

# ECONOMIC DEVELOPMENT COMMISSION

## Public Notice of a Regular Meeting

Be advised that the City of Richmond Economic Development Commission will hold its regular meeting on:

**May 14, 2025, 11:30 am -1:00 pm at the 450 Civic Center Plaza,  
1<sup>st</sup> Floor: Richmond Room**



## AGENDA

Christina Kenney  
Chair

Don Thompson  
Vice-Chair

Michael Gliksohn  
Crashelle Jackson  
Kerby Lynch  
Gloria Jean Sewell-  
Murphy  
Diana Wear  
Orrian Willis

Council Liaison  
Doria Robinson

Staff  
Jesson de Leon  
Jenne Garcia  
Nannette Beacham

1. 11:30 am - Call to Order - **(1 mins)**
2. Roll Call & Check in - **(4 mins)**
3. Approval of Minutes - **(5 mins)** – *read and send corrections prior to meeting*
  - a. 04-09-2025 Meeting Minutes
4. Chair's report **(5 mins)**
5. Old and/or New Business **(25 mins)**
  - a. Taste of Richmond **(15 mins)**
    - i. National League of Cities (NLC) Grant Application (Jesson)
    - ii. Fiscal Sponsorship Renewal (Jesson)
    - iii. Approval Process for Activities (Jesson)
    - iv. Status Check (Kenney)
  - b. Cannabis Equity Ordinance (Jesson and Junne) **(5 mins)**
6. Subcommittee Reports **(30 mins)**
  - a. Sustainability—Lead, G. Sewell-Murphy **(10 mins)**
  - b. Cannabis—Lead, Kerby Lynch **(10 mins)**
  - c. Policy & GBND- Lead, Willis **(10 mins)**
7. Council Liaison Robinson news or report **(5 mins)**
8. Public Comments/Announcements - **(5 mins)**
9. Closing Comments **(5 minutes)**
10. Adjourn

*Friendly Reminder - Next meeting: Wednesday, June 11, 2025*

*\*Note: See EDC Ordinance on reverse page*

### **56.060 - Officers.**

The commission shall elect from among their own number a chairman and a vice-chairman who shall serve in such capacity for **one year**. In the case of a vacancy in the position of chairman or vice-chairman, the commission shall elect a successor who shall serve for the predecessor's term. The commission shall appoint a secretary who may be, but need not be, a member of the commission.

### **3.56.070 - Powers and duties.**

The specific powers and duties of the commission are as follows:

- (a) Work with state and local agencies, governing bodies, public and private organizations as appropriate to encourage economic development in the City.
- (b) Promote the interests of commercial and industrial development in metropolitan Richmond while giving due consideration to the interests of the neighborhoods and the overall quality of life in the City.
- (c) Review and comment on the City's program of providing economic development, business information and economic promotion services to the business community.
- (d) Review and comment on opportunities for enhancing economic development through major public works projects, emerging growth industries, annexations, use of redevelopment, ports development, etc.
- (e) Review and comment on programs which may enhance employment of Richmond residents.
- (f) Perform other tasks related to the City's economic development as requested by the City Manager or City Council.

### **3.56.080 - Meetings.**

The commission shall hold its first meeting within thirty days after all of its members have been appointed. At such meeting, the commission shall fix the time and place of regular meetings of the commission which shall not be less frequent than once each month. All meetings of the commission shall be open to the public.

### **3.56.090 - Rules and records.**

The commission shall adopt rules for the transaction of the business of the commission, which rules shall, among other things, include the term of the secretary of the commission, the manner of calling and giving notice of special meetings and hearings, and the appointment and powers of standing committees. The commission shall keep records which shall be open to the public of its resolutions, transactions, motions, orders, findings, and determinations.

**ECONOMIC DEVELOPMENT COMMISSION**  
**Regular Meeting Minutes**  
**In-Person Meeting**  
**Wednesday, April 9, 2025 11:30 AM – 1:00 PM**  
**Richmond Room, 1<sup>st</sup> Floor, 450 Civic Center Plaza**  
**Richmond, California**

**1. Call to Order and Roll Call**

Call to order: 11:30 a.m. by Chair Kenney

**2. Roll Call & Check In**

**Present:** Chair Kenney, Vice-Chair Thompson and Commissioners Gliksohn, Jackson\*, Wear, Sewell-Murphy and Willis\*  
\*Arrived after Roll Call

**Absent:** Commissioner Lynch

**Council Liaison:** Doria Robinson

**Staff Present:** Nannette Beacham, Economic Development Director; Jesson de Leon, Senior Business Assistance Officer; Junne Garcia, Management Analyst; Valerie Li, Sustainability Specialist and Yahna Williamson, Management Analyst

**3. Approval of Minutes**

a. March 12, 2025 Meeting Minutes

1<sup>st</sup> - Gliksohn, 2<sup>nd</sup> – Wear, approved unanimously by a Roll Call vote.

**4. Chair Report**

Chair Kenney welcomed new staff member Valerie Li who introduced herself to the Economic Development Commission (EDC) as a member of the Economic Development Department, Environmental Health Initiative Division and an AmeriCorps CivicSpark Fellow.

**5. Old and/or New Business**

5a. Taste of Richmond

Chair Kenney reported the Taste of Richmond (TOR) forum in 2024 had been very successful with participating restaurants having experienced a 65 percent increase in sales for the day and with some of the restaurants having continued to grow five to ten percent, depending on the restaurant since some were more popular than others. There had been a rush in marketing a business versus having the time to market the business long term and she discussed this and other issues with the TOR Event Manager. TOR would focus on five new restaurants for this season with a new concept plan. The new concept was for Wednesday through Saturday at in-person locations. TOR would also consider those restaurants unable to participate last year.

Every restaurant in Richmond would be invited to provide a menu item for TOR, but it did not guarantee a space at the event.

Chair Kenney recently visited the State of Washington which had a pop-up map that had shown where everything was located in the City of Seattle, which was something she wanted to consider for the City of Richmond and with the only landmarks on the map being restaurants. She described a concept that had been discussed about raising funds where one could purchase a map of restaurants that could cost between \$10 and \$15, and if one patronized a certain number of restaurants during restaurant week, a grand prize could be available from participating restaurants. She would provide the EDC a direct link to PopUpMaps.com.

Chair Kenney reported she also recently attended a Richmond Chamber of Commerce Mixer at which time Councilmember Cesar Zepeda discussed holding a festival of some sort in the same corridor under discussion, with the intent to bring people into the City of Richmond. The desire was to have the TOR Sunday festival located in the cul-de-sac in front of the Ferry Building and block off the entire street. Efforts were being made to work on a partnership with the ferry service and she described some conversations she had universally with Richmond residents and millennials in particular, about festivals they attended that were located in the cities of Oakland and San Francisco but did not serve their age group.

The TOR festival was intended to be a complete street food festival with a stage in the parking lot to the right of the street. The artist LaRussell, had put a call out to perform in the City of Richmond and Chair Kenney had been in contact with Vallejo Main Street which had the artist attend one of its events, to obtain contact information for the artist's team. There were a lot of Richmond artists who did not have a place to perform who were under the age of 30 and who would like to have a presence in the City of Richmond. As an example, Kool John used his platform to go to every major restaurant in the City of Richmond and put them on his platform. She met with him during TOR last year to discuss his concept and possibly have him become the official Ambassador for TOR.

Commissioner Wear understood they had to speak to the ferry service to see if it could operate at other times given the ferry had limited hours of operation.

Chair Kenney acknowledged there was a large gap between the morning and evening ferry services, and on weekends they would likely need special ferry service for the TOR event. She detailed the potential TOR schedule as follows:

- Wednesday - Golden Gate Bistro
- Thursday - Dinner at Masa Tamales & Taqueria
- Friday - Date Night at Biancoverde at Hotel Mac Restaurant
- Saturday - Live Music at Perfusion Vineyard
- Sunday - Festival at the Ferry Building

Chair Kenney added on top of TOR week food education would be introduced. She planned to adapt the City of Richmond's business series into a Business for the City Food Addition, and provide classes for those who had food businesses they wanted to establish. The Richmond Renaissance Entrepreneurship Center was a partner and had a food business series course. She wanted to provide Lunches and Learn, Monday through Friday, where one could come in and learn the basics of food foundations and make the offerings more robust this year.

Chair Kenney explained she was looking at different touch points and economic development that reflected the EDC's goals and wanted to provide experiences, education and connections for food operators in Richmond.

Commissioner Wear commented that TOR was heavily weighted in District 2, whereas the Ferry Building was located in District 5.

Chair Kenney commented on the difficulties of pulling someone from every district, which was why the food festival would invite everyone. She acknowledged there were only so many businesses that were marketable to get people to come to the City of Richmond and she offered examples. She emphasized they were trying to do TOR in a way where the restaurants may not be in every single district, but the festival would involve every restaurant in Richmond. She was also working on a sponsorship opportunity with Richmond Love Your Block and if they were to award the funds she was requesting, she would be able to subsidize all food restaurant tents for the festival. For those food businesses outside of the City of Richmond that wanted to participate in the food festival there would be a fee to participate.

Chair Kenney also highlighted the TOR budget for 2024 where 18,000 had been spent on the event. If using that same model for the 2025 event, the budget would be similar with the exception of the festival budget for four pop-ups, entertainment for the festival, County and City fees, event rental, signage, staffing, kids' activities, event planning, marketing, social media and merchandise (in-house team graphic designer) where the costs would be approximately \$40,000 (\$39,800). If moving forward with the festival, the event planning cost would increase from \$5,000 (paid in 2024) to \$8,000. She clarified she would keep her fee what it was since most of her marketing materials consist of updates. There would be an increase in concept creation due to the festival since she needed a team, not an individual on the ground, and she anticipated a social media team on the ground would be working all day.

Chair Kenney hoped to get feedback on the concept to allow a proposal to be prepared and submitted for TOR to become an official event for the City of Richmond. She also highlighted the sponsorship partnerships she was in contact with and anticipated for TOR along with any other partnerships the EDC may determine could be effective. She was currently working on the sponsorship deck now, so they would know what money they were working with for an October time period, with the dates yet to be finalized.

On the discussion of potential dates for TOR in the month of October 2025, Chair Kenney commented that Spirit and Soul would also be held in the month of October and TOR following that event would be great energy for the City of Richmond.

Council Liaison Robinson asked what funds the City of Richmond would be asked to provide for the TOR budget, and Chair Kenney commented in 2024, \$10,000 had been awarded from the General Fund, but ideally she sought between \$15,000 to \$20,000 for this year's event. She clarified that \$5,000 of the \$18,000 spent for the 2024 event had been given to the businesses.

Council Liaison Robinson stated she would advocate for the City Council to award the higher amount.

Economic Development Director, Nannette Beacham identified two major upcoming events that were heavily attended including Cinco de Mayo and Juneteenth. She acknowledged the Cinco de Mayo parade had been changed to the month of September in 2024, and she asked the EDC to keep that in mind when considering the TOR festival.

Chair Kenney suggested the TOR festival be considered for October 19, 2025 from 12:00 p.m. to 6:00 or 7:00 p.m., contingent upon what the ferry service was willing to provide in terms of transportation.

Commissioner Willis stated if the City did not have direct contact for the ferry services he could provide some information. He liked the idea of Kool John being the Ambassador for TOR and advised when the artist patronized Angels Café a couple of months ago, he posted it on Tik Tok and the business had experienced a significant increase.

Commissioner Jackson commended the Chair on all of the work done for TOR to benefit the community.

Chair Kenney appreciated the comments, thanked the EDC for the trust and allowing her to lead and Chair the TOR.

Commissioner Wear asked about the status of Rigger's Loft Wine Company, expressed concern the business was being ignored, although geographically it was not that far away from the proposed festival location and she wondered if it should be folded in.

Chair Kenney explained Rigger's Loft's challenges ran far too deep for the EDC and she suggested if they were to put in a lot of energy in that business it would take away from everything they were trying to do for other food businesses.

Commissioner Sewell-Murphy noted before COVID, Rigger's Loft had been the focus for TOR. She was glad it was no longer the focus since it was out of the way and people had gotten lost.

Commissioner Gliksohn questioned including other restaurants that may not be located in the City of Richmond. He referenced a [San Francisco Chronicle](#) article about restaurants located in the City of Richmond which he was of the opinion put the City on the map.

Chair Kenney clarified while they did not have to include non-Richmond restaurants, it was a consideration and this was an opportunity to show the energy of Richmond and for people to see that Richmond was a viable place to build and invest. What made TOR a success in 2024 was its robust marketing strategy and duplicating that effort and making it bigger was the focus.

Commissioner Willis commented it made sense to have a marketing event for other prospective businesses to come to Richmond.

Chair Kenney expressed the willingness to contact Perfusion Vineyard to see whether the winery could host the EDC prior to the TOR event to allow the owner to tell his story. She would also reach out to the TOR Subcommittee members very soon.

5b. Cannabis Equity Ordinance

Senior Business Assistance Officer Jesson de Leon, provided the background of the Cannabis Equity Ordinance, which was currently being spearheaded by the Planning Department which was making changes to the ordinance in order to accommodate the Cannabis Equity Program. Twenty-one applicants were being verified for qualification in the Cannabis Equity Program, which qualified applicants for priorities such as permit processing and potential grant opportunities. The State recently awarded the City of Richmond a \$600,000 grant and in order to use the funds they need to pass the amendments to the ordinance. Staff was working with the Planning Department to get those amendments to the City Council to make that happen.

Commissioner Wear asked whether Commissioner Lynch was still working with staff on this effort, to which Mr. de Leon confirmed staff had communicated with Commissioner Lynch about the process and staff was still familiarizing themselves with the ordinance.

Commissioner Jackson asked about the timeline when applicants may see the program move forward, and Mr. de Leon reiterated staff was working with the Planning Department and had a target of the next 90-days to present amendments to the City Council. The last time the ordinance had been presented to the City Council was in 2023. Since that time, there had been new staff in the Planning and Economic Development Departments and they all had to familiarize themselves with the ordinance. The grant the City received starts July 1, 2025 and the funds must be expended by October 2026.

Ms. Beacham added between 2023 and 2024 staff had to return the money to the state, but they did not have to do that this time since the City requested less money to ensure the program could be managed correctly. She acknowledged there were concerns with the status of the program, with staff to reach out and re-engage with the applicants about the status of the timeline. It was hoped by the next application period the City could request more funding for more applicants.

Commissioner Jackson was pleased staff would re-engage with the applicants and the program was still moving forward.

Mr. de Leon also reported when he came on board, he learned Small Business week nationwide was held May 4 through May 10, 2025. He and the staff team were engaging with the City's business partners including Richmond Main Street, Richmond Chamber of Commerce and CoBiz in order to have a plan in place in the next month. The intent was to mimic what had been done in 2024, including Lunch and Learn, partner with the Mobile Vendor Program for a Saturday and end-of-the-week celebration, with more materials to be provided in the next week to allow marketing to commence. Tentatively, the schedule was to start on Monday, May 5, 2025 with more programming and have the City's purchasing department have a Lunch and Learn about how to become a vendor and work with the City, with events by the Richmond Chamber of Commerce and CoBiz to culminate with the Mobile Vendor Program.

Commissioner Wear asked about the role of the EDC for the event.

Mr. de Leon suggested marketing would be the key with the focus for the finalized schedule to be presented to the EDC in the next week.

Commissioner Wear recognized that TOR was a large thrust for the EDC. She asked whether there was a way to get around having only a couple of people serve on a subcommittee because of the Brown Act requirements.

Commissioner Wear pointed out the EDC was not making large financial decisions and having only a couple of people work on these events was insufficient. She sought a way to work around that requirement.

Ms. Beacham would have to check to determine whether or not that was possible.

Chair Kenney agreed that staff look into the matter. From a contractual standpoint, for TOR as an example, one person had much of the burden to do the logistical planning but there were things where others would like to provide assistance but she had been unable to add members to the subcommittee.

## **6. Subcommittee Reports**

### **a. Sustainability – Lead: Sewell-Murphy**

Commissioner Sewell-Murphy stated a year or so ago, she had proposed the Sustainable Expo be held around mid-September. Given the City had other events in the same month, she suggested the Sustainable Expo be held around Earth Day. At this time, there was no fiscal sponsor for the event for this year and with the City's focus on TOR, she found it unrealistic to plan for an initial entry for this September and she sought feedback from the EDC.

Chair Kenney preferred not to postpone the event but recognized it may be better to hold the event during the month of April and bring back balance to the EDC to have marquee events in the first and second half of the year. She agreed it made more sense to hold off for this year.

Council Liaison Robinson reported she had reached out to Marin Clean Energy (MCE) about being a fiscal sponsor for the event and had provided contact information to Commissioner Sewell-Murphy via email. In the event MCE was not interested in being a fiscal sponsor, as a backup, she also spoke with the Richmond Chamber of Commerce, which placed an item on an upcoming Board of Directors meeting agenda to ask whether or not the Chamber of Commerce was willing to be a fiscal sponsor for the Sustainable Expo.

Chair Kenney suggested that was a good look since they wanted the Chamber of Commerce's presence back on the EDC.

Council Liaison Robinson suggested with the possibly of two interested fiscal sponsors, having a year to plan the event well was a good thing.

Commissioner Sewell-Murphy asked to be copied on any communications Council Liaison Robinson received from MCE and the Chamber of Commerce.

Vice-Chair Thompson commented while he was reluctant to defer the event, April was the perfect time and the connection with Earth Day and sustainability was important. He had started to prepare a business plan to identify the goals, objectives and concept of operation and the resources required to secure a fiscal sponsor and would coordinate that with Commissioner Sewell-Murphy.

Commissioner Sewell-Murphy explained the primary mission of the Richmond Sustainability Business and Industrial Expo was to explore how the City of Richmond's current sustainability network could continue to be integrated into segments of business, community and urban farmers and the expo could be seen as important for the City's increased exposure to innovations, industry experts and Richmond's future image rebranding.

Commissioner Willis asked that the information be submitted to the EDC, and Commissioner Sewell-Murphy advised she would forward the statement to the EDC.

Vice-Chair Thompson commented that Commissioner Sewell-Murphy had previously prepared a one-page summary of the concept of the expo which had been distributed in May 2024. He understood that information could be resent.

Commissioner Sewell-Murphy wanted to highlight and focus on sustainability in the community and the efforts of Richmond businesses, non-profits and those pioneering those efforts over the years to give them some kind of certificate of recognition from the City. As a former educator, it was very important to involve young people as soon as possible in terms of trying to think of sustainability.

Chair Kenney reported that Earth Day in 2026 would be Wednesday, April 11, 2026. She asked if the intent was to hold the expo on a weekend.

Commissioner Sewell-Murphy suggested the expo be held on a Saturday.

There was a discussion that the expo be held the week before Earth Day but not compete with other Earth Day events, with April 18, 2026 officially scheduled on calendar as the date for the expo.

Council Liaison Robinson commented on the Green Empowerment Zone (GEZ) process, and identification of existing larger scale industrial sustainable businesses and the efforts to draw more such businesses into Contra Costa County. She asked for a placeholder amount and "ask for funds" for the expo event.

Chair Kenney suggested a placeholder amount of \$10,000 be identified and if a presentation was needed for the City Council, expressed the willingness to work with Council Liaison Robinson. She could also provide the old deck for the 2024 TOR.

Council Liaison Robinson suggested a brief paragraph for both the TOR and the Sustainable Expo would be helpful and the Chair expressed the willingness to provide the information.

Mr. de Leon announced Commissioner Lynch was available via Zoom but the next Subcommittee Report had not been agendaized as a remote presentation and given the Brown Act requirements, a presentation could not be provided by Commissioner Lynch at this time.

Chair Kenney asked Commissioner Lynch to text her any information that could be provided to the EDC.

b. Cannabis – Lead: Lynch

There was no report.

c. Policy & GBND – Lead: Willis

Commissioner Willis reported over the past month the Policy & Green Blue New Deal (GBND) Subcommittee had reviewed the City's Workforce Report, which was exclusively focused on City staff with recommendations for hiring on certain teams. Pursuant to the Report, the City was understaffed and there was a recommendation to hire Full Time Employees (FTEs), which as something that would help support some of the priorities of the EDC. He found the Report to be useful and encouraged everyone to review it.

Yahna Williamson, Management Analyst, explained that she created presentation slides for clarity of the results of the GBND Opportunities Report and Appendices along with the GBND Survey and next steps. City staff and community members were conducting additional research on the projects listed in the Report which have an implementation timeline over the next five years (2030). City staff, the EDC and Workforce Development Board had been surveyed to develop five priority projects, which subsequently turned into seven priority projects, which had been prioritized based on feedback received. Staff also reached out to Department Heads to obtain their feedback on the seven projects.

The seven projects that received the most votes included: Poor Upgrades; Building Electrification Retrofits; Brown Field Research and Innovation Project; Destination Downtown; Transition to Zero Emission Vehicles; Off-shore Wind Manufacturing and Green Accessory Dwellings. Project descriptions and next steps and the actual scope of work would be refined for each project to determine how it would work out in practice, to be brought back to the EDC for feedback.

Council Liaison Robinson reported the port was undergoing a facilities assessment which would inform the goals in the Report. The City has not prepared a comprehensive facilities assessment of the port in years and after the assessment a Master Plan process for the port would be prepared by the Port Director.

Commissioner Wear questioned why the port was part of the GBND since the port was such a large project.

Council Liaison Robinson advised the port had been included given the ample opportunities and potential jobs in the maritime industry and other opportunities, which could not be named until an assessment was done.

Commissioner Jackson commented on the previous feedback from the prior survey and asked where workforce development would follow. She wanted to see where that fell within all seven priorities since she saw some intersectionality. She wanted to make sure the community was at the forefront of some of those opportunities.

Ms. Williamson confirmed staff had received that feedback as well. Based on feedback from Department Heads, there was a recommendation to integrate more workforce development. She highlighted the feedback received on each of the seven priorities and commented that while poor upgrades was the top priority, the recommendation for off-shore wind manufacturing had received concerns with respect to feasibility due to the port size and infrastructure constraints. While some aspects may be incorporated into the broader port upgrades, there was a thought to combine those two projects. In terms of the building electrification retrofits, it was supported as it aligned with existing City goals, reduced costs and provided workforce development opportunities.

Green accessory dwellings required further clarification to ensure they aligned with City policies and did not introduce unintended consequences, and this project could also be combined with building electrification retrofits. For Brown Field Research and Innovation, while a priority project, a better description of the scope of work was recommended. The information in the Report was a guiding document to draft the scope of work for each of the projects, with the next step to bring that information to the EDC for review and additional feedback.

Ms. Beacham explained that staff had been very detail-oriented to get the project underway but it had taken longer than expected and it would be a period of time before it went to the City Council.

Ms. Williamson further clarified that meetings were upcoming to gauge staff capacity on the timelines and she had no definite time for when it would be completed, but it would be completed soon.

Ms. Beacham reiterated they were also in the midst of a comprehensive facilities assessment and they could not do a Strategic Plan until that work was complete. What the projects would entail including pricing would be included in the Strategic Plan, which would not occur until later in the year.

Vice-Chairperson Thompson noted some of the scope of work would not involve the port and he wanted to know when there would be a reasonable concrete scope of work.

Council Liaison Robinson reported the Facilities Assessment may be done in July 2025, but the Strategic Plan would not be done until 2026.

Commissioner Willis looked forward to the next consideration of the information. He otherwise asked when GEZ meetings were held to see where there was alignment. As to the five priorities, he understood they may shift after the assessments and he asked if the EDC was being asked to continue to review the top five priorities. He suggested staff leverage the expertise of the EDC when considering proposals. As to Brown Field Research and Innovation, he understood at one time there were federal funds available but that may no longer be the case with the new Administration.

Commissioner Willis also highlighted a pilot program created by Roots of Success in 2024, around green literacy education for youth, and a detailed report in response to the Inflation Reduction Act. The person who prepared the report could be invited to make a presentation to the EDC.

## **7. Council Liaison Robinson News or Report**

Council Liaison Robinson reported the next GEZ meeting had been scheduled for May 16, 2025, 30 Muir Road, Room 2A, in the City of Martinez at 9:30 a.m., with more information on the County website. She briefed the EDC on the discussions of the last GEZ meeting, including a presentation from Congressman Garamendi and encouraged interested persons to attend the next GEZ meeting. She added the City Council would be holding upcoming budget meetings.

Chair Kenney moved to extend the EDC meeting for 10 minutes. (There was no second or Roll Call vote.)

Council Liaison Robinson reiterated her efforts to make connections to find a fiscal sponsor for the Sustainable Expo. She also referenced the City's unfunded liability and the desire to improve staffing, as it related to funds from the Chevron Settlement and how the auditor looked at the use of those funds as one-time funds that should not be used for ongoing expenses like staffing. The City Council was considering ways to get around that and had been approached by the unions who offered an interesting proposal, using the settlement funds instead of General Fund monies to pay for the unfunded liabilities since General Fund monies could be used for other items like staffing. The unions suggested if the City paid down its unfunded liability debt faster the City could possibly realize substantial dollars coming into the City through savings and interest and after 10 years not only would the City save money it could see significant funds that were spent each year freed up as part of the General Fund. The City Council directed staff to explore this option further and assess its feasibility.

Council Liaison Robinson further reported the Rigger's Loft Wine Company decision was difficult and she had posted details she was able to share on her personal social media accounts along with links to the official statement from the City. She encouraged everyone to view the information or she could share it via email.

**8. Public Comments/Announcements**

Cordell Hindler, Richmond, invited the EDC to the Bay Front Chamber of Commerce Mixer, April 22, 2025 from 5:30 to 7:30 p.m. at the Berkeley Country Club, \$15 per person, with refreshments to be served; and the Contra Costa Mayors' Conference, May 1, 2025 hosted by the City of Pleasant Hill, \$70 per person. He otherwise asked whether venues could be alternated for EDC meetings. He suggested Masa Tamales & Taqueria would be a perfect location to host EDC meetings. He added he offered some of his economic development ideas to the Personnel Board at its March meeting and asked that the Workforce Analysis be agendized for the next EDC meeting.

Chair Kenney stated she would take the recommendation for alternate meeting locations into consideration and possibly a meeting towards the end of the year could be held off-site.

Kevin Guyun, a member of Americorps, stated he wanted to attend the meeting to see what was happening in the City. He was new to the area and planned to attend future meetings where he could share more about himself.

**9. Closing Comments: None**

**10. Adjournment: 1:06 p.m.**

## REQUEST FOR APPLICATIONS

# ADVANCING ECONOMIC MOBILITY RAPID GRANT OPPORTUNITY

## BACKGROUND

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All cities, towns, and villages, regardless of size, possess the ability to influence their residents' upward economic mobility. They can promote economic prosperity and opportunity for all residents through their day-to-day operations, programs, and services. They can tap into unique municipal roles and levers to build lasting outcomes for all residents, such as a community partner, model employer, funder, priority setter, and policy leader.

**Proposal Due:** Wednesday, April 30, 2025, by 5 p.m. ET

**Project Dates:** June 2025 – January 2026

**Information Session:** Tuesday, April 1 at 2 p.m. ET

**Submission Information:** Please submit completed applications online at

<https://www.nlc.org/initiative/grant-opportunity-advancing-economic-mobility/>

Questions? Contact the NLC Economic Opportunity and Financial Empowerment team at [eofe@nlc.org](mailto:eofe@nlc.org).

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## PART 1. BACKGROUND

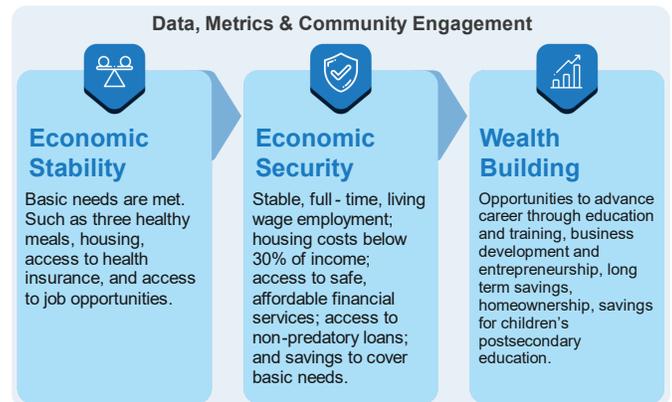
Advancing the upward economic mobility of city residents directly impacts the financial health and long-term viability of municipalities. Research indicates that economically secure families with as little as \$250 in savings are better able to weather the ebbs and flows of income drops and unexpected expenses. They are also less likely to rely on local services for housing support and cash assistance.

Over the past 50 years, there have been stark decreases in economic mobility nationwide. According to Opportunity Insights (OI), children's chances of earning more than their parents have been declining. 90 percent of children born in 1940 grew up to earn more than their parents. OI has found that only half of all children earn more than their parents did. This decline in economic mobility opportunity matters to cities because economically secure individuals are more likely to provide greater revenue via sales, property ownership, or income taxes that can provide more predictable municipal budgets. Additionally, economically secure residents tend to be more civically engaged.

NLC envisions local economic mobility programs and services within a framework that begins with services that support financial stability or basic needs for residents. Over time residents may transition to programs or services that promote security, helping them gain full-time employment with a living wage, and finally, to opportunities to build long-term wealth. However, the journey through this continuum is often obstructed by personal or external crises and structural racism. Municipalities are well-positioned to meet residents where they are on this continuum and, through targeted and comprehensive programs, help them achieve greater economic mobility.

The National League of Cities (NLC) is working to ensure that local leaders have the tools and information they need to advance economic mobility within their communities. With support from the Gates Foundation, NLC has an opportunity to provide grant funding of up to \$20,000 to cities committed to boosting the economic mobility of residents. The funding is only available to members of NLC's Economic Mobility Peer Network (EMPN), which is

### Economic Opportunity and Financial Empowerment Framework



open to all NLC members to join. The EMPN is a group of city leaders, staff, and partners who are interested in learning about topics and strategies that advance economic mobility.

### [JOIN THE ECONOMIC MOBILITY PEER NETWORK](#)

### Participant Benefits

In addition to receiving grant funding, municipalities selected for the grant opportunity will:

- Participate in bi-monthly coaching calls with NLC staff to receive guidance and troubleshoot challenges. Municipal teams will also have opportunities to engage with their peers through monthly Economic Mobility Peer Network engagements between June 2025 and December 2025.
- Be trained on how to use key economic mobility resources, including Opportunity Insights' [Opportunity Atlas](#), Results for America's [Economic Mobility Catalog](#), and the Urban Institute's [Upward Mobility Framework](#).
- At NLC staff discretion, selected municipal teams will have the opportunity to participate in a site visit to another city that is advancing economic mobility in their community.
- Selected municipal teams will also be expected to attend an Economic Mobility Convening in October 2026, where they will

have the opportunity to showcase their work. NLC will cover travel expenses for approved municipal team members.

### Rapid-Grant Focus Areas

Municipalities can apply for grants of up to \$20,000 designed to spark new ideas or leverage additional funding to promote economic mobility. Grants can be used to test ideas and begin to plan projects that respond to community needs or to expand existing initiatives. Up to 12 municipalities will receive funding. NLC will consider applications from municipalities of varied sizes and progress in existing economic mobility efforts.

Cities that apply for and are selected for this rapid grant opportunity should demonstrate that their efforts are focused on one of the three following areas:

- Creating quality employment opportunities for residents
- Equitable support to strengthen or start small businesses.
- Helping residents connect with government-sponsored residential services or public benefits such as Supplemental Nutrition Assistance Program (SNAP), the Child Tax Credit (CTC), Earned Income Tax Credit (EITC), or free tax preparation services.

### Selection Process

Applications will be reviewed by a multidisciplinary team within NLC, and municipalities will be selected based on their capacity to complete the work within the grant period, so that their proposed work will impact those making less than 200% of the federal poverty level and will directly impact the economic mobility of residents. Applications must also demonstrate that municipal staff will be directly engaged in the work.

| ACTIVITY                                | ESTIMATED DATES              |
|---|------------------------------|
| RFA release                             | March 3, 2025                |
| RFA information session                 | April 1 at 2 pm ET           |
| Proposal due                            | April 30, 2025<br>5:00 PM ET |
| Announcement of selected municipalities | Early June 2025              |

## PROGRAM TIMELINE

| Estimated Dates                            | Activity                                   |
|--|--|
| Early June 2025                            | Announcement of selected municipalities    |
| June 2025 – December 2025                  | Municipal coaching calls                   |
| June 2025 – December 2025                  | Economic Mobility Peer Network engagements |
| August 2025 – December 2025                | City Site Visits                           |
| October 2025                               | Economic Mobility Convening                |
| January 2026                               | Program Ends                               |
| Late January 2026 <i>(to be confirmed)</i> | Final Report to NLC                        |

## Selection Criteria Proposal Instructions

To apply for this rapid grant opportunity, municipalities must meet the following criteria:

- Be a member of NLC’s Economic Mobility Peer Network (the network is free to [join](#))
- Funded strategies should impact those making less than 200% of the federal poverty level.
- Municipalities that previously received an Economic Mobility Rapid grant from NLC will not be considered.

## PROPOSAL INSTRUCTIONS

To be considered for this initiative, the applicant must submit a fully [completed application online](#).

### Required Proposal Materials

- A. Contact Information
- B. Local Municipality Context
- C. Team Information
- D. Budget
- E. Mayor or City Manager Letter of Commitment with Quote

### Optional information

- A. Supporting Information

## PART II. APPLICATION

**All proposals must be submitted online by 5:00 PM ET on Wednesday, April 30, 2025.**

If you have questions or would like more information, please contact the NLC Economic Opportunity and Financial Empowerment team at [eofo@nlc.org](mailto:eofo@nlc.org).

## Application

### A. Contact Information

NAME OF PRIMARY POINT OF CONTACT:

TITLE OF PRIMARY POINT OF CONTACT:

EMAIL OF PRIMARY POINT OF CONTACT:

PHONE OF PRIMARY POINT OF CONTACT:

MUNICIPALITY/ORGANIZATION OF PRIMARY POINT OF CONTACT:

ORGANIZATION ADDRESS:

NAME OF SECONDARY POINT OF CONTACT:

TITLE OF SECONDARY POINT OF CONTACT:

EMAIL OF SECONDARY POINT OF CONTACT:

PHONE OF SECONDARY POINT OF CONTACT:

MUNICIPALITY/ORGANIZATION OF SECONDARY POINT OF CONTACT:

ORGANIZATION ADDRESS:

## B. Proposal Narrative

Please respond to the following questions to help NLC understand your current environment and readiness to take action to improve the economic mobility of your residents. Be sure to frame your responses carefully and candidly.

Provide any supporting information (such as documents, reports, press releases, etc.) that provides evidence related to your responses and clearly indicates where the supporting information is relevant.

### QUESTIONS

**Please select which area your proposed work will focus on (select only one):**

- Creating quality employment opportunities for residents.
- Equitable support to strengthen or start small businesses.
- Helping residents connect with government-sponsored residential services or public benefits such as Supplemental Nutrition Assistance Program (SNAP), the Child Tax Credit (CTC), Earned Income Tax Credit (EITC), or free tax preparation services.

1. **Please write a short description of how you will use the rapid grant funds in one to two sentences.** *(Your response should be no more than 75 words.)*
2. **Share a brief background on your municipality, its current economic mobility work landscape, and why the rapid grant funds are necessary for your economic mobility work.** *(Your response should be no more than 500 words.)*
3. **Describe your proposed project and note any populations that will be prioritized and why.** *(Your response should be no more than 500 words.)*
4. **Please note any potential challenges or obstacles you anticipate encountering during the implementation of your proposed project and how you plan to mitigate them.** *(Your response should be no more than 250 words.)*
5. **What, if any, existing municipal policies, priorities or initiatives support the selected focus area?** *(Your response should be no more than 250 words.)*
6. **Describe any specific opportunities you would capitalize on if selected for funding and support. This could include new state or federal investments in your community, emerging community needs or trends, etc.** *(Your response should be no more than 250 words.)*
7. **How will your team continue to sustain the work outlined in your rapid grant proposal after the grant period?** *(Your response should be no more than 250 words.)*
8. **What are some key policies, procedures, programs, or partnerships that will contribute to the success of the work outlined in your rapid grant proposal?** *(Your response should be no more than 500 words.)*
9. **What specific and measurable outcomes do you hope to measure to gauge your team's success in meeting your previously stated goals? Please identify outcomes that are achievable in the six-month rapid grant time frame.** *(Your response should be no more than 250 words.)*
10. **What key partners are (or will be) engaged and committed to realizing your plan and meeting your outcomes? What will their roles be? How can they contribute to the strength of the team?** *(Your response should be no more than 250 words.)*
11. **Please share the approximate time from receiving notice of a grant award to when city leaders appropriate the money for use.** *(Your response should be no more than 100 words. This question will not impact your scoring; it is solely to understand the administrative timeline necessary for grantees.)*

**C. Municipal-Led Team Information:**

List each senior leader or high-level staff with expertise related to the objectives of the *Advancing Economic Mobility Rapid Grant* who will serve on your local municipal team. Please include any key partner staff who are necessary for the completion of the objectives listed in the grant proposal. For each, please provide a brief description of their expected role. Please note who is the project lead on this document. The project lead must be a municipal leader or staff.

| NAME | TITLE | ORGANIZATION | CITY, STATE | ROLE | Please Indicate if this Person Will Participate in the Economic Mobility Peer Network |
|------|-------|--------------|-------------|------|---|
|      |       |              |             |      |   |
|      |       |              |             |      |   |
|      |       |              |             |      |   |
|      |       |              |             |      |   |
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|      |       |              |             |      |   |

## Required Supplemental Materials

Please provide links or attachments for the following required materials to supplement your application.

- D. Budget:** Please complete and submit the budget template demonstrating the anticipated use of funds.
- E. Mayor or City Manager Letter of Commitment:** Please provide a brief letter of commitment from your mayor or city manager articulating how they will ensure the success of your local municipality's engagement in the *Advancing Economic Mobility Rapid Grant*. The letter must specify the municipal leader or senior-level staff member designated to be their team's lead for the project. **The letter should also include a quote by the Mayor or City Manager** to support the economic mobility goals or their participation in the grant to potentially be used in NLC's communications materials about the project.

## Optional Information

- A. Supporting Information:** Please provide any supporting information (such as documents, reports, press releases, etc.) that provide evidence related to your application. In your narrative responses, please clearly indicate where the supporting information is relevant. This information can be sent to [eofe@nlc.org](mailto:eofe@nlc.org); however, please make it clear that the materials support a rapid grant application.

## **PART III. RESOURCES FOR PROPOSAL PREPARATION**

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To help you develop your proposal, NLC has gathered resources that may help you expand your thinking about programs, policies, or procedures that your municipality could implement as part of the rapid grant program.

### **Local Practice Examples**

Many communities across the country are working on their own or with outside organizations like NLC to create programs, policies, or procedures that help their residents become more economically mobile.

#### **Previous Rapid Grant Recipient Examples**

City of Burlington, VT  
(pop. 44,743)

The City of Burlington expanded its successful Personal Care Assistant (PCA) Workforce Training Program by providing training in Arabic to support the growing Arabic-speaking and Muslim population. This unique pilot expansion combined AI-powered direct translation from a real-time trainer and a culture monitor with a background in the medical field and fluency in both English and Arabic to ensure a holistic learning experience. This program expanded on an existing city priority of training and placing more healthcare workers to fill much-needed vacant positions, especially within the new and under-represented Arabic community. Additionally, the city used this pilot as a proof of concept on the effectiveness of AI-powered translation training, which could be leveraged for future opportunities to provide training in languages other than English and Arabic for in-demand skills and employment sectors.

City of Grand Island, NE  
(pop. 53,131)

The City of Grand Island created the Grand Island Community Kitchen Pilot Project, for which the city provided \$2,000 in direct funding assistance for nine entrepreneurs who want to grow their food production business. Business owners could utilize the direct assistance funds toward renting a shared commercial kitchen space, purchasing supplies, or creating marketing. This program met a direct need from local business owners to support a shared commercial kitchen space to grow their operations from home-based to commercial. As a part of the direct funding, the business owners attended four classes at the local community college focused on setting up their own business and marketing plans, developing a web presence, and more.

City of Linden, AL  
(pop. 1,859)

The project supported a series of community-focused workshops, meetings, resource fairs, and other targeted events, which provided comprehensive sessions on a wide range of financial empowerment topics such as financial literacy, workforce readiness, and access to government benefits. These events were directly tailored to their targeted demographics using specific activities such as providing childcare for sessions targeted at parents. Additionally, residents were provided incentives to attend multiple sessions. This funding allowed the City of Linden to expand existing programming and partnerships with nonprofit partners and neighboring cities.

## Advancing Economic Mobility Rapid Grant Opportunity

City of Dallas, TX  
(pop. 1,302,868)

The City of Dallas demonstrated a commitment to addressing community needs and promoting financial stability among residents through targeted outreach and engagement initiatives. The city successfully engaged 7,721 residents across neighborhoods, facilitating 106 benefit redemptions, conducting 21 financial counseling sessions, and distributing 101-period products. While the success varied across neighborhoods, with increases in WIC benefit usage ranging from 3% to 24% and varying rates of financial counseling service utilization, these efforts have undeniably impacted residents' lives. Dallas plans to sustain these efforts through ongoing community events, leveraging grant funding, and collaborating with relevant city departments.

City and County of Denver, CO  
(pop. 716,577)

The City and County of Denver launched the Family Business Preservation Program (FBPP) to support locally-owned businesses in strengthening their operations, mitigating involuntary displacement, and increasing multigenerational business ownership to build community wealth. The City received 53 applications, and 23 of those businesses were accepted into the program after review for alignment of business type, business location, and capacity to participate. The curriculum was tailored to advance each business owner's acumen and strengthen their current business operations to ensure they have the knowledge and expertise needed to survive, thrive, and offer quality jobs. The program, sustained by Community Development Block Grants (CDBG) funding, has graduated over 40 businesses. The city is working on tracking the businesses after they complete the program to see how they grow - revenue, staff, etc. via business licensing renewals and survey outreach.

City of Gaithersburg, MD  
(pop. 69,563)

The City of Gaithersburg's targeted outreach efforts showed promising outcomes in promoting economic stability and community empowerment within city apartment complexes. The success of two outreach events is evidenced by the engagement of 135 residents. Notably, 35 residents provided their contact information for follow-up, and 28 applications for benefits/services were completed onsite, with 12 participants attending follow-up appointments. The events facilitated meaningful conversations with service providers and raised awareness of previously unknown city services. By translating event materials into Mandarin and Spanish and engaging bilingual staff, the city ensured accessibility for residents with diverse language needs.

## **NLC Materials**

National League of Cities - Economic Mobility Toolkit

<https://www.nlc.org/resource/improving-opportunities-and-boosting-economic-mobility/>

National League of Cities - Increasing Quality Employment for Residents brief

<https://www.nlc.org/resource/increasing-quality-employment-for-residents-part-of-a-brief-series/>

National League of Cities - Raising Residents' Wages brief

<https://www.nlc.org/resource/raising-residents-wages>

National League of Cities - Expanding Economic Mobility through the Municipal Workforce brief

<https://www.nlc.org/resource/expanding-economic-mobility-through-the-municipal-workforce/>

National League of Cities - Working Parents, Thriving Cities report

<https://www.nlc.org/wp-content/uploads/2020/12/working-parents-thriving-cities.pdf>

National League of Cities – Keeping the American Dream Alive report

<https://www.nlc.org/resource/keeping-the-american-dream-alive/>

National League of Cities - How Hard-to-Fill Infrastructure Jobs Impact Building Our Future

<https://www.nlc.org/resource/how-hard-to-fill-infrastructure-jobs-impact-building-our-future/>

National League of Cities – Employee Ownership brief

<https://www.nlc.org/resource/the-municipal-playbook-for-employee-ownership/>

National League of Cities - City Inclusive Entrepreneurship Program Summary brief

<https://www.nlc.org/resource/city-inclusive-entrepreneurship-program-summary-brief/>

Advancing Economic Mobility Rapid Grant Opportunity

National League of Cities - Maximizing the Earned Income Tax Credit in Your Community

<https://www.nlc.org/resource/earned-tax-credit/>

## **Partner Resources**

Opportunity Insights – Opportunity Atlas

<https://www.opportunityatlas.org>

Results for America - Economic Mobility Catalog

<https://catalog.results4america.org>

Urban Institute - Mobility Metrics

<https://upward-mobility.urban.org/measuring-upward-mobility-counties-and-cities-across-us>

## **Richmond Main Street Initiative 2024-2025 Fiscal Sponsorship Agreement**

This Agreement is entered into this 11th day of July, 2024, by and between the **City of Richmond**, a municipal corporation (“**City**”) and **Richmond Main Street Initiative**, a nonprofit 501(c)(3) corporation (also referred to as **RMSI**) whose address is 1600 Nevin Plaza, Richmond, Ca 94801.

### **RECITALS**

A. The **City** is a municipal corporation duly organized and validly existing under the laws of the State of California with the power to carry on its business as it is now being conducted under the statutes of the State of California and the Charter of the **City**.

B. The **Richmond Main Street Initiative** is a nonprofit corporation, exempt from federal tax under section 501(c)(3) of the Internal Revenue Code, as amended (the “Code”). **RMSI** is a community based nonprofit corporation dedicated to revitalizing historic downtown Richmond as a pedestrian-friendly urban village, offering products, services, arts and entertainment that reflects the community's rich and diverse heritage.

C. The **Richmond Main Street Initiative** (also referred to as (**RMSI**)) is willing to receive tax-deductible charitable contributions for the benefit and use of implementing “A Taste of Richmond” (“TOR”, “Project” or “Event”) . **The City of Richmond**, with the administrative assistance of the **Richmond Main Street Initiative**, desires to use these funds to support the Project or Event.

### **AGREEMENT**

NOW, THEREFORE, in consideration of the forgoing, which are incorporated herein by reference, the parties: the **City** and **RMSI** agree to the following terms and conditions:

1. Term: The effective date of this Agreement is July 12, 2024, and it terminates July 12, 2025, unless otherwise terminated as provided herein.
2. RMSI’s receipt of funds: The **Richmond Main Street Initiative** agrees to receive grants, contributions, and gifts for the benefit and use of implementing “A Taste of Richmond” (TOR) (Event) (Project).
3. City’s use of funds: The **City of Richmond**, with the administrative assistance of the **Richmond Main Street Initiative**, will be allowed to access, utilize, and make expenditures using the grants, contributions, and gifts received by **Richmond Main Street Initiative** to support the Project or Event.

4. **RMSI's acknowledgment of charitable donations received on behalf of the City:** The **Richmond Main Street Initiative** agrees that all grants, charitable contributions and gifts which it receives for Event will be reported as contributions to the **Richmond Main Street Initiative** as required by law, and further agrees to acknowledge receipt of any such grant, charitable contribution or gift in writing and to furnish evidence of its status as an exempt organization under Section 501(c)(3) to the donor upon request. The **Richmond Main Street Initiative** agrees to notify the **City of Richmond** of any change in its tax-exempt status.
  
5. **Protection of tax-exempt status:** The **City of Richmond** agrees not to use funds received from the **Richmond Main Street Initiative** in any way which would jeopardize the tax-exempt status of the **Richmond Main Street Initiative**. The **City of Richmond** will cease using those funds provided through the **Richmond Main Street Initiative** upon receipt of a written request from the **Richmond Main Street Initiative** notifying the City that its planned use or use of these funds would jeopardize **Richmond Main Street Initiative's** tax exempt status. The **Richmond Main Street Initiative's** obligation to make funds available to the City shall be suspended if the City, within five (5) days of receipt of said written request, fails to comply. Any changes in the purpose for which funds collected by the **Richmond Main Street Initiative** are spent must be approved in writing by the **Richmond Main Street Initiative** and its Board of Directors before implementation. The **Richmond Main Street Initiative** retains the right, if the **City of Richmond** breaches this Agreement, or if **City of Richmond** jeopardizes the **Richmond Main Street Initiative's** tax-exempt status, to withhold, withdraw, or demand immediate return of funds collected for the Project or Event.
  
6. **Use of funds:** The **Richmond Main Street Initiative** authorizes the **City of Richmond** to make expenditures, which do not exceed total contributions for the Project, on its behalf for use in **the City of Richmond**. The **City of Richmond** agrees to use any and all funds received from the **Richmond Main Street Initiative** solely for legitimate expenses of the Project or Event and to account fully to the **Richmond Main Street Initiative** for the disbursement of these funds. On behalf of and with its funds, the **Richmond Main Street Initiative** will pay for the **City of Richmond** direct expenses. The **Richmond Main Street Initiative** will obtain authorization from the **City of Richmond** before disbursing or paying any Event expenses.

7. Financial procedures: the **City of Richmond's** receipt and use of these funds are conditioned upon compliance with generally accepted financial and accounting principles and procedures. Specific areas of interest to the Project include Cash Disbursements, Purchasing, Travel and Expenses, Consultants, Grants and Contracts, and Other Fiscal Agent Status.
8. Administration of Funds: The **Richmond Main Street Initiative** will administer all funds received by and for the Project or Event. The **Richmond Main Street Initiative** will deduct an administrative fee of 20 (twenty) percent of all funds received on behalf of the **City of Richmond** for the duration of this Agreement. Both parties must authorize and agree to any exceptions to this administrative fee.
9. Financial accounting and reporting: The **Richmond Main Street Initiative** will maintain books and financial records for the **City of Richmond** in accordance with generally accepted accounting principles. The Project or Event's revenue and expenses shall be separately classed in the books of the **Richmond Main Street Initiative**. The **Richmond Main Street Initiative** will provide reports reflecting revenue and expenses to the **City of Richmond** a monthly basis, within two weeks after the end of each month, and, on an annual basis, within three months after the end of each fiscal year applicable to this agreement.
10. Governance: Authority to manage the programmatic activities of the Project or Event is delegated to the **City of Richmond**, subject at all times to the ultimate direction and control of **Richmond Main Street Initiative's** Board of Directors.
11. Fundraising: the **City of Richmond** may solicit gifts, contributions, and grants on behalf of the **Richmond Main Street Initiative** for the Event. The **City of Richmond's** choice of funding sources to be approached and any letters of inquiry, grant applications, and other fundraising materials are subject to approval by the **Richmond Main Street Initiative** through its Executive Director. The **Richmond Main Street Initiative's** Executive Director must co-sign all original letters of inquiry, grant proposals, and grant agreements. All grant agreements, pledges, or other commitments with funding sources to support the Project or Event shall be executed by **RMSI**. The cost of any reports or other compliance measures required by such funding sources shall be borne by the Project or Event. The **Richmond Main Street Initiative's** Executive Director shall be copied at least one week in advance on all progress and final report submissions. The **Richmond Main Street Initiative** shall be responsible for the processing and acknowledgment of all monies

received for the project, which shall be reported as the income of the **Richmond Main Street Initiative** for both tax purposes and for purposes of the **Richmond Main Street Initiative's** financial statements. Grants involving government or public agency monies have substantial reporting and auditing requirements; therefore, if the City desires to apply for other public agency grants, it must obtain written in advance from the **Richmond Main Street Initiative** Executive Director.

12. Notices. All notices, demands, statements, or communications provided for by this Agreement shall be in writing and may be delivered by deposit in the United States mail, postage prepaid. Notices to the City shall be addressed to the Department Head and (as delineated below in section 12.1) to the City employee designated as project manager for the Project or Event under this Agreement. Notices to **Richmond Main Street Initiative** shall be addressed to the party designated by **Richmond Main Street Initiative** (as delineated below in section 12.2). Notice shall be deemed delivered (a) upon personal delivery; (b) as of the fifth business day after mailing by United States certified mail, postage prepaid, addressed to the proper party; or (c) as of 12:00 p.m. on the second business day immediately after the day it is deposited with and accepted by Federal Express, or a similar overnight courier service, addressed to the proper party and marked for next business day morning delivery. For the purposes of this Agreement, a "business day" means any day Monday through Friday that is not a holiday recognized by the federal government or the State of California.

12. 1 City hereby designates as its Authorized Representative the Project Manager whose name and address are as follows:

Nannette J Beacham Economic Development Director

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**City of Richmond**

450 Civic Center Plaza  
Richmond, CA 94804-0046

12. 2 **Richmond Main Street Initiative** hereby designates as its Authorized Representative the Project Manager whose name, title and address are as follows:

SARAH WALLY Interim Executive Director

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1600 Nevin Plaza  
Richmond, CA 94804

13. Termination: Either party may terminate this Agreement by giving 60 days' written notice to the other party. If the Project or Event will continue to exist but one of the parties' desires to terminate the **Richmond Main Street Initiative's** fiscal sponsorship of the Project or Event, the following terms and conditions shall apply:
- A. A nonprofit corporation which is tax-exempt under IRC Section 501(c)(3) and is not classified as a private foundation under Section 509(a) must be willing and able to be **Richmond Main Street Initiative's** Successor (the "Successor").
  - B. The Successor must be approved in writing by both parties by the end of the 60- day written notice period. If the parties cannot agree on a Successor, the **City of Richmond** shall have an additional 60 days to find a Successor willing and able to sponsor the Project or Event.
  - C. If a Successor is found, the balance of assets held by the **Richmond Main Street Initiative** for the **City of Richmond**, together with any other assets held or liabilities incurred by the **Richmond Main Street Initiative** in connection with the Project or Event, shall be transferred to the Successor at the end of the notice period or any extension thereof, subject to the approval of any third parties (including funding sources) that may be required. If the **City of Richmond** has formed a new organization qualified to be a Successor as set forth in Paragraph 13, such organization shall be eligible to receive all such assets and liabilities so long as such organization has received a determination letter from the Internal Revenue Service which states the new organization is exempt from federal tax under section 501( c)(3) of the Internal Revenue Code no later than the end of the notice period or any extension thereof.
  - D. If no Successor is found, the **Richmond Main Street Initiative** may allocate the **City of Richmond** assets and liabilities in any manner consistent with applicable tax and charitable trust laws and other obligations.
14. Governing Law: This Agreement shall be construed in accordance with the law of the State of California without regard to principles of conflicts of law. This Agreement is made in Contra Costa County, California, and any action relating to this Agreement shall be instituted and prosecuted in the courts of Contra Costa County, California.

15. Claims: Any claim by **Richmond Main Street Initiative** against the **City of Richmond** hereunder shall be subject to Government Code §§ 800 et seq. The claims presentation provisions of said Act are hereby modified such that the presentation of all claims hereunder to the City shall be waived if not made within six months after accrual of the cause of action.
16. Interpretation: This Agreement shall be interpreted as if drafted by both parties.
17. Severability: If any of the provisions or portions or applications thereof of this Agreement are held to be unenforceable or invalid by any court of competent jurisdiction, the **City of Richmond** and **Richmond Main Street Initiative** shall negotiate an equitable adjustment in the provisions of the Agreement Contract with a view toward effecting the purpose of this Agreement, and the validity and enforceability of the remaining provisions or portions or applications thereof, shall not be affected thereby.
18. Authority: The **City of Richmond** warrants and represents that the signatory hereto (the Mayor of the **City of Richmond** or the City Manager) is duly authorized to enter into and execute this Agreement on behalf of the City. The party signing on behalf of **Richmond Main Street Initiative** warrants and represents that he or she is duly authorized to enter into and execute this Agreement on behalf of **Richmond Main Street Initiative**.
19. Waiver: The waiver by the **City of Richmond** of any breach of any term or provision of this Contract shall not be construed as a waiver of any subsequent breach. Inspections or approvals, or statements by any officer, agent or employee of the **City of Richmond** relating to **Richmond Main Street Initiative's** performance, or payments therefore, or any combination of these acts, shall not relieve **Richmond Main Street Initiative's** obligation to fulfill this Agreement; nor shall the **City of Richmond** be thereby estopped from bringing any action for damages or enforcement arising from any failure to comply with any of the terms and conditions of this Agreement.

