



Agenda
Economic Development Committee Meeting
Monday, January 27, 2020
The Parkway Conference Room | 625 Swift Boulevard

Committee Members: Chair Bricker, Vice Chair Kenney and Members Chacon, Higgins, Holmberg, Moss, Newman, and Sako

Liaisons: Council Liaison Christensen and Alternate Council Liaison Alvarez
Staff Liaison: Development Services Director Jensen

Regular Meeting - 4:00 p.m.

Call to Order/Attendance:

- I. Election of Officers for 2020
 - Kerwin Jensen, Development Services Director

Approval of Agenda: (Approved by Motion)

Approval of Minutes: (Approved by Motion)

September 23, 2019 Meeting Minutes

October 28, 2019 Meeting Minutes

Public Comments: Please limit public comments to 3 minutes.

Business: (30 Minutes)

- I. Purchase and Sale Agreement for Property in Horn Rapids Industrial Park
 - Darin Arrasmith, Planner
2. Business License Reserve Fund 2020 Application Review and Presentations
 - Amanda Wallner

Presentations: (10 Minutes)

- I. Introduction and overview of EDC Member Manual and reference tools
 - Amanda Wallner

Announcements: (3 Minutes)

- I. Special Meeting Reminder - February 3, 2020

Adjournment

The next Economic Development Committee Meeting is February 24, 2020

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



ECONOMIC DEVELOPMENT COMMITTEE AGENDA ITEM COVERSHEET

Meeting Date: 1/27/2020

Agenda Category: Approval of Minutes

Prepared By: Kerwin Jensen, Development Services Director

Subject:

September 23, 2019 Meeting Minutes

Department:

Development Services

Recommended Motion:

Approve the minutes of the Economic Development Committee meeting held on September 23, 2019.

Summary:

Fiscal Impact:

n/a

Attachments:

1. 092319 EDC Meeting DRAFT



MINUTES

ECONOMIC DEVELOPMENT COMMITTEE

The Parkway Conference Room – 625 Swift Blvd.

Monday, September 23, 2019 – 4:00 p.m.

CALL TO ORDER

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

ATTENDANCE

Chairman Bricker, Committee members Moss, Kenney, Higgins, Newman and Holmberg.

Also present were Council Liaison Christensen, Development Services Director Jensen, Economic Development Manager Jacobs, Economic Development Planner Arrasmith, Marketing Specialist Wallner and Administrative Assistant Follett.

APPROVAL OF AGENDA

Chairman Bricker presented the agenda and if there were any changes.

COMMITTEE MEMBER KENNEY MOVED AND COMMITTEE MEMBER NEWMAN SECONDED THE MOTION TO APPROVE THE AGENDA AS WRITTEN. MOTION PASSED 6-0.

APPROVAL OF MINUTES

Chairman Bricker asked if there were any corrections or comments on the July 22nd meeting minutes. Having none, Chairman Bricker asked for a motion to approve the minutes for July 22nd.

COMMITTEE MEMBER NEWMAN MOVED AND COMMITTEE MEMBER MOSS SECONDED THE MOTION TO APPROVE THE JULY 22, 2019 MINUTES AS DRAFTED. MOTION PASSED 6-0.

PUBLIC COMMENT PERIOD

Chairman Bricker noted no one present to speak to the Committee.

BUSINESS

1. Purchase and Sale Agreement - Titan Homes, LLC

Chairman Bricker asked Mr. Arrasmith to present the staff report for the proposed purchase of land by Titan Homes. Mr. Arrasmith discussed the terms of the purchase, the proposed development of the parcel by Titan Homes and provided maps showing location of property. After Mr. Arrasmith's presentation, Committee members asked questions about the general vicinity and other available properties in the area and discussed the merits of the proposal

by Titan Homes. Committee members also asked about future plans to open land to development in the area.

COMMITTEE MEMBER KENNEY MOVED AND COMMITTEE MEMBER HIGGINS SECONDED THE MOTION TO RECOMMEND APPROVAL OF THE PURCHASE AND SALE AGREEMENT WITH AARON AND EMILY SULLIVAN OF TITAN HOMES. MOTION PASSED 6-0.

2. Lease Agreement – Almond Asphalt, LLC

Chairman Bricker asked Mr. Arrasmith to give the staff report. Mr. Arrasmith provided committee members with the status of the current lease, prior lease and the reason for the request to enter into a new lease by the new owner. He also showed aerial views of the property and discussed the proposed expansion by the new owner. After his presentation, the committee held a brief discussion about the proposal and asked staff to clarify environmental concerns related to asphalt processing. Mr. Arrasmith clarified that the business is subject to state laws regarding safeguarding groundwater and further explained the provision in the lease to return the property to pre lease condition.

COMMITTEE MEMBER NEWMAN MOVED AND COMMITTEE MEMBER KENNEY SECONDED THE MOTION TO RECOMMEND APPROVAL OF THE NEW LEASE WITH ALMOND ASPHALT, LLC. MOTION PASSED 6-0.

3. Ordinance Amending Title 5: Licensing Related to Business License Revenues

Chairman Bricker asked Ms. Wallner to provide the staff report regarding the proposed amendment to Title 5 of the Richland Municipal Code. Ms. Wallner handed out a matrix showing proposed changes and explained the reason behind the amendment. She explained the change removing city department from eligibility and the addition of SCORE as an eligible agency. Committee members expressed the desire to have more business support and counselling agencies listed as eligible. After debate, the Committee decided to leave the eligible agencies as proposed for now. Committee members also discussed the proposed changes and expansion of the Commercial Improvement Program.

COMMITTEE MEMBER KENNEY MOVED AND COMMITTEE MEMBER HIGGINS SECONDED THE MOTION TO RECOMMEND APPROVAL OF THE PROPOSED AMENDMENTS TO RICHLAND MUNICIPAL CODE TITLE 5. MOTION PASSED 6-0.

PRESENTATIONS

2018/2019 Economic Development Year in Review

Ms. Wallner presented the year in review document contained in the packet. She highlighted the amount of development in multiple areas of the city and discussed growth since the middle of 2018. Committee members reviewed, discussed and commended staff on the in depth report.

COMMUNICATIONS

Committee member Kenney commented on Atomic Frontier Days and complemented staff on the event.

Councilman Christensen also voiced his support for Atomic Frontier Days.

ADJOURNMENT

Chairman Bricker adjourned the meeting at 5:14 p.m.

Prepared by: Lynne Follett, Administrative Assistant II
Reviewed by: Joe Jacobs, Economic Development Manager



ECONOMIC DEVELOPMENT COMMITTEE AGENDA ITEM COVERSHEET

Meeting Date: 1/27/2020

Agenda Category: Approval of Minutes

Prepared By: Kerwin Jensen, Development Services Director

Subject:

October 28, 2019 Meeting Minutes

Department:

Development Services

Recommended Motion:

Approve the minutes of the Economic Development Committee meeting held on October 28, 2019.

Summary:

Fiscal Impact:

n/a

Attachments:

1. 102819 EDC Meeting DRAFT



MINUTES

ECONOMIC DEVELOPMENT COMMITTEE

The Parkway Conference Room – 625 Swift Blvd.

Monday, October 28, 2019 – 4:00 p.m.

CALL TO ORDER

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

ATTENDANCE

Chairman Bricker, Committee members, Sako, Kenney, Chacon, Newman, Higgins and Holmberg.

Also present were Council Liaison Christensen, Development Services Director Jensen, Economic Development Manager Jacobs, Economic Development Planner Arrasmith, Marketing Specialist Wallner and Administrative Assistant Follett.

Committee member Holmberg arrived after consideration of the minutes. Committee member Higgins arrived during the first item of business.

APPROVAL OF AGENDA

Chairman Bricker presented the agenda and asked if there were any additions or changes.

COMMITTEE MEMBER KENNEY MOVED AND COMMITTEE MEMBER NEWMAN SECONDED THE MOTION TO APPROVE THE AGENDA AS WRITTEN. MOTION PASSED 4-0.

APPROVAL OF MINUTES

Chairman Bricker asked if there were any corrections or comments on the September 23, 2019 meeting minutes. Having none, Chairman Bricker asked for a motion to approve the minutes for September 23rd. Member Sako noted he wasn't present at the last meeting and the minutes needed to be amended to reflect the correct person making the motion to approve the July minutes.

COMMITTEE MEMBER KENNEY MOVED AND COMMITTEE MEMBER NEWMAN SECONDED THE MOTION TO TABLE THE MINUTES UNTIL THE NEXT MEETING PENDING CORRECTED MOTION. MOTION PASSED 5-0.

PUBLIC COMMENT PERIOD

Chairman Bricker recognized Steve Hilliard who commented he was present just to observe and had no comments for the committee.

BUSINESS

1. Proposed Surplus of Property at Stevens Drive and Wellsian Way

Mr. Arrasmith presented the details of the surplus request. In his report, he stated the property was originally purchased as part of a right of way purchase for construction of Stevens Drive, east of Wellsian Way, and verified the current zoning is C-3. He also outlined Staff's desire to market and sell property for economic development. Mr. Arrasmith also stated the City has received several inquiries but no pending sale for the site.

At the conclusion of Mr. Arrasmith's staff report, Committee members discussed the merits of the proposed surplus.

COMMITTEE MEMBER SAKO MOVED AND COMMITTEE MEMBER KENNEY SECONDED THE MOTION TO RECOMMEND APPROVAL OF SURPLUS OF PROPERTY AT WELLSIAN WAY AND STEVENS DRIVE. MOTION PASSED 7-0.

2. Commercial Improvement Program Application (CIP)

Chairman Bricker asked Ms. Wallner to give the staff report. Ms. Wallner provided details of the improvement request for Ultimate Exposure tanning salon, located at 1362 Jadwin Ave., and staff recommendations related to the application. Ms. Wallner also provided the committee with fund balance. Committee members asked questions relative to program guidelines and covered expenses. Committee members also debated the merits of the applications.

COMMITTEE MEMBER NEWMAN MOVED AND COMMITTEE MEMBER SAKO SECONDED THE MOTION TO CONIDTIONALLY RECOMMEND APPROVAL OF THE APPLICATION WITH THE CONDITION THAT THE REPLACEMENT/REFURBISHMENT OF THE LIGHT BOX FIXTURE IS ALSO INCLUDED. MOTION PASSED 7-0.

COMMUNICATIONS

Committee member Kenney asked about the status of the Inland Port project. General discussion on the Inland Port concept ensued.

Mr. Arrasmith showed a draft map of land sale history in the Horn Rapids Business and Industrial areas. He noted the growth resulting from LRF investments.

Committee member Newman inquired about prospects for a tour of the Horn Rapids Industrial park. Staff indicated plans are underway for a tour when the weather is warmer.

Councilman Christensen voiced the desire to work with the Port of Benton to tour the Richland Airport in the new year. He offered comments about the importance of the airport complex for committee consideration.

Committee member Holmberg proposed a future agenda topic encouraging committee members to discuss the merits of a joint meeting with other EDCs in the area.

Several members brought up the desire to discuss remaining meetings dates for 2019. There was a general consensus that the November and December meetings fall the week of holidays and posed scheduling conflicts. A suggestion was made to combine the November/December meetings and hold one meeting during the second week of December. Staff committed to look into alternate dates and follow up with members.

ADJOURNMENT

Chairman Bricker adjourned the meeting at 4:36 p.m.

Prepared by: Lynne Follett, Administrative Assistant II
Reviewed by: Joe Jacobs, Economic Development Manager



ECONOMIC DEVELOPMENT COMMITTEE AGENDA ITEM COVERSHEET

Meeting Date: 1/27/2020

Agenda Category: Business

Prepared By: Darin Arrasmith, Planner

Subject:

Purchase and Sale Agreement for Property in Horn Rapids Industrial Park

Department:

Development Services

Recommended Motion:

That the Economic Development Committee make a positive recommendation to the Richland City Council to authorize the City Manager to enter into a Purchase and Sale Agreement with BDG Investments, LLC for the purchase of 3.95 acres comprised of two lots in the Horn Rapids Industrial Park.

Summary:

BDG Investments, LLC is proposing to purchase two individual lots totaling 3.95 acres in the Horn Rapids Industrial Park along the north side of the newly extended Battelle Blvd. west of Kingsgate Way for the development of industrial buildings with offices, warehousing, loading docks and truck access.

The purchase price is \$54,500 per acre for the 3.95 acres of heavy industrial property, amounting to estimated gross proceeds of \$215,275. The purchase price is consistent with the City of Richland's Resolution No. 158-18, which established pricing within the Horn Rapids Industrial Park on November 20, 2018.

BDG Investment owns GF Blends, an existing Richland business that packages customized dry baking mixes for companies marketing gluten free products. They have been in business for ten years and currently employ eight people.

The development of the first lot is to accommodate an expansion of their business, which is anticipated to double their employee count. This project will include a 10,000-20,000 SF building with loading docks and truck access. The second lot will be developed with a 10,000-20,000 SF warehouse building to be initially used for industrial tenant space but will later accommodate future expansion of their business.

The City will retain a repurchase right if BDG Investments does not submit an application for approval of building plans to the City within 8 months of closing for the first lot and within 30 months of closing for the second lot; and if they do not begin construction of an industrial building within 18 months of closing for the first lot and within 36 months of closing for the second lot.

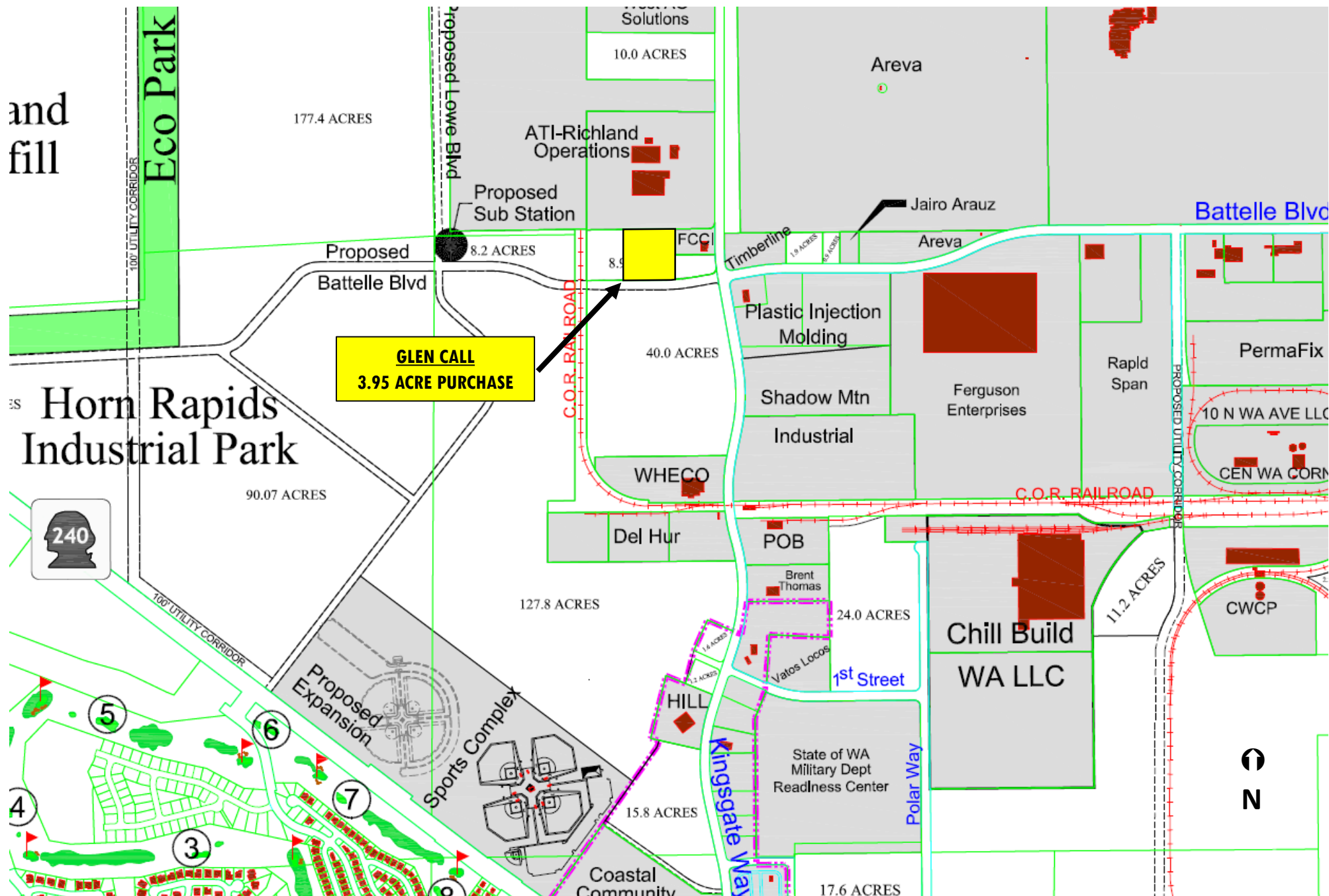
Fiscal Impact:

Purchase Price is \$54,500 per acre with estimated gross proceeds of \$215,275 for the 3.95 acres. Net Proceeds after closing will be distributed to the City's Industrial Development Fund.

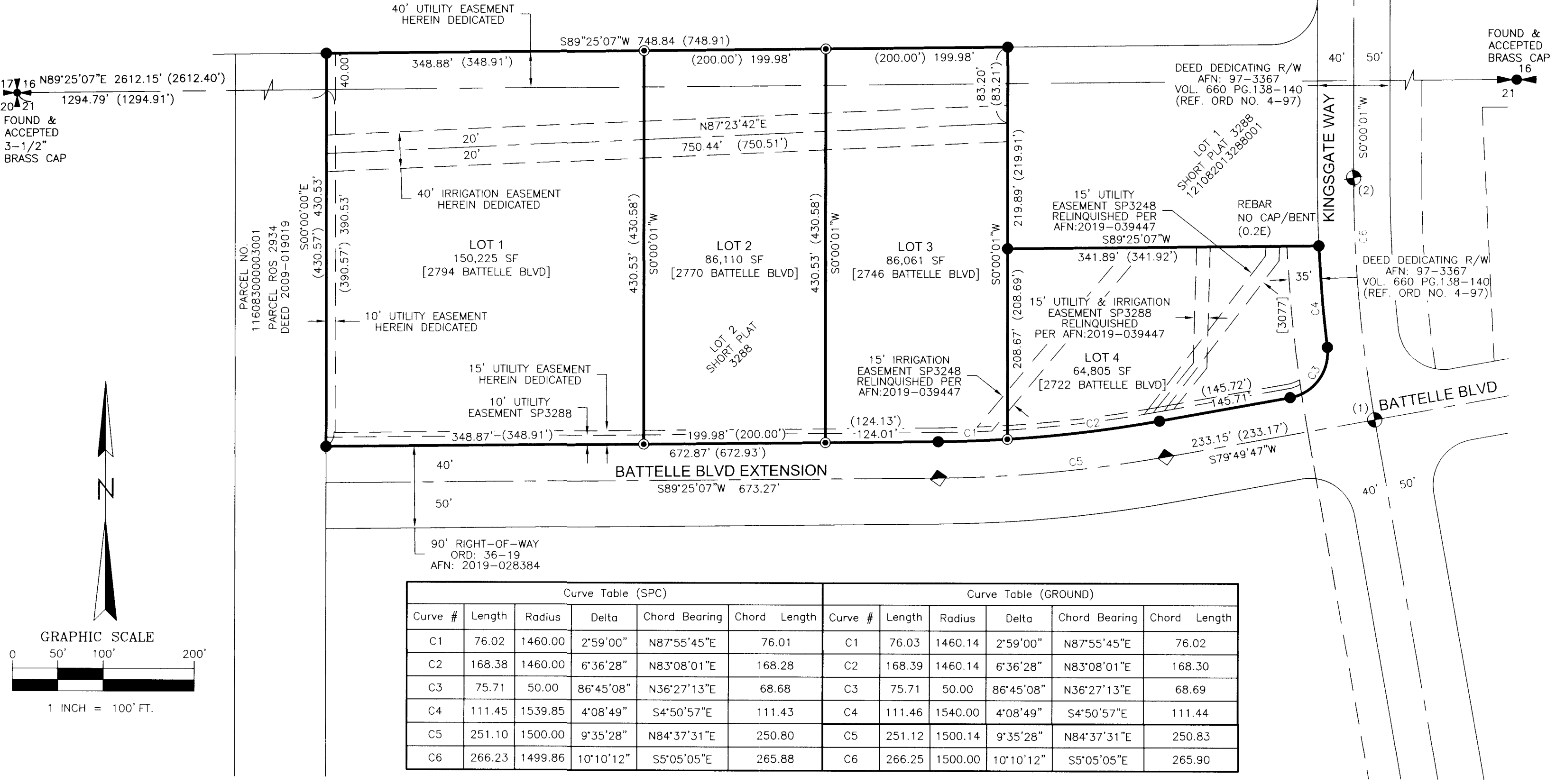
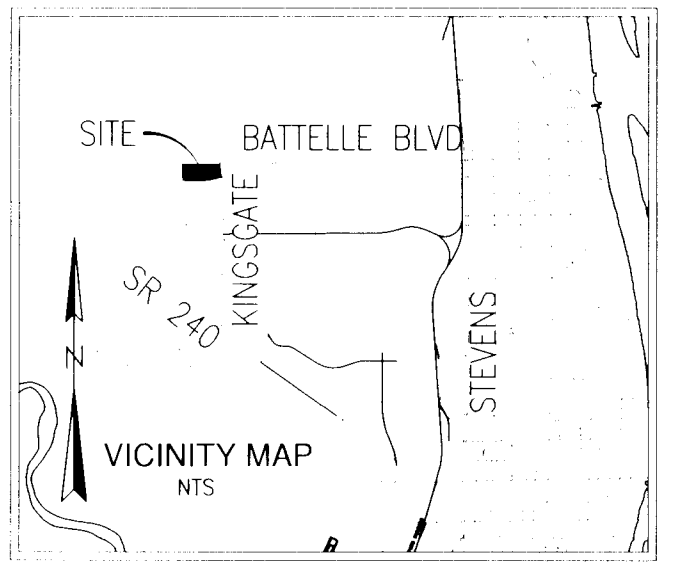
Attachments:

1. Site Map
2. Short Plat No. 3641
3. Letter of Intent 12-4-19

and
fill



SHORT PLAT NO. 3288
PREPARED FOR
THE CITY OF RICHLAND
PORTION OF THE NORTH 1/2 OF
THE NORTHWEST 1/4 OF SECTION 21,
TOWNSHIP 10 NORTH, RANGE 28 EAST, WILLAMETTE MERIDIAN,
CITY OF RICHLAND, BENTON COUNTY, WASHINGTON



Curve Table (SPC)						Curve Table (GROUND)					
Curve #	Length	Radius	Delta	Chord Bearing	Chord Length	Curve #	Length	Radius	Delta	Chord Bearing	Chord Length
C1	76.02	1460.00	2°59'00"	N87°55'45"E	76.01	C1	76.03	1460.14	2°59'00"	N87°55'45"E	76.02
C2	168.38	1460.00	6°36'28"	N83°08'01"E	168.28	C2	168.39	1460.14	6°36'28"	N83°08'01"E	168.30
C3	75.71	50.00	86°45'08"	N36°27'13"E	68.68	C3	75.71	50.00	86°45'08"	N36°27'13"E	68.69
C4	111.45	1539.85	4°08'49"	S4°50'57"E	111.43	C4	111.46	1540.00	4°08'49"	S4°50'57"E	111.44
C5	251.10	1500.00	9°35'28"	N84°37'31"E	250.80	C5	251.12	1500.14	9°35'28"	N84°37'31"E	250.83
C6	266.23	1499.86	10°10'12"	S5°05'05"E	265.88	C6	266.25	1500.00	10°10'12"	S5°05'05"E	265.90

SURVEYOR'S NOTES

- DATE OF SURVEY/MONUMENTS VISITED: OCTOBER 2018 AND MAY 2019
- BASIS OF BEARING: NAD83(2011) WASHINGTON STATE PLANE COORDINATE SYSTEM, SOUTH ZONE.
- UNITS OF MEASURE: US SURVEY FEET GRID DISTANCES. MULTIPLY GRID DISTANCES BY A COMBINED SCALE FACTOR OF 1.0000964167 TO ACHIEVE GROUND DISTANCES. REFERENCE DESCRIPTION DISTANCES AND AREA ARE GROUND DISTANCES. MULTIPLY GROUND DISTANCES BY A COMBINED SCALE FACTOR OF 0.999907592 TO ACHIEVE SURVEYED GRID DISTANCES.
- EQUIPMENT/PROCEDURES: TOPCON GR3 GNSS, RTK METHOD. LINEAR CLOSURES MEET OR EXCEED STANDARDS CONTAINED IN WAC 332-130-090.
- (XXX.XX) GROUND DISTANCES.

CITY OF RICHLAND NOTES

- PRIOR TO DEVELOPMENT OF INDIVIDUAL LOTS, A GEOTECHNICAL STUDY MAY BE REQUIRED AND CONDUCTED IN ACCORDANCE WITH 2015 IBC SECTION 1803. A GRADING PERMIT MAY BE REQUIRED AND FINAL OBSERVATION CONDUCTED BY CITY OF RICHLAND AND THE GEOTECHNICAL ENGINEER OF RECORD.
- AUTHORIZATION OF THIS SHORT PLAT DOES NOT GUARANTEE THE ISSUANCE OF ANY FUTURE DEVELOPMENT PERMITS, INCLUDING, BUT NOT LIMITED TO: BUILDING PERMITS, COMPREHENSIVE PLAN AMENDMENTS OR ZONING AMENDMENTS.
- ADDRESSES SHOWN IN BRACKETS ARE SUBJECT TO CHANGE BY THE CITY OF RICHLAND, ZIP CODE 99354

APPROVALS

I HEREBY CERTIFY THAT THE TAXES ON THE LAND DESCRIBED HEREON HAVE BEEN PAID TO AND INCLUDING THE YEAR 2020. PARCEL NO. 121082013288002

Kenneth Spencer by Heather Hutchison 11/10/2020
BENTON COUNTY TREASURER DATE

THE ANNEXED SHORT PLAT IS HEREBY APPROVED BY AND FOR THE CITY OF RICHLAND, STATE OF WASHINGTON.

[Signature] 11/8/2020
ENGINEER, CITY OF RICHLAND DATE

OWNER'S CERTIFICATE

WE, THE UNDERSIGNED, HEREBY CERTIFY THAT WE ARE THE OWNERS OF THE TRACT OF LAND DESCRIBED HEREON, THAT WE HAVE CAUSED SAID LAND TO BE SURVEYED AND SHORT PLATTED INTO LOTS AS SHOWN AND THAT THE EASEMENTS ON THE SHORT PLAT ARE HEREBY GRANTED AND DEDICATED FOR THE USES AS SHOWN THEREON.

CITY OF RICHLAND

Cynthia D. Reents
CYNTHIA D. REENTS, CITY MANAGER

1/8/2020
DATE

ACKNOWLEDGMENT

STATE OF WASHINGTON
COUNTY OF BENTON

ON THIS 8th DAY OF Nov., 2020 BEFORE ME, THE UNDERSIGNED,
A NOTARY PUBLIC IN AND FOR THE STATE OF WASHINGTON, DULY COMMISSIONED AND SWORN, PERSONALLY APPEARED CYNTHIA D. REENTS, TO ME KNOWN TO BE THE CITY MANAGER, OF THE CITY OF RICHLAND, WASHINGTON, THE CORPORATION THAT EXECUTED THE FOREGOING INSTRUMENT, AND ACKNOWLEDGED THE SAID INSTRUMENT TO BE THE FREE AND VOLUNTARY ACT AND DEED OF SAID CORPORATION, FOR THE USES AND PURPOSES THEREIN MENTIONED, AND ON OATH STATED THAT THEY ARE AUTHORIZED TO EXECUTE THE SAID INSTRUMENT AND THAT THE SEAL AFFIXED IS THE CORPORATE SEAL OF SAID MUNICIPAL CORPORATION.

WITNESS MY HAND AND OFFICIAL SEAL AFFIXED THE DAY AND YEAR FIRST ABOVE WRITTEN.

[Signature]
NOTARY PUBLIC IN AND FOR THE STATE OF WASHINGTON

RESIDING AT: Benton County, WA

MY COMMISSION EXPIRES: 9-5-2022

DESCRIPTION

LOT 2, SHORT PLAT 3288, RECORDED IN VOLUME 1 OF SHORT PLATS AT PAGE 3288, UNDER AUDITOR'S FILE NUMBER 2010-034035, RECORDS OF BENTON COUNTY, WASHINGTON.

MONUMENT NOTES

- (1) 2" BRASS CAP IN ASPHALT(.23E)
- (2) 2" BRASS CAP IN ASPHALT

LEGEND

- FOUND 3" BRASS CAP AS NOTED
- FOUND 5/8" REBAR & CAP "PERMIT SURVEY PLS 45774", OR AS OTHERWISE NOTED
- SET 5/8" REBAR & CAP "PERMIT SURVEY PLS 54534"
- SET 2.5" BRASS CAP IN MONUMENT CASE "45774"

AUDITOR'S CERTIFICATE

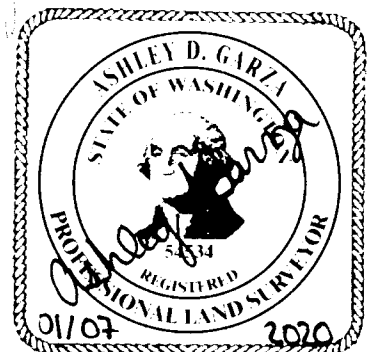
FILED FOR RECORD THIS 5th DAY OF Nov., 2020 A.D. AT 11 MINUTES PAST 5 M., AND RECORDED IN VOLUME 1 OF SHORT PLATS, PAGE 3288 AT THE REQUEST OF ASHLEY D. GARZA.

BENTON COUNTY AUDITOR BRENDA CHILTON

SURVEYOR'S CERTIFICATE

I, ASHLEY D. GARZA, A PROFESSIONAL LAND SURVEYOR IN THE STATE OF WASHINGTON, BASED ON MY KNOWLEDGE, INFORMATION, AND BELIEF, HEREBY CERTIFY THAT THE SHORT PLAT AS SHOWN HEREON IS BASED ON AN ACTUAL FIELD SURVEY OF LAND DESCRIBED AND THAT ALL CORNERS AND DIMENSIONS ARE CORRECTLY SHOWN AND THAT SAID SHORT PLAT IS STAKED ON THE GROUND AS INDICATED HEREON.

Ashley Garza
ASHLEY D. GARZA
CERTIFICATE NO. 54534



PERMIT SURVEYING NC

2245 Robertson Drive
Richland, Washington 99354

DATE: 01/07/2020
SCALE: 1"=50'
DRAWN BY: ADG
APPROVED BY: CCA
PROJECT: 19056
SHEET 1 OF 1

BDG LLC
2151 Henderson Loop
Richland, WA 99354
December 4, 2019

Mr. Darin Arrasmith
City of Richland, Economic Development Office
625 Swift Blvd., MS-07
Richland, WA 99352

Mr. Arrasmith:

We are submitting this letter of intent to purchase lot 2 and lot 3, with 200 feet of frontage for each lot, on the new portion of Battelle Blvd, near Kingsgate Way.

We propose to build a 20,000 square foot industrial building with docks and truck access, on Lot 2. This building will be owner occupied with a portion being leased. On Lot 3, we plan to build another 20,000 square foot industrial building with docks, and shared truck access with Lot 2. This building will be for owner occupancy and or leasing. Employee parking will be on the opposite side of the buildings from the truck access. Additional parking, as needed, will be built on the north side of the property.

The primary tenant will be GF Blends, a Richland business, manufacturing food products. GF Blends has been in business 10 years and employs 4-8 people. We are expanding our business and hope to double our employees. For the leased areas, the number of employees is unknown.

This building will be funded by BDG LLC, a Richland business. We sent a previous letter of intent on June 7, 2019 and this letter is meant to replace that, and any other letters of intent previously sent to you.

We expect to begin construction on the Lot 2 building as soon as possible, with a 6 to 8 month construction time. Construction timeline on Lot 3 will be dependent on need and potential.

Our intent is to own, occupy and lease both buildings.

This letter of intent should not be considered as a contract.

Thank You,



Glen Call

Partner, BDG LLC



ECONOMIC DEVELOPMENT COMMITTEE AGENDA ITEM COVERSHEET

Meeting Date: 1/27/2020

Agenda Category: Business

Prepared By: Amanda Wallner

Subject:

Business License Reserve Fund 2020 Application Review and Presentations

Department:

Development Services

Recommended Motion:

There is no action on this item at this meeting.

Action will be taken at the February 3rd special meeting.

Summary:

2020 funding is available for the Business License Reserve Fund and program guidelines have been updated this year as well. Funding is down for 2020 considerably. With the carryover from 2019 and new 2020 funds there is \$125,500 available to award and \$161,000 in requests.

During this meeting, the committee will hear nine presentations from applicants. The committee will be asked to rank the projects for discussion at their special meeting on the 3rd of February. Staff will also provide recommendations for deliberation at the meeting on the 3rd. Action on the recommendation to Council will be made on the 3rd.

Fiscal Impact:

No fiscal impact to the Business License Reserve Fund at this point. Future awards will impact the fund at that time.

Attachments:

1. 2020 BLRF Presentation Outline
2. BLRF Application 001 Live at 5
3. BLRF Application 002 - TRCC EG
4. BLRF Application 003 DBID Benches
5. Application 004 - SBDC
6. Application 005 - SCORE Business Fair
7. Application 006 UBID M&S
8. Application 007 UBID Art Programs
9. Application 008 - UBID Events
10. BLRF Application 009 -CFIP
11. 2020 BLRF Selection Matrix round 1

2020 BLRF Presentations and Staff Summary

4:10p BLRF2020-001 Chamber of Commerce – Live at 5 Event presented by Stevens Media Group

Amount of Request: \$18,000 / Total Chamber =\$39,000

Details to note:

- This is a great community event in the summertime and does take a lot of time for the group to coordinate and put together. The event runs 9 weeks.
- In 2019 the fees the group incurs from the city increased greatly for additional security requirements (waived previously) as well as a stage rental fee also previously waived.
- Staff recommends a clear direction as to the specific items and amount to be funded.
- This is a for profit event for the media group.
- This request is scalable.

4:15p BLRF2020-002 Chamber – Economic Gardening

Amount of Request: \$21,000 / Total Chamber =\$39,000

Details to note:

- This project will be in the 5th year and they have requested funds
- In 2019 we sponsored Perfection Glass and Bookwalter Winery going through the program
- In 2019 one other community partner supported to put another business through the program
- Staff is working to help get the businesses identified well in advance to have a pipeline for going through the program.
- Staff has requested a breakdown of administrative services, typically and historically wages are not eligible expenses for BLRF.
- This request is scalable.

4:20p BLRF2020-003 Downtown Business Improvement District (DBID) Bench and Garbage Lid Refinishing Project

Amount of Request: \$5,000 / Total DBID =\$5,000

Details to note:

- Historically the DBID has not applied for funds.
- Last year half of the benches were refinished and this would be the remainder of the Parkway.
- In 2019 and 2020 they also sought and received funding from the Parkway Improvement District (Farmers Market) and received assistance as well.
- This is a direct prevention of blight.
- This request is scalable.

4:25p BLRF2020-004 Small Business Development Council Business Program (NEW)

Amount of Request: \$10,000 / Total SBDC =\$10,000

Details to note:

- This is a program that the SBDC already administers
- They plan to provide targeted analysis of businesses helped to guarantee funds spent in Richland on Richland

4:30p BLRF2020-005 SCORE of the Mid-Columbia Business Fair (NEW)

Amount of Request: \$10,000 / Total SCORE=\$39,000

Details to note:

- This is a new event for SCORE
- This would not only benefit Richland businesses but those throughout the community
- Matching funds are \$2,000; all of the agency's income is sponsorship or donation

4:35p BLRF2020-006 Uptown Business Improvement District (UBID) Maintenance and Security

Amount of Request: \$6,000 / Total UBID =\$27,500

Details to note:

- The maintenance and upkeep of the garbage cans is the responsibility of the UBID and their assessments and dues are not sufficient to cover the expense.
- This money, in part (\$5,000) was allocated in 2019 and unspent due to lack of finding the correct equipment
- The remainder \$1,000 is to put toward a match from the BID funds to add security cameras to existing systems around the uptown to better secure problem areas throughout.
- This should replace 40 lids with a new standard lid that is more sanitary and prevents the seagulls from accessing the garbage.
- This project is a direct prevention of blight.
- There is not another funding source identified.
- This request is scalable.

4:40p BLRF2020-007 Uptown Business Improvement District (UBID) Art at the Uptown

Amount of Request: \$13,000 / Total UBID =\$27,500

Details to note:

- This includes 2 project asks:
 - o \$10,000 for the existing mural program; there are 2 walls remaining
 - o \$3,000 for the new alley art program
 - o BLRF funds have provided for this program since before 2007. Requests increased from \$2,500 in 2006-2008 to \$5,000 in 2009.

- The UBID is going to adopt the Small Business Saturday program with help from city staff to administer, this allows staff to transition to a more city wide approach and the UBID to have another program to offer their merchants.
- The BID also provides some matching funds to both programs
- This request is scalable.

4:45p BLRF2020-008 Uptown Business Improvement District (UBID) Events at the Uptown

Amount of Request: \$8,500 / Total UBID =\$27,500

Details to note:

- This includes 3 project asks:
 - o \$4,000 for the Chalk Art Event (last year the event made money)
 - o \$3,000 for the Art Walk Event (second Saturday Monthly April-Oct)
 - o \$1,500 to grow the Small Business Saturday Event (previously applied for by City staff)
- This request is scalable.

4:50p BLRF2019-009 Commercial Façade Improvement Program

Amount of Request: \$70,000

Details to note:

- This would allow for a minimum of 3 projects and \$10,000 to start the reserve
- Additional funds were requested this year (\$15,000) to grow the fund and allow for more interest and promotion of projects to utilize this fund.
- Revised program this year
- This is the designated funding source for the CFIP program.
- Administration would like to see this program grow.
- This program is a direct prevention of blight, core improvement and economic development program.
- There is no other funding source identified.
- This request is scalable.



Business License Reserve Program

Application

Eligible Applicant Agency

- ☒ Tri-City Regional Chamber of Commerce
☐ Tri-City Visitor and Convention Bureau
☐ City of Richland Department
- ☐ Downtown Business Improvement District
☐ Uptown Business Improvement District

If a City Department, indicate which department, division, and committee.

Click or tap here to enter text.

Agency Address	4304 W 24th Ave Suite 200 Kennewick Wa 99338	Agency Telephone	509-783-0783
Contact Person	Jennifer Little	Contact Title	Events & Promotions Manager
Contact Phone	509-783-0783	Contact Email	Jennifer.little@smgnational.com
Project Title	Live@5	Amount Requested	\$18,000

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

Live@5 has been a staple in our community for 17 years. Giving locals a great family night out. Live@5 is about entertainment, food, and family friendly fun. This event also helps our local businesses grow and new businesses to get their start. Each year we invite new businesses and returning local businesses to be a part of the 9 week event. Families can come out to John Dam Plaza and bring a blanket, have dinner, enjoy live music, do a little shopping and we even provide an entire kids zone with cotton candy, face painting, knockerball and other games. For the adults we have a beer and wine garden where they can enjoy a nice cold beer or a glass of wine and listen to some great music. Live@5 continues to improve the City of Richland's downtown area by providing an event that appeals to a wide range of marketing segments and community entertainment. This event draws out thousands of people every year and continues to grow.

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

Live@5 summer concert series has been running for 17 years. This years dates will be Thursday June 4, 2020 through Thursday July 30, 2020 (every Thursday) for a total of 9 weeks. It's a series of free live evening concerts from where bands perform from 5pm-9pm on the HAPO Community stage. Local food trucks, restaurants, retail shops, and non profit organizations set up in the park for patrons to frequent. Participating sponsors and vendors provide giveaways for attendees. We are continuing with our beer and wine garden hosted by Knights of Columbus, a non profit organization. Live@5 encourages other non profit organizations in our area to participate and raise funds and awareness for their cause.

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

- ☐ Core Development
☒ Tourism
☐ Capital Expenditures for Community Improvement
- ☒ General Economic Development
☐ Prevention of Blight

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

Our annual event brings in 2,000-4,000 people each week and continues to grow as a well known event for the City of Richland. Multiple surrounding cities reach out to our group each year asking us to do the same event for their city. The events attracts new people as well as return customers that look forward to this event each spring. We are bringing people into Richland, increasing business traffic which is family friendly and fun for everyone.

3b) If a City Department, please explain the program or capital expenditure and note whether other sources of revenue are being utilized.

Click or tap here to enter text.

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

Live@5 invites local businesses to take part in our annual event. Allowing them to showcase their business each week. This gives them advertising and revenue. We encourage businesses to share the event on their social media which in turn drives even more traffic into the city.

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

The Tri City Chamber of Commerce collaborates with Stephens Media Group. Sponsors/Vendors Live@5 First right of refusal: *HAPO Community Credit Union *Smasne Wine Cellars *Legends Casino *Maui Juice *Bacon Wrapped Hotdogs *Gourmet Soul *Kettle Corn Factory *Knockerball Tri Cities *Delicious Crepes and Waffles *Sno Shack *Grubbins *Don Taco *TSP Bakery *Liberty Tax Service *Ninja Bistro *Encore Wellness *Benton County Misquito Control *Columbia Basin Veterans Center *Alzheimers Association *Retro Rider Vintage Motorcycle Group *Trishs Pit Bull Pen *Richland Police Department Volunteers *Girls on the Run *Ice Harbor Brewery *G4S Security *Ford Audio

6) Can the project be completed within the award year? Please explain.

Yes, the event runs 9 weeks. June 4, 2020 –July 30, 2020.

Revenue (Attach additional pages as necessary)

Source	Amount
TBD 2020 Sponsors are not yet confirmed	\$Click or tap here to enter text.
1st right of refusal happens March 2020	\$Click or tap here to enter text.
Click or tap here to enter text.	\$Click or tap here to enter text.
Click or tap here to enter text.	\$Click or tap here to enter text.
Click or tap here to enter text.	\$Click or tap here to enter text.
Click or tap here to enter text.	\$Click or tap here to enter text.
Total	\$Click or tap here to enter text.

Expenses (Attach additional pages as necessary)

Source	Amount
Advertising \$173,409, City Business License \$200, Vendor Fees \$100	\$173,709.00
Bands \$6,100, Audio \$8,809.21	\$14,909.21
BMI Contract \$225, Security \$10,647.50	\$10,872.50
Staffing \$10,472, Supplies \$1,160.60	\$11,632.60

Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.
Total	\$211,123.31

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

APPLICATION CRITERIA

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

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

By signing below, you are affirming that you:

- Have read the Business License Reserve Program Guidelines and Procedures document
- Are aware of the 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



Signature

Jennifer Little

Printed Name

11/07/2019

Date

Application Submittal

Applications completed digitally:

- Applications that were completed digitally may be saved and sent via email to info@richlandbusiness.com
- Save your application with a different file name than the original
- Attach any accompanying documentation as a separate attachment, saved as a PDF or JPG

Applications completed handwritten:

- 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:

Richland BEDO

Attn: Marketing Specialist – Economic Development

505 Swift Boulevard, MS-18

Richland, WA 99352



Business License Reserve Program

Application

Eligible Applicant Agency

- | | |
|---|---|
| ☒ Tri-City Regional Chamber of Commerce | ☐ Downtown Business Improvement District |
| ☐ Tri-City Visitor and Convention Bureau | ☐ Uptown Business Improvement District |
| ☐ SCORE of the Mid-Columbia | ☐ Small Business Development Center |

Agency Address 7130 W. Grandridge Blvd.,
Ste. C, Kennewick, WA 99336

Agency Telephone (509) 736-0510

Contact Person Logan LaPierre

Contact Title Program Manager

Contact Phone (509) 491-3234

Contact Email Logan.lapierre@tricityregionalchamber.com

Project Title Economic Gardening

Amount Requested \$21,000

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

The Tri-City Regional Chamber of Commerce is the voice of business. The Chamber promotes regional prosperity and strengthens our member businesses through advocacy, leadership, networking and innovative business programs. Our mission is simple: to engage stakeholders, build capacity, and lead the region. The Chamber hosts various programs, such as Ask the Experts, which connect local business owners, managers, and employees with industry experts from a variety of industries. In addition, the Chamber has five LEARN (Leads, Exchange and Referral Network) groups that meet weekly. The Chamber also offers all members a full suite of advertising options through our weekly V.O.I.C.E. email, e-blast emails on Fridays, as well as in our monthly newsletter (print publication) and our annual publication, Momentum. Lastly, the Chamber hosts monthly membership luncheons that provides an opportunity for our members to come together for a keynote presentation given on a topic that impacts their business, or an update from cities, counties, ports or congress. The Tri-City Regional Chamber is the catalyst, convener, and champion for community and business prosperity.

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

Economic Gardening is one of the oldest and best tested entrepreneurial economic development programs in the country. It provides strategic research and frameworks to help local companies scale up, adding jobs and wealth to the community and local economy. It complements economic development efforts that focus on startups or recruitment/retention of major companies by offering support to companies in the middle. The Chamber partners with the National Center for Economic Gardening to provide second-stage businesses access to database research, search engine optimization, geographic information systems, and listening posts to find new markets, provide competitive intelligence and industry trends, assess digital marketing efforts and find qualified sales leads. In this aspect, we target second-stage businesses that employ 10-99 employees, generate \$1MM-\$50MM in annual revenue, and provide goods or services beyond the local area. Each engagement costs \$7000, with \$4290 going to the National Center for Economic Gardening, and \$2710 covering costs within the Chamber associated with tasks taken on by various staff members, most notably, executive oversight, program management and reporting, communications and marketing. In total, this equates to roughly 60 man hours of time per each company that enters the program.

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

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

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

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

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

N/A.

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

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

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

2020 marks the 5th year the Chamber has offered this program. While Economic Gardening received private funding through 2017, Partnering with the City of Richland in 2018, 2019, and beyond has allowed for a level of collaboration that wasn't previously known.

6) Will the project be completed by December 31? Please explain.

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

Revenue (Attach additional pages as necessary)

Source	Amount
Click or tap here to enter text.	\$Click or tap here to enter text.
Click or tap here to enter text.	\$Click or tap here to enter text.
Click or tap here to enter text.	\$Click or tap here to enter text.
Click or tap here to enter text.	\$Click or tap here to enter text.
Click or tap here to enter text.	\$Click or tap here to enter text.
Click or tap here to enter text.	\$Click or tap here to enter text.
Total	\$Click or tap here to enter text.

Expenses (Attach additional pages as necessary)

Source	Amount
Company 1, Economic Gardening from the City of Richland, Economic Development	\$7000
Company 2, Economic Gardening from the City of Richland, Economic Development	\$7000

Company 3, Economic Gardening from the City of Richland, Economic Development	\$7000
Click or tap here to enter text.	\$Click or tap here to enter text.
Click or tap here to enter text.	\$Click or tap here to enter text.
Click or tap here to enter text.	\$Click or tap here to enter text.
Total	\$21,000

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

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

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

By signing below, you are affirming that you:

- Have read the Business License Reserve Program Guidelines and Procedures document
- Are aware of the program permissions and limitations

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



Signature

Logan LaPierre
Printed Name

12/12/2019
Date

Application Submittal

Applications completed digitally:

- Applications that were completed digitally may be saved and sent via email to info@richlandbusiness.com
- Save your application with a different file name than the original
- Attach any accompanying documentation as a separate attachment, saved as a PDF or JPG

Applications completed handwritten:

- 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:

Richland BEDO
Attn: Redevelopment Project Manager
505 Swift Boulevard, MS-18
Richland, WA 99352



Business License Reserve Program

Application

Eligible Applicant Agency

- | | |
|---|--|
| ☐ Tri-City Regional Chamber of Commerce | ☒ Downtown Business Improvement District |
| ☐ Tri-City Visitor and Convention Bureau | ☐ Uptown Business Improvement District |
| ☐ SCORE of the Mid-Columbia | ☐ Small Business Development Center |

Agency Address	701 George Washington Way Richland WA 99352	Agency Telephone	Click or tap here to enter text.
Contact Person	Darin Warnick	Contact Title	BID Chairman
Contact Phone	5099463787	Contact Email	greenielife@gmail.com
Project Title	Remaining Parkway Benches	Amount Requested	\$5,000

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

The Downtown BID is an organization that helps businesses in the parkway take care of maintenance, security, and marketing. For 2019, we were able to get 11 of the benches done, at a total cost of \$4794.36 which included removal and installation. We are hoping to have the remaining benches and garbage recepticals done in 2020.

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

We would like to see the remaing 7 benches and 18 garbage binsthroughout the parkway repaired and powder coated. Many of them are in damaged due to the salt used on the sidewalks in the winter. The trash bins need to be repainted, or powdercoated as well. Some of them are missing lids. Benches were \$310/\$360 each depending on the sizes. Garbage cans were quoted at \$195. Paragon did the move for the 2019 benches, and charged \$800 for pick up and delivery. They also removed and reinstalled them.

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

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

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

Prevents the spread of rust on the current benches and improves the look of the Parkway. Improves the look and feel of our downtown areas.

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

We will be asking the farmers market for help with this proect at well. They committed \$2500 for \$2019.

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

Prevents the spread of rust on the current benches and improves the look of the Parkway.

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

Richland Farmers Market, pending request approval.

6) Will the project be completed by December 31? Please explain.

Yes. The benches would need to taken out of the parkway, repainted and then reinstalled.

Revenue (Attach additional pages as necessary)

Source	Amount
Click or tap here to enter text.	\$Click or tap here to enter text.
Click or tap here to enter text.	\$Click or tap here to enter text.
Click or tap here to enter text.	\$Click or tap here to enter text.
Click or tap here to enter text.	\$Click or tap here to enter text.
Click or tap here to enter text.	\$Click or tap here to enter text.
Click or tap here to enter text.	\$Click or tap here to enter text.
Total	\$Click or tap here to enter text.

Expenses (Attach additional pages as necessary)

Source	Amount
Click or tap here to enter text.	\$Click or tap here to enter text.
Click or tap here to enter text.	\$Click or tap here to enter text.
Click or tap here to enter text.	\$Click or tap here to enter text.
Click or tap here to enter text.	\$Click or tap here to enter text.

Click or tap here to enter text.	\$Click or tap here to enter text.
Click or tap here to enter text.	\$Click or tap here to enter text.
Total	\$Click or tap here to enter text.

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

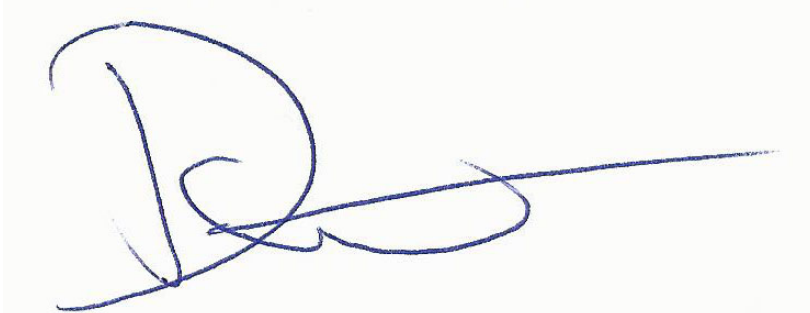
APPLICATION CRITERIA
The Economic Development Committee annually determines criteria for the award of program funds. The committee utilizes these criteria to assist in determining whether applications make a good faith effort to reinforce annual goals for public/private redevelopment, economic development,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

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

By signing below, you are affirming that you:

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

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



Signature

Darin Warnick

Printed Name

12-30-2019

Date

Application Submittal

Applications completed digitally:

- Applications that were completed digitally may be saved and sent via email to info@richlandbusiness.com
- Save your application with a different file name than the original
- Attach any accompanying documentation as a separate attachment, saved as a PDF or JPG

Applications completed handwritten:

- 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:

Richland BEDO
Attn: Redevelopment Project Manager
505 Swift Boulevard, MS-18
Richland, WA 99352



Business License Reserve Program

Application

Eligible Applicant Agency

- | | |
|---|---|
| ☐ Tri-City Regional Chamber of Commerce | ☐ Downtown Business Improvement District |
| ☐ Tri-City Visitor and Convention Bureau | ☐ Uptown Business Improvement District |
| ☒ SCORE of the Mid-Columbia | ☐ Small Business Development Center |

Agency Address	7130 Grandridge Blvd, Suite A	Agency Telephone	509-735-1000, ext. 235
Contact Person	Rick Peenstra	Contact Title	Chapter Chair
Contact Phone	509-727-4140	Contact Email	Rick.peenstra@scorevolunteer.org
Project Title	SCORE Tri Cities Business Fair	Amount Requested	10,000.00

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

SCORE is a nationwide 501c(3) organization, affiliated with the U.S. Small Business Administration. We provide free counseling to individuals wanting to start a new business as well as counseling/mentoring to existing business that may need help with some aspect of their business operation. We are located in Kennewick because we are provided free office space in the Tri-Cities Business and Visitor Center, co-located with TRIDEC and the Washington Small Business Development Center. Our services are provided free of charge to anyone located in Benton, Franklin, Walla Walla and Yakima counties. Our organization is closely aligned with the FUSE business incubator/accelerator program specifically mentoring business in their location in the City of Richland. SCORE's goal in the Tri Cities is business development through assisting new businesses to start and expand, and to help existing businesses improve their operations, potentially leading to real estate development and personnel expansion.

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

SCORE is planning a Business Fair on May 22, 2020 which is open to all potential and existing businesses in the Tri Cities and surrounding areas. We will be bringing together access to myriad business resources free of charge to all participants to help them manage and expand their new or existing business. Participating entities include: Small Business Administration, State of Washington (multiple departments), Worksource Columbia Basin, Small Business Development Center, Chambers of Commerce (4), Procurement Technical Assistance Center, Tri Cities Local Business Association, FUSE, USDA, Veterans Business Outreach Center, and others. Congressman Dan Newhouse has indicated that they will have a presence as well as helping to advertise the Fair. We will also be running concurrent sessions on business management, accounting, marketing and How to Start Your Business.

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

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

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

The SCORE organization promotes business start-up and expansion in Benton and Franklin counties as well as surrounding communities. While not specifically targeting Richland, our clients will establish and expand their businesses in the communities that are most receptive to business expansion, development and regulation. The City of Richland has proven to be a catalyst for new business through proactive development for new business and by providing business-friendly policies.

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

Local SCORE Chapters are minimally funded by the national organization with an annual allocation and through a grant application process, both of which we have received, totaling \$3,400. We also request sponsorships from local business-friendly organizations, primarily Banks and Credit Unions. We have received no commitments for sponsorships for 2020. SCORE funding provides for the annual operation of our organization and cannot all be used to support the proposed Business Fair.

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

Based on SCORE's close affiliation with the FUSE business incubator in Richland, there is a high likelihood that businesses mentored by SCORE and FUSE will potentially locate in Richland. While of necessity many retail-oriented businesses may locate in Kennewick due to the large retail core, the continued growth of the South Richland corridor, including the Queensgate area, also provide many potential sites for retail businesses, although the costs may prove to be prohibitive for a new business due to the rapid growth in this area. Both the Parkway and the Uptown are considered strong locations for newer retail businesses due to the relatively lower cost of locating there. Many of our start-ups are service businesses or home-based businesses not requiring a store front location.

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

Participating entities include: Small Business Administration, State of Washington (multiple departments), Worksource Columbia Basin, Small Business Development Center, Chambers of Commerce (4), Procurement Technical Assistance Center, Tri Cities Local Business Association, FUSE, USDA, VBOC and others. Congressman Dan Newhouse has indicated that they will have a presence as well as helping to advertise the Fair.

6) Will the project be completed by December 31? Please explain.

Yes the project will only run for one day, May 22, 2020.

Revenue (Attach additional pages as necessary)

Source	Amount
SCORE internal funds	\$1000.00
Sponsorships	\$1000.00
	\$
	\$
	\$
	\$
Total	\$ 2000.00

Expenses (Attach additional pages as necessary)

Source	Amount
Facilities Rent	\$2380.00
Catering	\$2500.00
Speakers Fees	\$ 2000.00
Advertising	\$ 2000.00
Promotional Items	\$ 3000.00
	\$
Total	\$ 11880.00

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

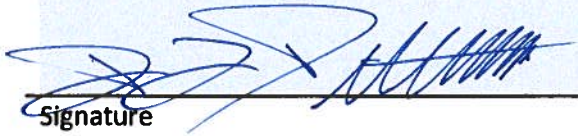
APPLICATION CRITERIA

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

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

By signing below, you are affirming that you:

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


Signature

Rick Peenstra
Printed Name

December 26, 2019
Date

Application Submittal

Applications completed digitally:

- Applications that were completed digitally may be saved and sent via email to info@richlandbusiness.com
- Save your application with a different file name than the original
- Attach any accompanying documentation as a separate attachment, saved as a PDF or JPG

Applications completed handwritten:

- 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:

Richland BEDO
Attn: Redevelopment Project Manager
505 Swift Boulevard, MS-18
Richland, WA 99352



Business License Reserve Program

Application

Eligible Applicant Agency

- | | |
|---|---|
| ☐ Tri-City Regional Chamber of Commerce | ☐ Downtown Business Improvement District |
| ☐ Tri-City Visitor and Convention Bureau | ☐ Uptown Business Improvement District |
| ☒ SCORE of the Mid-Columbia | ☐ Small Business Development Center |

Agency Address	7130 Grandridge Blvd, Suite A	Agency Telephone	509-735-1000, ext. 235
Contact Person	Rick Peenstra	Contact Title	Chapter Chair
Contact Phone	509-727-4140	Contact Email	Rick.peenstra@scorevolunteer.org
Project Title	SCORE Tri Cities Business Fair	Amount Requested	10,000.00

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

SCORE is a nationwide 501c(3) organization, affiliated with the U.S. Small Business Administration. We provide free counseling to individuals wanting to start a new business as well as counseling/mentoring to existing business that may need help with some aspect of their business operation. We are located in Kennewick because we are provided free office space in the Tri-Cities Business and Visitor Center, co-located with TRIDEC and the Washington Small Business Development Center. Our services are provided free of charge to anyone located in Benton, Franklin, Walla Walla and Yakima counties. Our organization is closely aligned with the FUSE business incubator/accelerator program specifically mentoring business in their location in the City of Richland. SCORE's goal in the Tri Cities is business development through assisting new businesses to start and expand, and to help existing businesses improve their operations, potentially leading to real estate development and personnel expansion.

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

SCORE is planning a Business Fair on May 22, 2020 which is open to all potential and existing businesses in the Tri Cities and surrounding areas. We will be bringing together access to myriad business resources free of charge to all participants to help them manage and expand their new or existing business. Participating entities include: Small Business Administration, State of Washington (multiple departments), Worksource Columbia Basin, Small Business Development Center, Chambers of Commerce (4), Procurement Technical Assistance Center, Tri Cities Local Business Association, FUSE, USDA, Veterans Business Outreach Center, and others. Congressman Dan Newhouse has indicated that they will have a presence as well as helping to advertise the Fair. We will also be running concurrent sessions on business management, accounting, marketing and How to Start Your Business.

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

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

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

The SCORE organization promotes business start-up and expansion in Benton and Franklin counties as well as surrounding communities. While not specifically targeting Richland, our clients will establish and expand their businesses in the communities that are most receptive to business expansion, development and regulation. The City of Richland has proven to be a catalyst for new business through proactive development for new business and by providing business-friendly policies.

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

Local SCORE Chapters are minimally funded by the national organization with an annual allocation and through a grant application process, both of which we have received, totaling \$3,400. We also request sponsorships from local business-friendly organizations, primarily Banks and Credit Unions. We have received no commitments for sponsorships for 2020. SCORE funding provides for the annual operation of our organization and cannot all be used to support the proposed Business Fair.

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

Based on SCORE's close affiliation with the FUSE business incubator in Richland, there is a high likelihood that businesses mentored by SCORE and FUSE will potentially locate in Richland. While of necessity many retail-oriented businesses may locate in Kennewick due to the large retail core, the continued growth of the South Richland corridor, including the Queensgate area, also provide many potential sites for retail businesses, although the costs may prove to be prohibitive for a new business due to the rapid growth in this area. Both the Parkway and the Uptown are considered strong locations for newer retail businesses due to the relatively lower cost of locating there. Many of our start-ups are service businesses or home-based businesses not requiring a store front location.

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

Participating entities include: Small Business Administration, State of Washington (multiple departments), Worksource Columbia Basin, Small Business Development Center, Chambers of Commerce (4), Procurement Technical Assistance Center, Tri Cities Local Business Association, FUSE, USDA, VBOC and others. Congressman Dan Newhouse has indicated that they will have a presence as well as helping to advertise the Fair.

6) Will the project be completed by December 31? Please explain.

Yes the project will only run for one day, May 22, 2020.

Revenue (Attach additional pages as necessary)

Source	Amount
SCORE internal funds	\$1000.00
Sponsorships	\$1000.00
	\$
	\$
	\$
	\$
Total	\$ 2000.00

Expenses (Attach additional pages as necessary)

Source	Amount
Facilities Rent	\$2380.00
Catering	\$2500.00
Speakers Fees	\$ 2000.00
Advertising	\$ 2000.00
Promotional Items	\$ 3000.00
	\$
Total	\$ 11880.00

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

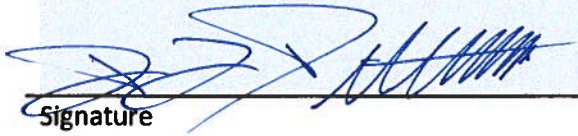
APPLICATION CRITERIA

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

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

By signing below, you are affirming that you:

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


Signature

Rick Peenstra
Printed Name

December 26, 2019
Date

Application Submittal

Applications completed digitally:

- Applications that were completed digitally may be saved and sent via email to info@richlandbusiness.com
- Save your application with a different file name than the original
- Attach any accompanying documentation as a separate attachment, saved as a PDF or JPG

Applications completed handwritten:

- 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:

Richland BEDO
Attn: Redevelopment Project Manager
505 Swift Boulevard, MS-18
Richland, WA 99352



Business License Reserve Program

Application

Eligible Applicant Agency

- | | |
|---|--|
| ☐ Tri-City Regional Chamber of Commerce | ☐ Downtown Business Improvement District |
| ☐ Tri-City Visitor and Convention Bureau | ☒ Uptown Business Improvement District |
| ☐ SCORE of the Mid-Columbia | ☐ Small Business Development Center |

Agency Address	PO Box 2279	Agency Telephone	509 946 0077
Contact Person	Gus Sako Chair	Contact Title	Chair
Contact Phone	509 946 0077	Contact Email	oldoctopus@hotmail.com
Project Title	Maintenance & Security	Amount Requested	\$6000

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

The Uptown Business Improvement District uses paid assessments, donations and grant money to maintain, improve and promote the Uptown Business District.

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

\$5000 would be used to replace disintegrating trash can lids originally installed by the City. We received a grant for this amount last year. However, the test lid (paid for by the BID) did not fit the receptacles most needing replacement. So, we returned that grant and would like to try again. \$1000 would be matched with BID funding and used as grants/assistance to have businesses add alley and front parking lot surveillance to their existing camera systems. The goal is to increase security and prevent dumping in the alley.

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

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

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

The trash lids being replace are directly in front of businesses and currently prone to having trash blown or picked out by scavengers and left on the sidewalk. Replacing them will improve the look of the Uptown. Enticing businesses to add external view security cameras will help with alley maintenance and security

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

BID funding for Security Cameras and additional costs related to trash lids.

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

Improves the visual of the Uptown and helps with security

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) Will the project be completed by December 31? Please explain.

Yes

Revenue (Attach additional pages as necessary)

Source	Amount
Grant (Garbage Can Lids)	\$5000
Grant (Security Camera Program)	\$1000
BID Funding (Security Camera Program)	\$1000
Click or tap here to enter text.	\$Click or tap here to enter text.
Click or tap here to enter text.	\$Click or tap here to enter text.
Click or tap here to enter text.	\$Click or tap here to enter text.
Total	\$7000

Expenses (Attach additional pages as necessary)

Source	Amount
Garbage Can Lids	\$5000
Security Camera Grants and Assistance	\$2000
Click or tap here to enter text.	\$Click or tap here to enter text.
Click or tap here to enter text.	\$Click or tap here to enter text.
Click or tap here to enter text.	\$Click or tap here to enter text.
Click or tap here to enter text.	\$Click or tap here to enter text.
Total	\$7000

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

APPLICATION CRITERIA

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

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

By signing below, you are affirming that you:

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

Signature

Click or tap here to enter text.

Printed Name

Deshaun Seko

Click or tap here to enter text.

Date

12/27/19

Application Submittal

Applications completed digitally:

- Applications that were completed digitally may be saved and sent via email to info@richlandbusiness.com
- Save your application with a different file name than the original
- Attach any accompanying documentation as a separate attachment, saved as a PDF or JPG

Applications completed handwritten:

- 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:

Richland BEDO
Attn: Redevelopment Project Manager
505 Swift Boulevard, MS-18
Richland, WA 99352



Business License Reserve Program

Application

Eligible Applicant Agency

- | | |
|---|--|
| ☐ Tri-City Regional Chamber of Commerce | ☐ Downtown Business Improvement District |
| ☐ Tri-City Visitor and Convention Bureau | ☒ Uptown Business Improvement District |
| ☐ SCORE of the Mid-Columbia | ☐ Small Business Development Center |

Agency Address	PO Box 2279	Agency Telephone	509 946 0077
Contact Person	Gus Sako Chair	Contact Title	Chair
Contact Phone	509 946 0077	Contact Email	oldoctopus@hotmail.com
Project Title	Murals in the Uptown	Amount Requested	\$13,000

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

The Uptown Business Improvement District uses paid assessments, donations and grant money to maintain, improve and promote the Uptown Business District.

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

\$10,000 would be used to continue the Uptown Mural Program. Initiated by the City several years ago the Mural Program has significantly improved the visual impact of the Uptown. Using a palette and design bible commissioned by the City the Mural Program involves a professional Artist painting large Murals on Uptown Buildings \$3000 would be used along with BID funds to continue the Art in the Alley Program which began in 2019. This program involves prepping the alley sides of participating businesses and then having approved Artists create pieces which will change over time.

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

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

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

The Mural Program has helped transform the visual impact of the Uptown. It has greatly increased the number of people using the Uptown areas for photo backdrops. And as the buildings age both programs provide a "facelift" for individual buildings

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

Business owners are required to pay to prepare the surface for the Murals. Business owners comitt to five years maintenance of the murals. The BID has also begun an annual set aside to help maintain the Murals. The Grant money is largely used to pay for a prep coat and some reimbursement to Artists when necessary for the Art in the Alley program.

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

Improves the visual of the Uptown. Additionally, the Art in the Alley Program is an early step in a goal of creating an event space in the Uptown's alley.

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) Will the project be completed by December 31? Please explain.

Yes. Projects will be completed by then or the money returned.

Revenue (Attach additional pages as necessary)

Source	Amount
Grant Mural Program	\$10000
Grant Art In the Alley Program	\$3000
BID Funding	\$1000
Click or tap here to enter text.	\$Click or tap here to enter text.
Click or tap here to enter text.	\$Click or tap here to enter text.
Click or tap here to enter text.	\$Click or tap here to enter text.
Total	\$14000

Expenses (Attach additional pages as necessary)

Source	Amount
Uptown Murals (2 Anticipated)	\$100000
Art In the Alley Program	\$4000
Click or tap here to enter text.	\$Click or tap here to enter text.
Click or tap here to enter text.	\$Click or tap here to enter text.
Click or tap here to enter text.	\$Click or tap here to enter text.
Click or tap here to enter text.	\$Click or tap here to enter text.
Total	\$14000

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

APPLICATION CRITERIA

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

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

By signing below, you are affirming that you:

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

Signature

Click or tap here to enter text.

Printed Name

Douglas Sako

Click or tap here to enter text.

Date

12/27/19

Application Submittal

Applications completed digitally:

- Applications that were completed digitally may be saved and sent via email to info@richlandbusiness.com
- Save your application with a different file name than the original
- Attach any accompanying documentation as a separate attachment, saved as a PDF or JPG

Applications completed handwritten:

- 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:

Richland BEDO
Attn: Redevelopment Project Manager
505 Swift Boulevard, MS-18
Richland, WA 99352



Business License Reserve Program

Application

Eligible Applicant Agency			
☐ Tri-City Regional Chamber of Commerce		☐ Downtown Business Improvement District	
☐ Tri-City Visitor and Convention Bureau		☒ Uptown Business Improvement District	
☐ SCORE of the Mid-Columbia		☐ Small Business Development Center	
Agency Address	PO Box 2279	Agency Telephone	509 946 0077
Contact Person	Gus Sako Chair	Contact Title	Chair
Contact Phone	509 946 0077	Contact Email	oldoctopus@hotmail.com
Project Title	Events in the Uptown	Amount Requested	\$8,500
1) Please explain how your <u>organization</u> supports the enhancement of the local business community and the improvement of the environs of the City of Richland. Attach additional pages as necessary.			
The Uptown Business Improvement District uses paid assessments, donations and grant money to maintain, improve and promote the Uptown Business District.			
2) Please provide a description of the proposed project or program, including a timetable for implementation. Attach additional pages as necessary			
\$4000 to once again present the Annual Chalk Art Festival. The Chalk Art festival brings hundreds of chalkers and onlookers into the Uptown for this event. (After a banner 2019 we are reducing our previous year's request of \$5000 to \$4000 this year.) \$3000 to grow the Art Walk. The Uptown Art Walk will occur on the second Saturday of every month (after winter). This event showcases local Artists and draws patrons into the Uptown. This program was begun in 2019 by Luke at Autonomous Tattoo and is run by many dedicated volunteers. \$1500 to continue and grow the Small Business Saturday Passport Program. This program is being transitioned from the City to the BID. It entices customers to visit as many small businesses as possible during Small Business Saturday. The Uptown BID plans to make the program available to small businesses throughout the City.			
3) What business activities does the proposed project promote? Check all that apply.			
☐ Core Development		☐ General Economic Development	
☒ Tourism		☐ Prevention of Blight	
☐ Capital Expenditures for Community Improvements		☒ Small business development program (Richland)	
3a) Please explain how your proposal carries out <u>each</u> business activity identified above. Attach additional pages as necessary.			
All of these events bring both old and new customers into the Uptown. Additionally, the Art Walk is part of a longer term plan to develop the Uptown Alley area as an event location.			

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

The Art Walk Committee is doing additional fundraising by selling T Shirts and similar projects. Chalk Art has entry fees and seeks community partners for donations. Businesses contribute prizes to participate in the Small Business Passport Program

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

All of these events bring people into the Uptown. More importantly, many of these are new potential customers for the businesses

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

We will try to coordinate with the Downtown BID on the Small Business Saturday Passport

6) Will the project be completed by December 31? Please explain.

Yes. Projects will be completed by then or the money returned.

Revenue (Attach additional pages as necessary)

Source	Amount
Grant Chalk Art	\$4000
Grant Art Walk	\$3000
Grant Small Business Saturday Passport	\$1500
Uptown BID & Fund Raising	\$4000
Click or tap here to enter text.	\$Click or tap here to enter text.
Click or tap here to enter text.	\$Click or tap here to enter text.
Total	\$12500

Expenses (Attach additional pages as necessary)

Source	Amount
Chalk Art 1000 Prizes, 800 Cleanup, 2000 Marketing & Photography, 1200 Chalk	\$6000
Chalk Art continued 1000 Portables, Insurance & Misc	\$Click or tap here to enter text.
Art Walk Marketing & One Time Equipment (Bannners, tables, canopies)	\$5000
Small Business Saturday Passport Program Marketing & Materials	\$1500
Click or tap here to enter text.	\$Click or tap here to enter text.
Click or tap here to enter text.	\$Click or tap here to enter text.
Total	\$12500

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

APPLICATION CRITERIA

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

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

By signing below, you are affirming that you:

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

Signature

Click or tap here to enter text.

Printed Name

Douglas "Gus" Sefton

Click or tap here to enter text.

Date

12/27/19

Application Submittal

Applications completed digitally:

- Applications that were completed digitally may be saved and sent via email to info@richlandbusiness.com
- Save your application with a different file name than the original
- Attach any accompanying documentation as a separate attachment, saved as a PDF or JPG

Applications completed handwritten:

- 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:

Richland BEDO
Attn: Redevelopment Project Manager
505 Swift Boulevard, MS-18
Richland, WA 99352



Business License Reserve Program

Application

Eligible Applicant Agency			
☐ Tri-City Regional Chamber of Commerce ☐ Tri-City Visitor and Convention Bureau ☐ SCORE of the Mid-Columbia ☒ Commercial Façade Improvement Program		☐ Downtown Business Improvement District ☐ Uptown Business Improvement District ☐ Small Business Development Center	
Agency Address	625 Swift Blvd., MS 18	Agency Telephone	509.942.7595
Contact Person	Mandy Wallner	Contact Title	Program Administrator
Contact Phone	509.942.7595	Contact Email	mwallner@ci.richland.wa.us
Project Title	Commercial Façade Improvement Program	Amount Requested	\$70,000
1) Please explain how your <u>organization</u> supports the enhancement of the local business community and the improvement of the environs of the City of Richland. Attach additional pages as necessary.			
The Business License Reserve Program directly provides the funding for the Commercial Façade Improvement Program by Ordinance 50-19 amending Chapter 5.04. The City of Richland Business and Economic Development Office (BEDO) is charged with the direct support of the local business community through its core mission. BEDO executes programs and projects designed to support local businesses and improve the built environment of the Central Business District and outlying nodal areas of commerce.			
2) Please provide a description of the proposed project or program, including a timetable for implementation. Attach additional pages as necessary			
The Commercial Façade Improvement Program (CFIP), has been an important tool to help leverage private investment funds to reinvest in deteriorating property and structures throughout the city, supporting the core mission of preventing blight directly. The CFIP is an ongoing program that in the past has provided up to \$10,000.00 or 50% of project costs (whichever is less) to businesses and property owners who invest in eligible permanent exterior enhancements. In 2020 the rules are changing to accommodate requests up to \$20,000 and offer 12 months for project completion. Please refer to the attached application guidelines that outline the program in more detail. It is the desire of the department and the City to expand and grow this program.			
3) What business activities does the proposed project promote? Check all that apply.			
☒ Core Development ☐ Tourism ☒ Capital Expenditures for Community Improvements		☒ General Economic Development ☒ Prevention of Blight ☐ Small business development program (Richland)	
3a) Please explain how your proposal carries out <u>each</u> business activity identified above. Attach additional pages as necessary.			

Public/Private investment in the rehabilitation or redevelopment of Richland's businesses is a tangible investment in core (central business district) development, general economic development, and directly preventing blight. In most cases, but for the City's investment in these projects the business or property owner would not choose or be able to improve their building without detriment in other aspects of their business. This program also encourages a completion timeline for reimbursement to keep exterior projects from lingering on.

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

This program is an annual program entirely funded from the Business License Reserve Fund, which is 18% of the total business license revenue the city receives. The nature of this program's guidelines require the applicant to pay for the entire cost of the improvement; the program then reimburses up to 50% of completed project expenses within the allowable guidelines provided. While the minimum participation by the applicant is 50%, most applicants expend more than required to receive the maximum reimbursement and on average carry 70% of the project cost.

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

The CFIP promotes all objectives of the BLRF program, and encourages business and property owners to make investments in their Richland properties to the benefit of themselves, the City, neighboring businesses and residents. The purpose of the funding is to provide direct investment that improves curb appeal and aesthetic quality of Richland's business districts.

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

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

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

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

Revenue (Attach additional pages as necessary)

Source	Amount
Click or tap here to enter text.	\$Click or tap here to enter text.
Click or tap here to enter text.	\$Click or tap here to enter text.
Click or tap here to enter text.	\$Click or tap here to enter text.
Click or tap here to enter text.	\$Click or tap here to enter text.
Click or tap here to enter text.	\$Click or tap here to enter text.
Click or tap here to enter text.	\$Click or tap here to enter text.
Total	\$Click or tap here to enter text.

Expenses (Attach additional pages as necessary)

Source	Amount
Private Investment	\$140,000
Business License Reserve Fund	\$70,000
Click or tap here to enter text.	\$Click or tap here to enter text.
Click or tap here to enter text.	\$Click or tap here to enter text.

Click or tap here to enter text.	\$Click or tap here to enter text.
Click or tap here to enter text.	\$Click or tap here to enter text.
Total	\$210,000

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

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

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

By signing below, you are affirming that you:

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

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



Signature

Mandy Wallner

Printed Name

11/15/19

Date

Application Submittal

Applications completed digitally:

- ☐ Applications that were completed digitally may be saved and sent via email to awallner@ci.richland.wa.us
- ☐ Save your application with a different file name than the original
- ☐ Attach any accompanying documentation as a separate attachment, saved as a PDF or JPG

Applications completed handwritten:

- ☐ 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 625 Swift Blvd. in Richland
- ☐ If mailed, mail to:

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

2020 BLRF Selection Matrix

Funds are properly utilized to promote business activities for the purpose of:

- 1) Core development
- 2) Tourism
- 3) General economic development
- 4) Capital expenditures
- 5) Community improvements

Instructions:

- 1) Consider the mix of projects before ranking them all 1-10 (1 being top priority)
- 2) Be sure each of the projects meets one or more of the above activities
- 3) Keep in mind the estimated funding for the year
- 4) Consider projects that have been funded historically
- 5) Determine whether the project is scalable and if the request could benefit from partial funding

2020 estimated funds available: \$116,000 / Total \$ 9,500 (includes 2019 Carryover)

Description	Applicant	Amount	Ranking Priority (1-10)	Full or Partial Fund	Previously Funded
Live at 5 (001)	Chamber	\$18,000			X
Economic Gardening (002)	Chamber	\$21,000			X
Bench/Lid Refinishing (003)	DBID	\$5,000			X
SBDC Biz Program (004)	SBDC	\$10,000			New
Business Fair (005)	SCORE	\$10,000			New
Maintenance and Security (006)	UBID	\$6,000			X
Art at the Uptown (007)	UBID	\$13,000			X
Events at the Uptown (008)	UBID	\$8,500			X
CIP Program (009)	Chamber	\$70,000			X
		Total	\$161,500		

** Note that 2019 revenue was down considerably from 2018



ECONOMIC DEVELOPMENT COMMITTEE AGENDA ITEM COVERSHEET

Meeting Date: 1/27/2020

Agenda Category: Presentations

Prepared By: Amanda Wallner

Subject:

Introduction and overview of EDC Member Manual and reference tools

Department:

Development Services

Recommended Motion:

No action taken on this item.

Summary:

Staff has provided a binder with tools needed to serve on the economic development committee and provide reference throughout the year. The reason for this is to offer one central location for reference materials and reduce the size and printing of future packets.

Fiscal Impact:

Attachments:



ECONOMIC DEVELOPMENT COMMITTEE AGENDA ITEM COVERSHEET

Meeting Date: 1/27/2020

Agenda Category: Announcements

Prepared By: Amanda Wallner

Subject:
Special Meeting Reminder - February 3, 2020

Department:
Development Services

Recommended Motion:

Summary:

Fiscal Impact:

Attachments: