvements | <input type="checkbox"/> Small business development program (Richland) |

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

The prevention of blight is the most closely tied initiative that is accomplished by this program, through improving the appearance of our buildings within the City, especially those that are aging or need repair. The program has also been utilized for energy efficiency upgrades improving the cost of operation for the building/business owners and also power supplied from the City. General economic development and core development are accomplished because the program is an incentive to businesses to improve their buildings, complete larger more impactful projects and also serves as a retention tool.

**3b) What other funding/revenue sources are utilized for this program?**

There are no other sources of funding for this program.

**4) How does this project support the business community in Richland specifically? Please explain how the program will target Richland businesses and also the reporting mechanisms in place to provide metric data on the project.**

This program supports the bottom lines of a business, and is the only program that applies for use of these funds supporting the prevention of blight which is an on-going and high priority issue for cities. This program, because its offered by the City is also guaranteed to benefit only Richland businesses. When an application comes in, their business license is confirmed as well as their primary address for the business must be Richland. This is open only to business that have a commercial location. There are multiple ways that the City works to get the word out about the program, through partner agencies (such as the chambers, other departments that work with commercial businesses, bill inserts, newspapers, ads, KONA radio, direct mailings, business meetings, website, social media and walk-ins with businesses). The program is featured whenever we have an opportunity.

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

We work closely with the City's energy efficiency office to help leverage both programs for business. We also work with both chambers to help promote our program to those who may need it.

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

This program operates different than others within BLRF in that the funds, once committed to the CFIP program stay within that program but reporting is done on a January-December basis to show success and execution of program dollars.

**Revenue (Attach additional pages as necessary)**

| Source                              | Amount              |
|-------------------------------------|---------------------|
| Business License Reserve Fund       | \$100,000.00        |
| City of Richland Advertising Budget | \$1,500.00          |
|                                     |                     |
|                                     |                     |
|                                     |                     |
|                                     |                     |
| <b>Total</b>                        | <b>\$101,500.00</b> |

| Expenses (Attach additional pages as necessary)                |              |
|----------------------------------------------------------------|--------------|
| Source                                                         | Amount       |
| Misc. advertising opportunities                                | \$1,500.00   |
| \$20,000 per five applications for facade improvements in 2025 | \$100,000.00 |
|                                                                |              |
|                                                                |              |
|                                                                |              |
|                                                                |              |
| <b>Total</b>                                                   | \$101,500.00 |

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| APPLICATION CRITERIA                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
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| ✓                                   | CRITERIA CONSIDERED                                                                                                                                    |
|-------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Physical</b>                     |                                                                                                                                                        |
| <input checked="" type="checkbox"/> | The project retains, enhances, or has no negative effect on Richland's natural resources (rivers, trails, recreation areas, parks, natural open space) |
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| <b>Programmatic Goals</b>           |                                                                                                                                                        |
| <input checked="" type="checkbox"/> | The project promotes social and cultural diversity                                                                                                     |
| <input checked="" type="checkbox"/> | The project enhances or has no negative impact on locally produced foods, wares, or agriculture                                                        |
| <b>Relationship Building</b>        |                                                                                                                                                        |
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| <b>Legal</b>                        |                                                                                                                                                        |
| <input checked="" type="checkbox"/> | The project does not violate any Richland Municipal Code                                                                                               |
| <input checked="" type="checkbox"/> | 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:

- ☒ Understand that any award is a reimbursement and will be paid out once receipts are provided,
- ☒ Funds must be exhausted by December 31 each year without extension,
- ☒ Have read the Business License Reserve Program Guidelines and Procedures document,
- ☒ Are aware of the limitations of this program,
- ☒ 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
- ☒ Will provide data reporting as requested in the agreement and by staff to affirm the use of funds and direct benefit to businesses,

eSigned via SeamlessDocs.com  
*Amanda A Wallner*  
Key: 251de9e7f0391e503125369cc66f8e8  
Signature

Amanda A Wallner

Printed Name

11-18-2024

Date

## Application Submittal

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City of Richland  
Attn: Economic Development  
625 Swift Boulevard, MS-18  
Richland, WA 99352



# Business License Reserve Program

Application

## Eligible Applicant Agencies:

- |                                                                |                                                                                   |
|----------------------------------------------------------------|-----------------------------------------------------------------------------------|
| <input type="checkbox"/> Tri-City Regional Chamber of Commerce | <input type="checkbox"/> A Business Improvement District (UBID or DBID)           |
| <input type="checkbox"/> Visit Tri-Cities                      | <input type="checkbox"/> Uptown Business Improvement District                     |
| <input type="checkbox"/> SCORE of the Mid-Columbia             | <input type="checkbox"/> Small Business Development Center (SBDC)                 |
| <input type="checkbox"/> Commercial Façade Improvement Program | <input checked="" type="checkbox"/> Other Entity: FUSE Social Purpose Corporation |

## Please indicate why your agency should be considered for eligibility:

FUSE, a special-purpose corporation formed in Richland, works to create new businesses and grow existing businesses. All of our work happens in the Parkway in Richland.

|                |                                     |                  |              |
|----------------|-------------------------------------|------------------|--------------|
| Project Title  | New Venture Adventure               | Amount Requested | \$25,000.00  |
| Agency Address | 723 The Parkway, Richland, WA 99352 | Agency Telephone | 509-572-3340 |
| Contact Person | Paul Carlisle                       | Contact Title    | Director     |
| Contact Email  | paul@fusespc.com                    | Contact Phone    | 5093020840   |

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

Fuse has occupied more than 10,000 sqft in The Parkway since 2018. FUSE Social Purpose Corporation was created to build a community of small businesses and entrepreneurs in the heart of Richland. By creating a community of experienced entrepreneurs, flexible space, and educational programming, FUSE helps to foster brand-new businesses in Richland. These include accountants, engineers, lawyers, restaurateurs, biotech firms, dyslexia schools, insurance agencies, rowing coaches, green fertilizer production, and more. (This is just a list of new businesses growing in Fuse now!) Without the support and camaraderie provided by FUSE, entrepreneurs might choose not to launch, and small businesses might struggle and give up. Instead, organizations exit FUSE once they grow beyond 500 sqft with strong financial footing, ready to occupy and renovate a property in Richland. These solid and vibrant businesses reduce blight, add non-Hanford jobs, and increase the quality of living for our community.

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

The New Venture Adventure is an accelerator program that seeks out and encourages entrepreneurs to start the new business they might have been waiting to open—and to do it in Richland.

\$12,000 in targeted marketing to find and encourage entrepreneurs to start a licensed business in Richland.  
\$29,000 in \$1000 scholarships, which cover one eight-week startup program plus a 52-week FUSE membership to continue guidance as they launch their new business  
\$9,000 for three week-long workshops as part of the eight-week programs, which also bring in WSU students, PNPL researchers, and existing businesses and entrepreneurial support organizations to celebrate and support these new businesses.

Jan-June: \$2000/mo in marketing; Jan-Mar First 8-week cohort; April-June Second 8-week cohort; Aug-Oct Third 8-week cohort

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

- |                                                                          |                                                                        |
|--------------------------------------------------------------------------|------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> Core Development                     | <input checked="" type="checkbox"/> General Economic Development       |
| <input checked="" type="checkbox"/> Tourism                              | <input checked="" type="checkbox"/> Prevention of Blight               |
| <input type="checkbox"/> Capital Expenditures for Community Improvements | <input type="checkbox"/> Small business development program (Richland) |

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

Using a marketing partner, we will focus on targeted digital marketing for potential entrepreneurs. Using the Tri-Cities Regional Chamber's new small business resources program, we will individually target potential entrepreneurs.  
Using PNNL and WSU, we will target emerging technologies and potential entrepreneurs.  
We will explore existing ecosystems using Fuse, Tri-Cities Angel Alliance, and Gravis to identify and encourage potential entrepreneurs.

Gathered into cohorts, classes will be held weekly, with a final workshop week to get these businesses ready to be successful.

**3b) What other funding/revenue sources are utilized for this program?**

We have assembled a group of Richland-based organizations, including PNNL, evolve labs, and Gravis Law, as well as state and national partners, to provide direct and in-kind funding at a 1:1 match level for this grant.

**4) How does this project support the business community in Richland specifically? Please explain how the program will target Richland businesses and also the reporting mechanisms in place to provide metric data on the project.**

This program aims to create new businesses to add to and expand the Richland business community. Entrepreneurship is a great way to enrich and support diverse demographics and create access to opportunities for a broad group. Successful locally owned businesses significantly improve the quality of life for all Richland residents.

We will specifically market to new businesses and consider new or recently started businesses within the Richland area. Part of the program will include applying for a City of Richland business license. While these new ventures will be available for scholarship, we intend to make the courses available at a reasonable cost to established businesses to participate in whole, on a class-by-class basis, or just in the week-long workshops.

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

The project will include many other Richland entities:  
Washington State University Cougar Tracks for portions of the content and class delivery  
PNNL for funding and technology assistance as part of a broader commercialization effort  
The Tri-Cities Regional Chamber for assistance in marketing  
Washington Technology Industry Association (WTIA) for funding, entrepreneur referral, and outreach  
Gravis Law for formation assistance and consulting  
evolve labs for course delivery and consulting

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

Yes, the marketing, classes, and workshops are scheduled and will run in 2025.

**Revenue (Attach additional pages as necessary)**

| Source                 | Amount             |
|------------------------|--------------------|
| City of Richland Grant | \$25,000.00        |
| Gravis Law             | \$13,200.00        |
| evolve labs            | \$3,300.00         |
| WTIA                   | \$5,000.00         |
| PNNL                   | \$3,500.00         |
|                        |                    |
| <b>Total</b>           | <b>\$50,000.00</b> |

| Expenses (Attach additional pages as necessary)                  |                    |
|------------------------------------------------------------------|--------------------|
| Source                                                           | Amount             |
| Digital marketing firm and Tricity Regional Chamber              | \$12,000.00        |
| Food and Beverage Expenses                                       | \$2,500.00         |
| WSU Cougar Tracks                                                | \$2,100.00         |
| Legal Creation and Consulting                                    | \$13,200.00        |
| 21 Weeks of Class Facilitation and Instruction, 3 Workshop Weeks | \$19,050.00        |
| Janitorial                                                       | \$1,150.00         |
| <b>Total</b>                                                     | <b>\$50,000.00</b> |

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 by selecting the **'Paperclip'** icon to the left.

| APPLICATION CRITERIA                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| The Economic Development Committee (EDC) determines criteria for the award of program funds. The committee utilizes these criteria to assist in determining whether agencies are eligible, and 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 they may consider other factors if not all criteria are met. |

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

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eSigned via SeamlessDocs.com  
  
Signature Key: 251de9e7f0391e503125369cc606f0e8

Paul Carlisle

Printed Name

11-15-2024

Date

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## ECONOMIC DEVELOPMENT COMMITTEE AGENDA ITEM COVERSHEET

Meeting Date: 12/2/2024

Agenda Category: Business

Prepared By: Darin Arrasmith, Planner

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**Subject:**

Proposed Option Agreement for 425 Acres within the Northwest Advanced Clean Energy Park

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**Department:**

Development Services

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**Recommended Motion:**

Move to recommend that the City Council authorize the City Manager to enter into an option agreement with Project Spin for the purchase of 425 acres of City property located in the Northwest Advanced Clean Energy Park.

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**Summary:**

Project Spin, a nuclear fuels company, is proposing an option agreement to purchase 425 acres of City-owned property in the Northwest Advanced Clean Energy Park (NACEP) for the development of an industrial nuclear supply chain project. This company has been awarded a United States Department of Energy contract to provide domestically produced nuclear fuel consistent with a ban on the future import of Russian nuclear fuel. This effort is timed with the nation's investment in advanced reactor technologies.

Project Spin's project involves a reported \$4.5 billion in capital investment that will include the development of a one-million square-foot nuclear fuel cycle facility and will create over 1,000 direct jobs and an additional 3,000 induced jobs. The purchase of 425 acres in NACEP is proposed to occur in three phases over six years. Phase 1: up to 100 acres at \$35,000 per acre; Phase 2: up to 120 acres at \$40,000 per acre; Phase 3: up to 205 acres at \$90,500 per acre. The total purchase price for the 425 acres is \$26,852,500 and amounts to an average purchase price of \$63,182 per acre. The property is not currently served by roads or utilities. The reduced per acre sale price for Phases 1 & 2 properties corresponds with the investor's private cost to construct the needed infrastructure that Project Spin has agreed to construct themselves.

Project Spin will be required to pay an annual extension fee. The initial fee will be \$50,000 representing an earnest money deposit. Subsequent annual extension fees will increase by \$50,000 until the agreement expires. The final extension fee will be \$300,000. All extension fee payments will be credited toward the purchase price. If Project Spin terminates the Agreement before purchasing the entire 425 acres, Project Spin will be required to pay a true-up fee for all purchased property such that the per acre purchase price will equal the overall \$63,182 average per acre price.

Project Spin's project will require licensing approval by the U.S. Nuclear Regulatory Commission (NRC) to begin development. The licensing process is rigorous and is the reason for a one-year due diligence period for this project. The City will retain a repurchase right if Project Spin has not commenced construction within eighteen (18) months of NRC's licensing approval. The proposal is consistent with the City's Strategic Plan and vision for NACEP.

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**Fiscal Impact:** None.

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**Attachments:**

I. Attachment I \_Project Spin-425 Acres

ATTACHMENT 1: PROJECT SPIN - 425 ACRE PURCHASE

