



City of Tacoma – Neighborhood Council Program
SMALL NEIGHBORHOOD INNOVATIVE GRANTS
2015/2016 Application

Print application, fill out all sections and submit two copies with appropriate attachment(s).

Please complete the following and attach the requested information.
(Note: This application is subject to public review and disclosure.)

Name of Submitting Neighborhood:

North End

Name of Submitting Organization:

Old Town Business and Professional Association

Neighborhood Council Area:

Old Town

Project Name

Business District Banners

Project Location with map and/or photo

See attached

(be specific with address, intersections or name of location if relevant)

Primary Project Manager: Nancy Muse

Mailing Address: PO Box 7601, Tacoma, WA 98407

Telephone No. 627-2818 E-mail address nmuse22@gmail.com

Project Manager (2): Ruth Dalenius

Telephone No. 565-4874 E-mail address rdalenius@farmersagent.com

Is this the first time you have applied for an Innovative Grant? ☒ Yes ☐ No

Total Innovative Grant allocation requested \$ 3700

Please complete the following information. If additional space is needed, use a separate sheet and reference the response by number.

PROJECT IMPACT

1. Please describe the neighborhood benefit or problem being addressed by this project.

Banners would identify, establish boundaries, and provide a sense of community for our district. We want to create Old Town as a destination district! We want to add a QR Code that will provide interesting info about our district, too.

2. Please describe recent methods or attempts taken by your neighborhood to address the problem stated above.

Our district has several long standing annual events that draw residents from within Tacoma and beyond. We currently have 2 entrance signs for our district.

3. How will the impacted neighborhood be involved in the planning and implementation of this project? Please summarize your community outreach plans.

The business district members will narrow the final selection, then we will include residents in the final decision. Business district members are serving on the committee.

4. Are there project components that others in the neighborhood may disagree with and if so, what have you done to address these concerns?

We realize that not everyone will like the final design, but no one has voiced disapproval with the installation of banners.

5. Is this project in a Neighborhood Business District? (see map)

☐ No ☒ Yes; if yes, a letter of support must be attached.

6. Is this project sited on property that is NOT a City-owned street or sidewalk?

☒ No ☐ Yes; if yes, a letter of support must be attached

PROJECT IMPLEMENTATION

Briefly describe your plans for implementation/installation of this project, including resources needed, and how the community might be involved.

We have begun the process with a committee. We've received an estimate to better understand the timeline. We expect to get the designs in 90 days, get the input from business community, get input from residents, have banners completed, have them installed.

Target date for project construction/implementation to begin:

06/01/2015

Target date for project to be completed (must be within 18 months of award):

01/01/2016

Projected life of the improvement before it would need to be repaired, removed, or replaced:

10 years

(please note if you do not identify a project life cycle, one will be assigned based on City of Tacoma past experience)

PROJECT OPERATIONS & MAINTENANCE

Please describe any ongoing activities and/or costs associated with this project after completion and the plan for how they will be accomplished and/or paid for. Possible examples: on-going watering, pruning and maintenance of new trees or structural maintenance and possible graffiti removal of a community garden element such as a fence or a shed. Please note, by granting funds for your project, the City of Tacoma does not guarantee the maintenance of your project. Any application for a physical improvement project submitted without an adequate operations and maintenance plan will not be considered eligible for funding.

The metal type banners have about a 10 year lifespan. After 10 years they need to be cleaned and/or resurfaced. Our district has funds for that future expense.

PROJECT FEASIBILITY (CAN IT BE DONE!)

This section is meant to show the applicant has received permission from those impacted by the project and that considerations have been made on how to successfully implement your project through a thoughtful and realistic budget and maintenance plan. If you have questions on who the right City staff person or agency or impacted group might be for obtaining permission (signature or letter of support), please contact one of our Program Development Specialists **Kala Dralle at 573-2523 or Allyson Griffith at 591-5119.**

Demonstrate Public Property Permission: The site of this project as listed in this application has been reviewed and approved by the appropriate City of Tacoma staff prior to application being submitted and/or by the abutting property owner and/or neighborhood group.

Dept/Agency Community & Economic Development Representative Shari Hart

Comments Shari has been an important part of our committee. She approved this via email

Signature SH Date 06/01/15

Phone / email 253-591-5208 shart@cityoftacoma.org

Impacted Neighborhood Group/Business District Letter of Support Attached: ☒ Yes ☐ No

Impacted Property Owner Letter of Support Attached: ☐ Yes ☐ No NA

Demonstrate an Adequate Budget: The grant funding and project budget is adequate to cover all costs of labor, equipment, material, and overhead associated with the construction/installation.

Dept/Agency OTBPA Representative Ruth Dalenius

Comments Our budget is adequate

Signature Ruth Dalenius Date 6/1/2015

Phone /email 565-4874 rdalenius@farmersagent.com

Operations and Maintenance (O&M): Applicant has identified an adequate plan and budget for ongoing O&M: ☒ Yes ☐ No

Costs associated with the ongoing O&M for this project are available in the operating budgets of this department/agency. ☒ Yes ☐ No

Dept/Agency OTBPA Representative Ruth Dalenius

Comments Our budget is adequate for ongoing O&M

Signature Ruth Dalenius Date 6/1/2015 Phone # 565-4874

Please be sure to include required attachments:

☒ Map and/or photo of project location

- ☐ Required letters of support (Impacted Neighborhood Group, Neighborhood Business District, Abutting Property Owner, Additional Funding Partners – including in-kind)

PROJECT BUDGET

List all **costs** associated with completing this project from start to finish. Costs you may want to consider, depending on your project, are permits/insurance/fees, design/engineering, preparation of site, production, materials, labor, installation, disposal, professional services, equipment rental, sales tax, etc.

Then list all sources of **funds** that will finance this project; including the amount of grant funds being requested and the type of and amount of your matching contribution (minimum 10%), which may include in-kind contributions or funds from your organization or any other grants, sponsors, donations, volunteers. Volunteer hourly rates are currently estimated at \$26.72 per hour (based on the Independent Sector Value of Volunteer Time)

cost component	amount	sources of funds/ matching contributions	amount
Design & Production	\$ 3900	OTBPA	\$ 3700
labor to install	1000		
Repairs needed	1500		
Cleaning	1000		
		Innovative Grant request	3700
TOTAL	\$ 7400	Match % <u>50</u> TOTAL	\$ 7400

- ☐ Check here if you have attached your project budget on a separate sheet of paper.

BUDGET EXAMPLE

Project: Community Garden

cost component	amount	sources of funds/ matching contributions	amount
Fence – wood rail	\$4842	"Grow R Garden" Bake Sale	250
Raised garden beds	1000	Volunteer labor (100 hrs)	\$2000
Compost area and beds	300		
Signage	400		
Gravel and landscaping materials	150		
Sales tax for materials	623		
labor	2000	Innovative Grant request	7065
TOTAL	\$9315	Match % <u>31</u> TOTAL	\$9315

IMPORTANT NOTE: This type of project, where materials are being purchased, constructed and installed by the neighborhood group, will require the applicant to purchase the materials up front, and then submit paid receipts for reimbursement once project is completed.

The original application, plus one copy, must be received or postmarked no later than 5:00pm on May 1st, 2015.

**City of Tacoma
Customer Support Center
Small Neighborhood Innovative Grant
747 Market St., 2nd Floor
Tacoma, WA 98402**

Neighborhood Council Program

Community & Economic Development Department - Neighborhood Council Office

It is the intent of the City, through the creation of Neighborhood Councils and the Community Council, to foster a partnership of open communication between the City and its neighborhoods; to enhance the environment in which citizens are afforded an opportunity to participate in government decisions in an advisory role; to foster cooperation and consensus among diverse interests; to assist the City and neighborhoods in developing solutions to mutual problems; and to develop in the citizens a sense of personal pride and responsibility for their neighborhood.

WEST END
Monthly Meeting: 3rd Wednesday, 7:00 p.m.
Fire Station 616 - 7217 62nd Ave
Web: westendtacoma.stpod.com

NORTHEAST
Monthly Meeting: 3rd Thursday, 7:00 p.m.
Gordon I. MC Suburban - 4730 Newport Way NE
Web: www.northeasttacoma.org

NORTH END
Monthly Meeting: 1st Monday, 6:00 p.m.
University of Puget Sound
Thompson Hall, 12th and Union (Room 103)
Web: www.northeasttacoma.org

CENTRAL
Monthly Meeting: 1st Thursday, 7:00 p.m.
Tacoma Nature Center - 5100 2nd & Tyler St.
Web: www.centraltacoma.com

NEW TACOMA
Monthly Meeting: 2nd Wednesday, 6:30 p.m.
First United Methodist Church - Fellowship Hall
651 Tacoma Avenue South (enter in back off S. 79th)
Web: www.newtacoma.org

SOUTH TACOMA
Monthly Meeting: 3rd Wednesday, 6:30 p.m.
S.T.A.R. Center - 3673 South 68th St
Web: www.southtacoma.org

EASTSIDE (ENACT)
Monthly Meeting: 3rd Monday, 6:30 p.m.
Garrett Heights Park Building
400 E. 55th St. at Railroad Crossing
Web: www.eastsidetacoma.org

SOUTH END
Monthly Meeting: 3rd Monday, 7:00 p.m.
Fire Station 90 - 4811 S. Alaska St
Web: www.southendtacoma.org

For questions about the Neighborhood Council Program, please contact Carol Wolfe at 591-5384 or by email to cwolfe@cityoftacoma.org.

City of Tacoma

Neighborhood Business District Program



For questions about the Neighborhood Business District Program, please contact Shari Hart at 591-5208 or by email to shart@cityoftacoma.org

NEIGHBORHOOD COUNCIL MEETINGS AND LOCATIONS

Central Neighborhood Council

First Thursday of the month at 7 p.m.

Tacoma Nature Center - South 19th and Tyler Street

Eastside Neighborhood Council (ENACT)

Third Monday of the month at 6:30 p.m.

Stewart Height Park Building - 402 East 56th at Railroad Crossing

New Tacoma Neighborhood Council

Second Wednesday of the month at 5:30 p.m.

First United Methodist Church – Fellowship Hall

621 Tacoma Avenue South (enter in the back off of South 7th)

Northeast Neighborhood Council

Third Thursday of the month at 7 p.m.

Sector 1 NE Substation 4731 Norpoint Way NE

North End Neighborhood Council

First Monday of the month at 6 p.m.

University of Puget Sound: Thompson Hall - 15th and Union / Room 193

South End Neighborhood Council

Third Monday of the month at 7 p.m.

Fire Station #8 - 4911 South Alaska Street

South Tacoma Neighborhood Council

Third Wednesday of each month at 6:30 p.m.

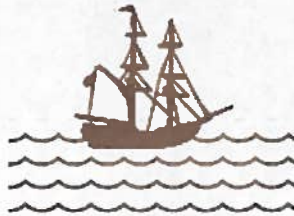
S.T.A.R. Center - 3873 South 66th Street

West End Neighborhood Council

Third Wednesday of each month at 7 p.m.

Fire Station #16 - 7217 Sixth Avenue

Attend a Neighborhood Council meeting in your area and help build stronger communities
Contact Carol Wolfe, Neighborhood Council Coordinator at 591-5384 or
cwolfe@cityoftacoma.org to find out more about your Neighborhood Council!



OLD TOWN BUSINESS & PROFESSIONAL ASSOCIATION

March 11, 2014

Minutes

Self-introductions were made.

Attendees: Pauline Zeitler, Columbia Bank; Sonie Hansen, Ginkgo Forest Winery; Daren Skaanes, Tacoma Police Dept.; Rosa Blanca, Chic-Chack LLC; Anna Price, Connelly Law Offices, LLC; John Trueman, Old Town Resident; Nancy Muse, Bayview Optical; Ruth Dalenius, Dalenius Agency; Jacinda Howard, City of Tacoma; Walter Acuna, Craft 3; Jaffer Ali, Community Capital Development; Kala Dralle, City of Tacoma; Mary Bowlby, Job Carr Cabin Museum;

Treasurer Report: Pauline reported that we have a balance of \$21,276.16 in the OTBPA checking account.

Minutes: February minutes were emailed prior to the meeting and hard copies available. Motion made by John to accept the minutes as written, second by Nancy. Motion carried.

Membership: Nancy reported that AHBL is doing a mail merge of our membership renewal letters. They should be ready for envelop stuffing by Friday.

City of Tacoma, Tacoma Police Department: Officer Daren Skannes gave the previous month crime stats for the OT Business District. There were 7 car prowls

In the Ruston Way area, resulting in broken windows and the loss of cell phones, IPads, wallets, credit cards, checkbooks, etc. He reminded us not to leave anything of value in our cars, especially where they can be seen. If you want to put valuables in your truck, you should do so before leaving home so that you are not observed putting them there.

City of Tacoma Risk Management staff has checked out the hill on Schuster Parkway and determined that is not safe for people to be walking around up there. They will hire workers who are equipped to work in the slippery terrain rather than send City workers out to contact the transients who are camping there. A road may be built and a park developed on the site in the future.

City of Tacoma, Economic Development: Kala Dralle distributed a fact sheet regarding City of Tacoma Paid Leave Ordinance and stated that they are available to do 20 minute presentations at the Business District meetings in April or May. They will provide an overview of Paid Leave and discuss the draft regulations for feedback. They can also provide handouts for the associations if a presentation is not requested by them. Tacoma is working on a **Transportation Master Plan**. There are workshops planned that we can sent a representative to. There is a draft document at www.cityoftacoma.org/. Comments can be emailed to tmap@ci.tacoma.wa.us. In the past there was a discussion regarding a possible pedestrian overpass over the railroad tracks. This is the appropriate time to discuss and request this type of project.

There is a program called **Lonnie's Kids** which matches young offenders who have 1st or 2nd misdemeanors and need to perform community service. This is facilitated through Remann Hall. In the past OTBPA has provided an opportunity for these people to help with community tasks, such as hanging flags. The partnership has been mutually successful. Her contact is 253-798-7986.

Proctor Station, which is under construction has been built to full height now. Kala is meeting with Ruth on Friday regarding the 2 year contract between OTBPA and the City. There will be a road closure early Saturday morning for a 1/2 marathon. Kala needs the contact information for the owners of a new restaurant locating in the former Hawthorn Tea House.

City of Tacoma Contract & Program Auditor: Jacinda Howard reported that there are loans available to small business owners through partnership with a couple of non-profit organizations. There are several areas where the City can assist business owners such as facade improvements. Walter Acuna, Craft 3 and Jaffer Ali, Community Capital Development were in attendance and explained how they might be able to help start-ups, small business owners, and non-profits secure low interest loans, that they might not otherwise qualify for with a traditional financial institution. They also offer free business coaching, educational counseling. While they work out of a Seattle office, they are in the area and available to meet with business owners here once a month. Those interested can contact the City, or them directly for information.

Classical Tuesdays: Pam was excused, no report given.

Old Business

There was a discussion regarding metal flags that are planned for the OT District. It was suggested that OTBPA budget for maintenance to get the most out of their investment. Mary asked why the Cabin isn't incorporated in the district logo/images. Discussion followed. A sign committee was formed with the following members: Mary Bowlby, Nancy Muse, and Ruth Dalenius. It was suggested that Josh Dunn would be a good community representative on this committee.

John stated that OTBA decided years ago to provide the District with a mural a year since we don't have historic buildings. He asked the group to consider continuing to provide historic art on an annual basis. He said murals painted on a sheet of wood is easier to maintain and site on buildings, rather than a painting directly on the side of a building.

Sister Cities Film Festival has added another film to their schedule. It was noted that films start at 7:00 but doors open at 6:00 pm.

New Business

There was an announcement that the group who produced the Old Town Blues Festival in 2014 may be moving their event to Gig Harbor this year. Brad will contact them to find out if this is the case. A motion was made by Nancy, second by Sonie, for OTBPA to partner with a new producer, yet to be determined, of the Old Town Blues Festival. We would also hold the Pancake Breakfast on July 11, 2015 as we have in the past. Discussion followed. Brad stated that with the help of Kim Archer Music, we could get a producer and the event planning underway in time for the Festival in July. Motion carried.

Next meeting will be April 8, at the Spar.

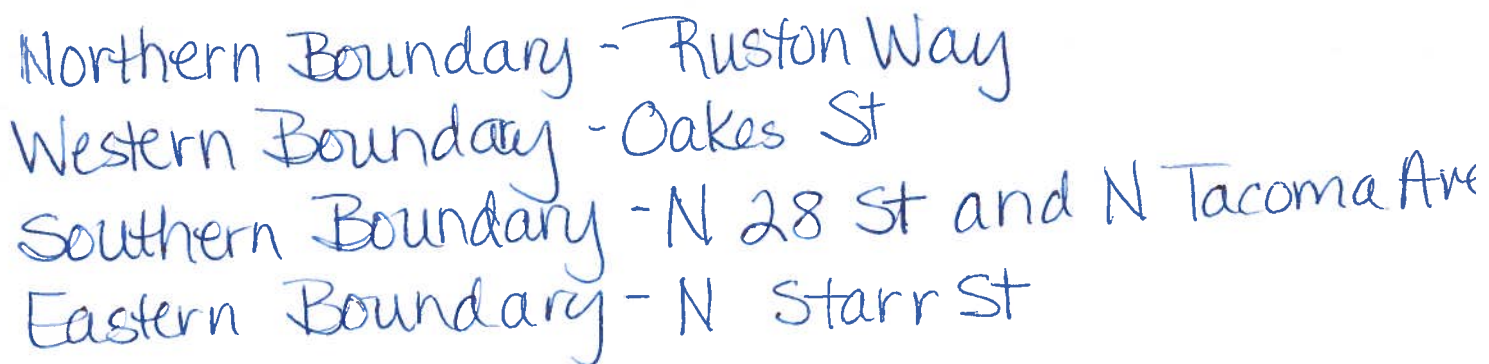
Announcements

Sonie announced that Jan Walker, local author, will read from "History Lesson: The Walls Know Where the Body Lies", a novel set in Old Town, on March 13th at the Tacoma Tasting Room.

Meeting adjourned at 9:05 am.

Minutes submitted by Sonie Hansen. sonie@ginkgotacoma.com

Ruth's contact info: Office 253-565-4874 Cell 253-222-7649 Email rdalenius@farmersagent.com





ANAGRAM PRESS

Illustration & lettering by Chandler O'Leary

P.O. Box 7443 • Tacoma, WA 98417

www.chandleroleary.com/anagrampress

PROJECT ESTIMATE

26 MAY 2015

Old Town Neighborhood Business District

Nancy Muse

nmuse22@gmail.com

This is a cost estimate for services, not a full project contract. If client approves this estimate, a formal contract agreement and project schedule will follow. All projects require a signed agreement and 50% deposit downpayment before work can begin.

PROPOSED PROJECT _____ FEES DELIVERABLES

Old Town NBD light pole banners

Sketch concepts, pencil	\$ 450.00
Single illustration for banner, full color	750.00
Up to three additional banner illustrations (<i>optional</i>)	600.00 each
Banner design/typography/layout	600.00
Final digital file prep/production	300.00

Total Project Cost Range	\$ 2100.00 – 3900.00
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Note: Chandler will be out of town from July 27 through August 25, 2015. Please plan the project schedule accordingly, as she will not be able to access design files or email during her trip.

Any additional design or illustration work not covered in this estimate will require a separate estimate and/or agreement. The above project includes one complimentary round of design edits or changes at the sketch stage, and one round of minor text edits after that. Significant changes requiring new or added concepts or illustrations, or additional rounds of edits beyond the complimentary round(s) will be billed at the hourly rate of \$150.

Fees listed above do not cover additional charges, including but not limited to font licenses, courier and service bureau fees, printed proofs, paper samples, shipping/postage or commercial printing/production. Wherever possible, Old Town NBD shall liaise directly with any commercial printers or other third parties. Anagram Press, however, agrees to provide Old Town NBD, free of charge, advice concerning font, printers and printing processes and other resources/techniques necessary to complete the project. Any charges (including but not limited to those listed above) incurred by Anagram Press on behalf of Old Town NBD will be billed to the client with a standard industry markup of twenty percent (20%). All such charges will be itemized in all invoices, and will not be incurred without client consent. All applicable sales, use or value added taxes shall be paid by the client.

The terms of this estimate shall be effective for ten (10) business days after presentation to Old Town NBD. In the event this project is not approved by the client within the time identified, the estimate, together with any related terms and conditions and deliverables, may be subject to amendment, change or substitution.

PAYMENT _____

A nonrefundable 50% deposit and signed contract are required before work can begin. Final remaining payment for artwork, plus any additional charges or applicable taxes, will be due within fifteen (15) days of receipt of final invoice. If project is cancelled after work has begun, all work completed to that point will be billed, plus 50% of the value of remaining work cancelled.



THE DALENIUS AGENCY LLC

Ruth Dalenius
2112 N 30TH ST, SUITE E
TACOMA, WA 98403
OFFICE 253-565-4874
FAX 253-327-1409

rdalenius@farmersagent.com

06/01/2015

City of Tacoma
Customer Support Center
Small Neighborhood Innovative Grant
747 Market St, 2nd Floor
Tacoma, WA 98402

RE: Small Neighborhood Innovative Grant!

Dear Ladies and Gentlemen,

Enclosed is the application and a copy of the Small Neighborhood Innovative Grant.

It is my pleasure to present this application for the Old Town Business and Professional Association.

Please let me know if I can answer any questions. Thank you.

Respectfully,

A handwritten signature in blue ink that reads "Ruth Dalenius".

Ruth Dalenius
THE DALENIUS AGENCY LLC

**DID YOU KNOW I CAN PROVIDE FOR YOUR LIFE INSURANCE NEEDS?
I CAN!**