



January 31, 2025

Dear Ratepayer,

As we enter 2025, the Downtown Tacoma Partnership is proud of everything we have accomplished over the last year. We have continued to work with our partners to keep Downtown Tacoma safe, clean, and welcoming.

In 2024, the DTP saw 19 new businesses open in Downtown Tacoma. Everything from donut shops to fitness studios. We also had new retailers join Downtown like Belle Pétale and The Barlow Galleries. We even saw construction begin on the exciting new Flatstick Pub location. There were plenty more that you might've seen cross our Instagram feed during the year.

We also saw over two hundred people engage with us in-person during two Saturdays (despite the rain) for our holiday shopping event: Holiday Haul Crawl. An even bigger success was the return of the free Downtown Tacoma Block Party headlined by Travis Thompson. With dozens of vendors, kids area, food & drink, and a full 8 hours of performers, the Block Party drew 8,000 people to Downtown Tacoma on the first Sunday in August. People are clearly looking for opportunities to come together, something Downtown Tacoma has consistently provided the community for over a century.

To best position us for the year ahead, the Downtown Tacoma Partnership presents the 2025-2026 work plan and budget for your review. The enclosed budget and accompanying work plan will continue to provide the high level of "clean, safe, and welcoming" services throughout the district that ratepayers are accustomed to while positioning us for the future.

To keep up with increasing costs, especially around labor, the DTP is increasing the low rate class by \$0.01 per square foot per year, which will average 3.8% across all property owners. This increase applies to storage, warehouse, parking, and long-term vacant buildings. As a non-profit organization, all the revenue received goes to pay for the services being provided throughout downtown. Any surplus is invested and used to offset future year costs.

**A Ratepayer Public Hearing will be held February 27th, 2025 at 3:15 p.m.** on the proposed work plan and budget prior to the Board taking a vote. The Public Hearing will be held in person at 950 Pacific Avenue, Suite 300, 98402 and via Zoom [Meeting ID: 838 8349 0181; Password: 144079]. If you plan to attend the hearing please RSVP to David Schroedel, david@downtowntacomapartnership.com, or send him comments in writing to be shared at the meeting.

The mission of the Downtown Tacoma Partnership is to provide common services for property owners and to be an advocate for the general economic well being of downtown properties.

950 Pacific Avenue, Suite 300; 98402 • [www.downtowntacomapartnership.com](http://www.downtowntacomapartnership.com) • Phone: 253-627-2175

**Rate Summary:** High intensity and low intensity use rates will be \$0.15/sf and \$0.09/sf per year respectively. The land area rate will remain at \$0.06/sf of parcel area. The intensity rates are applied based on the type of use multiplied by the area of that use. The intensity assessment is then added to the land rate assessment. A 30,000sf office building (high intensity use) on a 10,000sf lot would pay \$5,100 per year.

**Revenue Summary:** Total revenues are anticipated to be \$1,008,265 from high intensity use assessments, \$621,405 from low intensity use assessments, and \$263,977 from land area assessments. This totals assessment revenues of \$1,893,647.

**Reserve Account:** We expect to withdraw approximately \$121,553 from reserves to cover expenses beyond the revenue. Current reserves are sufficient to cover approximately 8 months of expenses. This is higher than the historical board target of 6 months.

**Safety:** The Downtown Tacoma Partnership Safety Team is available 24/7 with two officers as an on call service. In addition, we have budgeted for Police Department emphasis patrols should staffing become available. Safety expenses are \$761,000 or 38% of the budget.

**Cleaning:** Once per week street/sidewalk sweeping and daily incident response continue to be the level of service standard. Biannual sidewalk washing and next day graffiti removal continue as well. Cleaning expenses are \$614,400 or 30% of the budget.

**Marketing:** The marketing efforts include managing our online presence, creating a Downtown Tacoma report, street banners, flower baskets, the Block Party, Haul Crawl, retail support, Downtown Tacoma farmers market, and other public space activation. The ratepayer matching support for these efforts is \$327,600 or 16% of the budget. In addition, the DTP has budgeted to raise another \$222,000 from outside sources to support these efforts.

For comments on the budget or work plan or to RSVP for the Ratepayer Public Hearing on February 27th please contact DTP staff:

**Operations:**

David Schroedel, Executive Director  
950 Pacific Ave, Ste 300  
Tacoma, WA 98402

Email:  
david@downtowntacomapartnership.com

**Billing:**

Debbie Bingham, City Designated Official  
747 Market St, Rm 900  
Tacoma, WA 98402

Email:  
dbingham@ci.tacoma.wa.us

If you own or manage multiple properties within the DTP, you may not receive multiple notices of the public hearing, budget and work plan. Rather you may need to provide this information to your clients separately. If you would like additional copies of any of the materials contained in this package, please contact David Schroedel as noted above.



**DOWNTOWN TACOMA PARTNERSHIP  
BUSINESS IMPROVEMENT AREA RATEPAYER HEARING & ANNUAL MEETING**

February 27, 2025  
3:15-3:45 p.m. (times approximate)  
950 Pacific Avenue, Ste 300, 98402  
ZOOM Meeting ID: 838 8349 0181  
Password: 144079

**Tentative Agenda (subject to change)**

- 3:15 Call to Order & Self-Introductions**  
*Shannon Tiegs, President*
- 3:18 Overview of BIA 2025-2026 Rate, Budget & Work Plan**  
*Shannon Tiegs, President*  
*David Schroedel, Executive Director*
- 3:25 Questions/Comments from Ratepayers**  
*Facilitated by Shannon Tiegs*
- 3:35 Final Approval of Budget, Rate & Work Plan** **Action Requested**
- 3:40 BIA/DTP Ratepayer Board of Directors Nominations**
- Motion to accept slate of Board Directors **Action Requested**  
**Slate of Board Directors (3yr terms)**
- Jessica Johnston, Courthouse Square
  - Shannon Tiegs, Tiegs Property Services
  - Alec Thomas, Great Expectations
- Motion to accept slate of Board Officers **Action Requested**  
**Slate of Officers (1yr terms)**
- Shannon Tiegs, Tiegs Property Services, President
  - Jessica Johnston, Courthouse Square, Vice-President-Treasurer
  - Ben Mauk, University of Washington Tacoma, Secretary
- 4:45 Concluding Remarks & Adjourn**

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**Downtown Tacoma Partnership  
Budget & Work Plan Approximate Process Calendar  
December, 2024 – May, 2025**

<u>DATE</u>	<u>ACTIVITY</u>
December 19, 2024	Board provides strategic direction for next year
January 30, 2025	Board reviews draft budget and work plan
February 3, 2025	DTP mails notice of ratepayer hearing and copy of proposed budget and work plan to all ratepayers
February 27, 2025	DTP holds ratepayer hearing to review proposed budget and work plan; subsequently, Board approves or amends package
March 3, 2025	DTP presents approved budget and work plan to City for distribution to City Council
March, 2025	DTP presents to the Economic Development Committee of the City Council
April, 2025	City Council considers Resolutions on business improvement area budget and work plan
April 30, 2025	City mails assessments to property owners & title companies
May 1, 2025	DTP begins operating under new budget & work plan

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2025-2026 Downtown Tacoma Partnership  
 Business Improvement Area Budget  
 DRAFT 1/29/25

<b>Assessments</b>	<b>Budget 2024-2025</b>	<b>Budget 2025-2026</b>	<b>Absolute Chan % Change</b>	
High Intensity Use Rate	\$0.150	\$0.150	\$0.000	0%
Low Intensity Use Rate	\$0.080	\$0.090	\$0.010	13%
Land Rate	\$0.060	\$0.060	\$0.000	0%
High Intensity Use SF	6,721,768	6,721,768		
Low Intensity Use SF	6,904,499	6,904,499		
Land SF	4,399,620	4,399,620		
High Rate Revenue	\$ 1,008,265	\$ 1,008,265	\$ -	0%
Low Rate Revenue	\$ 552,360	\$ 621,405	\$ 69,045	13%
Land Rate Revenue	\$ 263,977	\$ 263,977	\$ -	0%
<b>Total Assessment Revenue</b>	<b>\$ 1,824,602</b>	<b>\$ 1,893,647</b>	<b>\$ 69,045</b>	<b>4%</b>
Est. Reserves	\$ 1,300,000	\$ 1,300,000		8 Months
<b>Expenses</b>				
<b>Administration</b>				
Mgmt, Ins, Rent, Legal, et	\$ 243,800	\$ 312,200	\$ 68,400	28%
<b>Total Administration</b>	<b>\$ 243,800</b>	<b>\$ 312,200</b>	<b>\$ 68,400</b>	<b>28%</b>
<b>Clean Team Operations</b>				
Clean Team Personnel	\$ 464,000	\$ 476,000	\$ 12,000	3%
Equipment Expenses	\$ 35,500	\$ 76,500	\$ 41,000	115%
Consumables & Misc	\$ 59,900	\$ 61,900	\$ 2,000	3%
<b>Total Maintenance</b>	<b>\$ 559,400</b>	<b>\$ 614,400</b>	<b>\$ 55,000</b>	<b>10%</b>
<b>Safety Operations</b>				
Safety Team Personnel	\$ 630,000	\$ 650,000	\$ 20,000	3%
TPD Support	\$ 90,000	\$ 90,000	\$ -	0%
Office & Supplies	\$ 21,000	\$ 21,000	\$ -	0%
<b>Total Security</b>	<b>\$ 741,000</b>	<b>\$ 761,000</b>	<b>\$ 20,000</b>	<b>3%</b>
<b>Marketing/Community Relations</b>				
Marketing Services	\$ 162,100	\$ 173,300	\$ 11,200	7%
Special Project Support	\$ 137,500	\$ 154,300	\$ 16,800	12%
<b>Total Marketing/Community</b>	<b>\$ 299,600</b>	<b>\$ 327,600</b>	<b>\$ 28,000</b>	<b>9%</b>
<b>Total Expenses</b>	<b>\$ 1,843,800</b>	<b>\$ 2,015,200</b>	<b>\$ 171,400</b>	<b>9%</b>
<b>Profit/Loss (change in reserves)</b>	<b>\$ (19,198)</b>	<b>\$ (121,553)</b>		

**DOWNTOWN TACOMA PARTNERSHIP  
BUSINESS IMPROVEMENT AREA WORK PLAN  
2025-2026**

The Downtown Tacoma property owners and City of Tacoma formed a business improvement area [BIA] under RCW 35.87A on April 5, 1988 under Substitute Ordinance 24058, reestablished on March 10, 1998 under Ordinance 26205, reestablished again on February 19, 2008 under Ordinance 27696, and most recently reestablished again on March 27, 2018 under Ordinance 28496. The following is the thirty-eighth year work plan for the business improvement area, operating under the Downtown Tacoma Partnership name [DTP], effective from May 1, 2025 to April 30, 2026. It includes the administration of the program, appeals process, board and committees, and plans for maintenance, security and marketing.

**PLAN OF ACTION**

**I. CITY OF TACOMA**

The City of Tacoma will collect funds and deposit those funds in an interest bearing account that will be reflected in a separate ledger. The City will contract with the Local Development Council [LDC] (dba Downtown Tacoma Partnership [DTP]) for management services, which contract is hereafter called the BIA Agreement. No provision of this work plan shall relieve the DTP from carrying out the annual program in accordance with the terms and conditions of the BIA Agreement.

**II. DOWNTOWN TACOMA PARTNERSHIP**

- A. The Downtown Tacoma Partnership membership consists of representatives designated by the owners of record of properties subject to paying assessments into the district. This group elects a Board of Directors to review BIA programming and determine if the funds are being spent in a proper manner, and each year this representative body prepares a new budget and work program for the following year based on identified needs, recognition of problem areas and experience from the previous year. The plan calls for an administrative team from the DTP to manage services, see that there is adequate insurance coverage, oversee all functions and report directly to the Board. The DTP will make an annual report available to all ratepayers and will be ready to respond to issues or emergencies.
- B. The DTP will rent or purchase all equipment and materials needed to manage the district in accordance with City Ordinance 28496 and Chapter R.C.W. 35.87A. It will provide all personnel or subcontract all services and personnel necessary for its operation.
- C. The City will enter into an agreement with the DTP for the management of the BIA.
- D. All equipment purchased with funds generated from the BIA will be returned to the City should the district be discontinued.
- E. Appeals
  1. The DTP will provide appeal forms and information to ratepayers relative to the process for correction or appeal of assessments pursuant to City Ordinance 28496. When requested by the City, DTP staff will provide administrative assistance in determining factual issues pertaining to application of the assessment to a

- particular property such as square footage, rates and building use.
2. The DTP will inspect properties and turn in reports as requested.

### **III. MANAGEMENT**

The DTP will administer the basic program with contract staff or firms as needed to implement the program, with an approved budget as established by Tacoma City Ordinance 28496.

### **IV. ADVISORY COMMITTEES**

- A. Advisory committees will be made up of ratepayers and other interested parties that will advise the DTP Board in its management of the district, though will have no formal membership nor decision making authority independent of the DTP Board.
- B. Safe & Clean Advisory Committee
  1. The committee will review all aspects of the DTP safe & clean program.
  2. It will meet as needed and be ready to respond to issues or requests.
  3. The committee may include the following or their designee:
    - a. One board representative, acting as Chair
    - b. Tacoma Police Department Chief or designee
    - c. Contractor supervisor(s), if applicable
    - d. City of Tacoma representative
    - e. One or more other ratepayers/stakeholders
    - f. Representatives from other agencies
- D. Marketing Advisory Committee
  1. The committee will communicate with public agencies, ratepayers, business owners, residents, visitors, etc. on behalf of the DTP.
  2. The committee oversees DTP beautification and marketing initiatives.
  3. It will meet as needed and be ready to respond to issues or requests.
  4. The committee may include the following or their designee:
    - a. One board representative, acting as Chair
    - b. City of Tacoma representative
    - c. One or more other ratepayers
    - d. Other stakeholders within the Downtown Tacoma Partnership footprint

### **V. SAFETY PLAN**

- A. Downtown Police
  1. Police officers may patrol a larger area than the BIA even if partially funded with BIA assessments. These funds may be used for labor as well as maintenance, supplies, and equipment for bicycles used by police officers in the BIA footprint.
  2. The DTP may fund selected operations when the Tacoma Police Department and the DTP mutually arrange such operations. The priority will be funding for officers that can provide support to active safety incidents.
- B. Private Security
  1. Service Standard: To provide a community service representative (CSR) patrol, also known as DTP Safety Patrol through every block of the DTP at least once per day. Phone-directed patrols will be available on-call every day of the week. Services will be coordinated with police and other public safety agencies to

provide maximum flexibility and highest level of service in response to DTP needs.

2. Downtown Safety Patrol or CSR (Community Service Representatives)
  - a. DTP Safety Patrols will wear readily identifiable uniforms and will be trained as public relations representatives for the downtown area, assisting people with directions, and providing related services. Safety personnel will not carry weapons, but will be equipped with a cellular telephone for communication with customers, team members, and the Tacoma Police Department.
  - b. Current support is available 24/7. The DTP strives to maintain staffing, but may be adjusted as conditions and available team members demand:
    - 24 hours a day, 7 days a week, 2 Officers
  - c. DTP Safety Patrols on bicycles allow for more frequent and effective coverage of the area and will be used when feasible.
  - d. The hours may be adjusted to meet current district needs, including holidays.
  - e. The DTP will approve programming for training of the CSRs.
  - f. Any safety personnel objected to by the City, the Tacoma Police Department, or the DTP Board will be removed from the program.

## VI. CLEANING PLAN

- A. Service Standard: To clean sidewalks and other common areas throughout the BIA at least once per week. Higher traffic areas may be cleaned more frequently as conditions warrant.
- B. Proposed staffing levels for sidewalk cleaning call for a supervisor and four full-time employees but may be adjusted as conditions demand.
- C. The City has agreed to provide (at no cost to the DTP) the finished space located at the foot of the Broadway hill climb (12th & Commerce) for use by the DTP Cleaning & Maintenance Program. In exchange for this space, DTP staff will continue to do routine cleaning of the public restrooms at 12th & Commerce as well as open and close them daily as agreed with the Public Works Department.
- D. The DTP team will attempt to inform ratepayers or their representatives of any graffiti noticed on their property. Educational information on removal procedures and organizations that will assist with graffiti removal will be available. In the event that the business or property owner has been informed and does nothing or is unable to do anything about the graffiti, crews will offer to remove it as time and resources permit. Crews will not clean any graffiti that cannot be reached while standing in the public right-of-way.
- E. The clean-up crew will respond as possible to calls from city officials, ratepayers, the general public, or DTP Safety for clean-up matters needing immediate attention.
- F. The crew will work to pressure wash sidewalks throughout the downtown as possible with a goal of reaching every sidewalk once every two years.
- G. When snow is on the ground, the maintenance crew will first focus on removing snow from storm drains and other areas to minimize flooding and puddles for pedestrians entering crosswalks. After that, the crew will remove snow from sidewalks to the best of their ability. The crew will not be able to clean snow off all sidewalks in the downtown area. The crew will not clean snow from any downtown streets. Snow



removal cannot be guaranteed and will be on a time available basis.

- H. When leaves are on the ground, the maintenance crew will continue with its regular route schedule with a focus on removing leaves from storm drains outside of the raingardens. After that, the crew will remove leaves from sidewalks and streets. Finally, as time on a route permits, the maintenance crew will clear remaining leaves in the public right of way, though will not enter planting beds or remove leaves that cannot be removed with a leaf blower from the sidewalk or street. During the heaviest leaf fall times, not all leaves will be able to be removed from a street more than once per week.

## **VII. MARKETING PLAN**

- A. Service Standard: To maintain regular, effective communication with district ratepayers and to support the ratepayers' goal of preserving and enhancing their property values by highlighting Downtown Tacoma as a desirable area in which to work, shop, live, and visit.
- B. Funds for general marketing of the area may be expended on providing and disseminating information to ratepayers and for more general audiences, through brochures, print or electronic advertising, special events, and websites in order to promote Downtown Tacoma.
- C. Vertical street banners are incrementally purchased and installed on several arterials within the service area, often in partnership with other downtown stakeholders.
- D. The committee will collaborate to identify opportunities to use its resources judiciously to increase efficiencies and leverage existing opportunities among the various organizations promoting downtown in a manner benefitting all ratepayers.
- E. The Board will regularly survey ratepayers and users about existing and potential DTP services.
- F. The DTP will coordinate with the City and other downtown agencies to help install and/or maintain common area improvements.
- G. The DTP will continue to partner with the City to promote and support retailers in Downtown Tacoma and attract new retail businesses to the area with the Retail Advocate position.