



Copy 1

City of Tacoma – Neighborhood Council Program
NEIGHBORHOOD SMALL 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:

Proctor Business District

Received by

JUN 01 2015

Name of Submitting Organization:

Proctor District Association

Customer Support Center

Neighborhood Council Area:

North End Neighborhood Council

Project Name

Proctor Entrance Signs

Addendum 1

Addendum 2 a-e

Project Location with map and/or photo

NE corner of N 26th & Washington; SW corner of N 26th & Madison

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

Addendum 3a

Addendum 3b

Primary Project Manager: Marva Pelander

Mailing Address: PO Box 7291 Tacoma WA 98417

Telephone No. 253-756-1090 E-mail address mpelander2@yahoo.com

Project Manager (2): Judi Guilici

Telephone No. 253-564-0847 E-mail address jguil1@harbor.net.com

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

Total Innovative Grant allocation requested \$ 14,419.20

PROJECT IMPLEMENTATION

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

The PDA will utilize the services of The Kevin Swartz Co. - specialized masonry systems to manufacture and install the signs. This is the same company who implemented the processes as described above in completing the 1st Entrance Sign at N 24th & Proctor. The contract included construction of sign, engraved lettering with paint fill and site left in clean condition.

Because of the technical nature and safety concerns, it would not be feasible to have community involvement.

Target date for project construction/implementation to begin:

September, 2015 We have an SOP, #438 that expires 9-15-15.

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

January, 2016

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

20 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.

Operations

- The PDA will insure the signs for an annual fee of \$90.00/sign

Maintenance

- The signs are finished with a graffiti-resistant application to minimize damage.
- Minimal maintenance is required. Possible pressure washing every four years.

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
• Construction + installation per sign: \$6,570	\$	PDA	\$ 1000.00
	\$13,140	Volunteer hours 15	400.80
• SOP fee \$90/sign	\$180	in-kind materials	1000.00
• work order \$750/sign	\$1,500		
- add'l fees (i.e. site day inspection)	\$2,000		
		Innovative Grant request	14419.20
TOTAL	\$ 16,820	Match % 14% TOTAL	\$ 2400.80 16,820.00

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

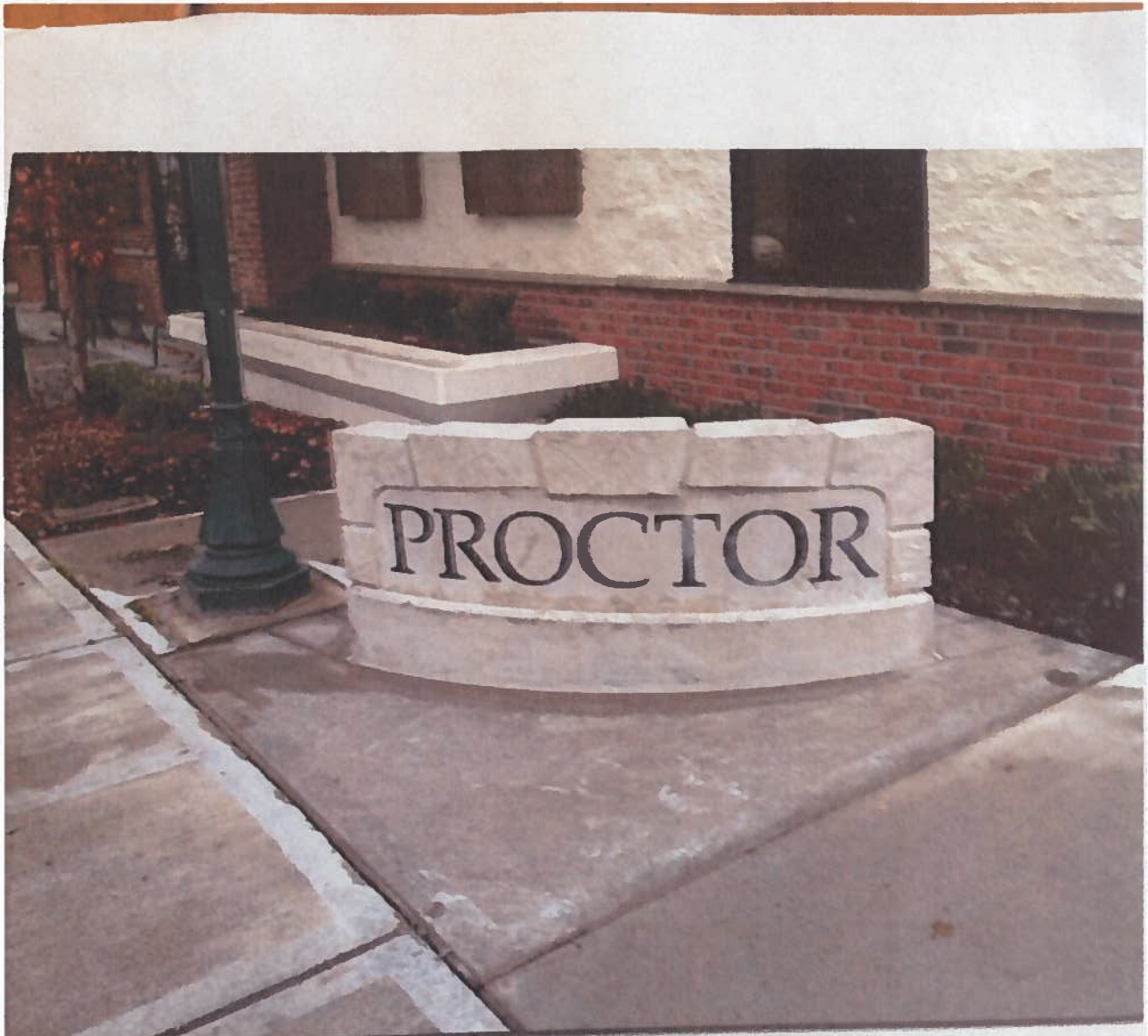
BUDGET EXAMPLE

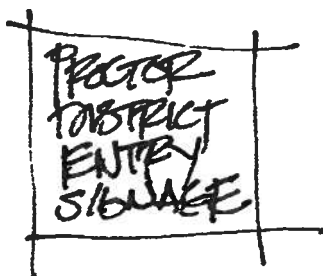
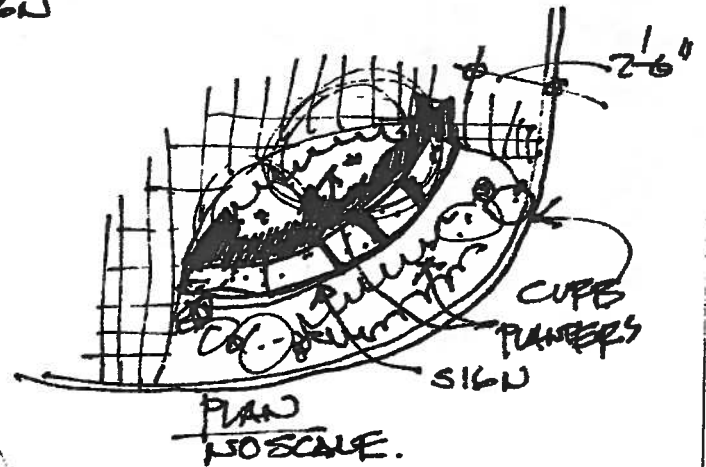
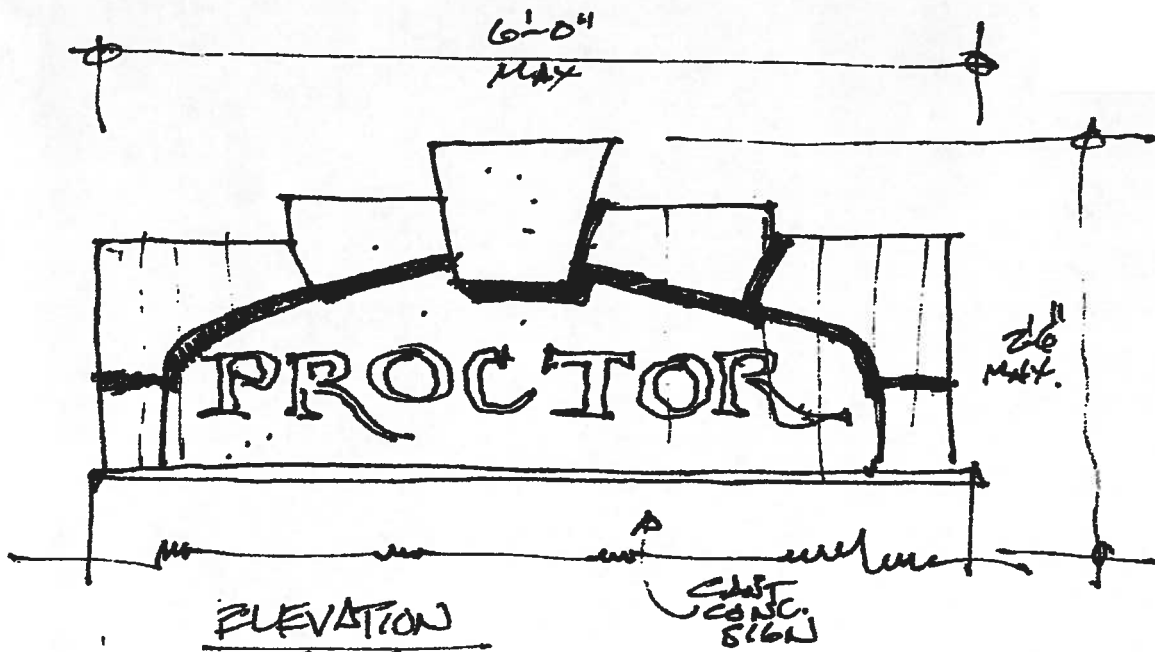
Project: Community Garden

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 % 31% 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.

Addendum 1
Photo of Project

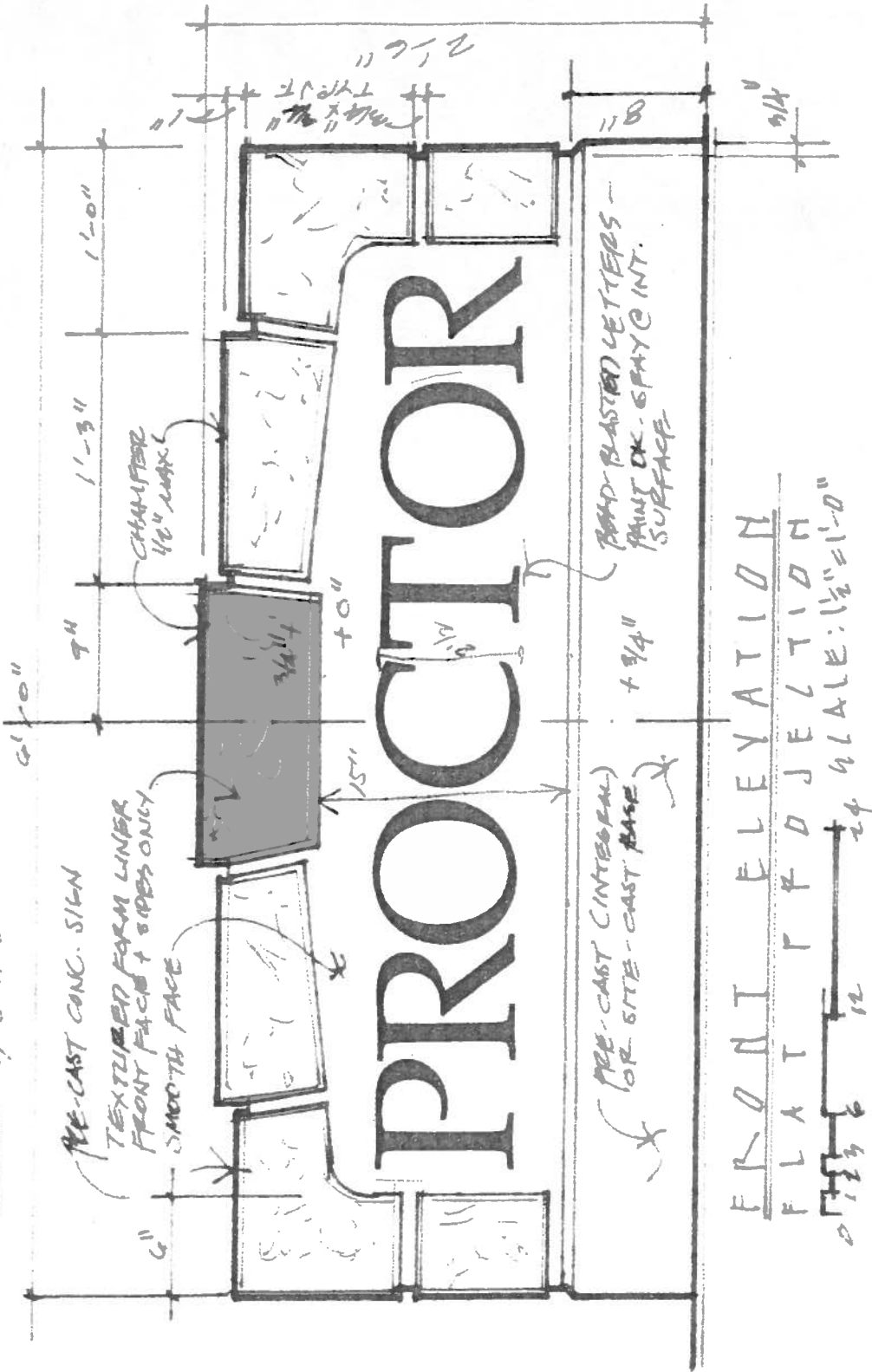






GARY KNUDSON & ASSOCIATES

PROJECT
DIGITAL
SIGN ALT. #1
APR 18 2012
SUT. ONE OF ONE



Background 15" High
Letters 8 1/2" High



GARY KNUDSON & ASSOCIATES

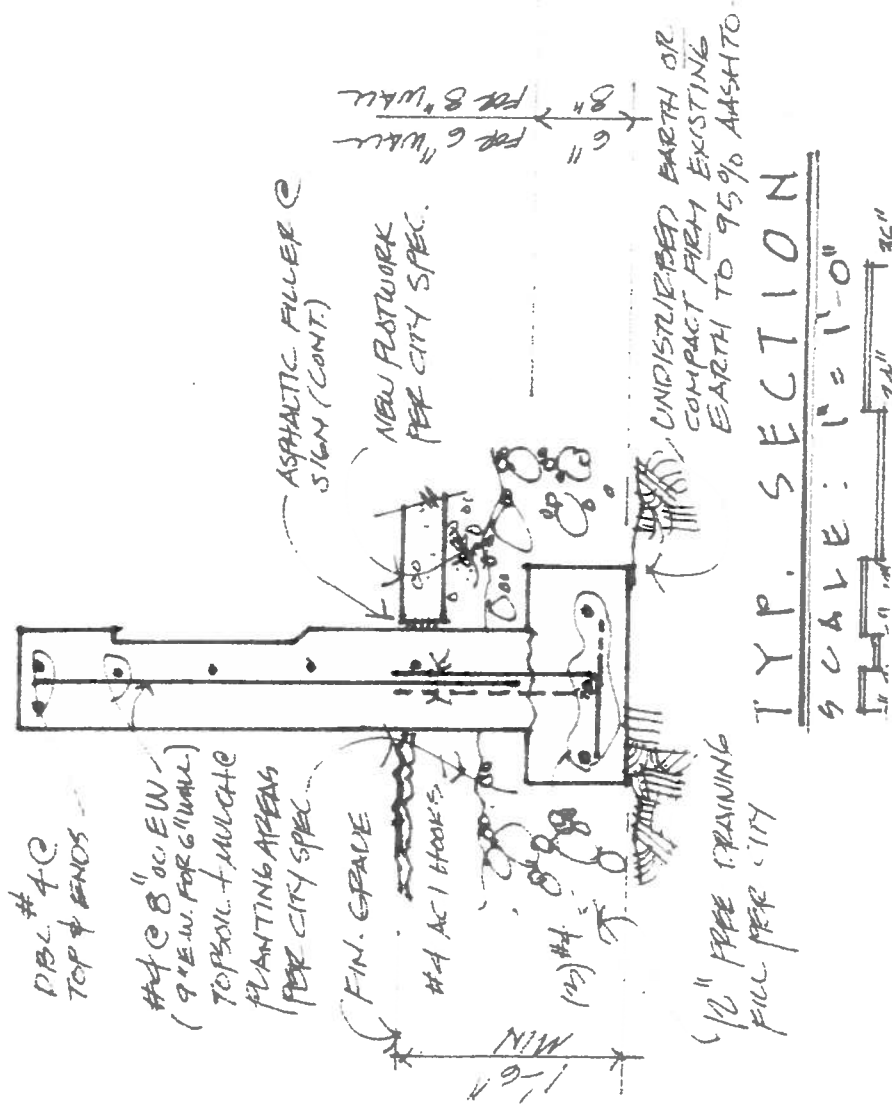
PROCTOR DISTRICT SIGN

DETAILS

APRIL 26, 2012

REV.

5/5

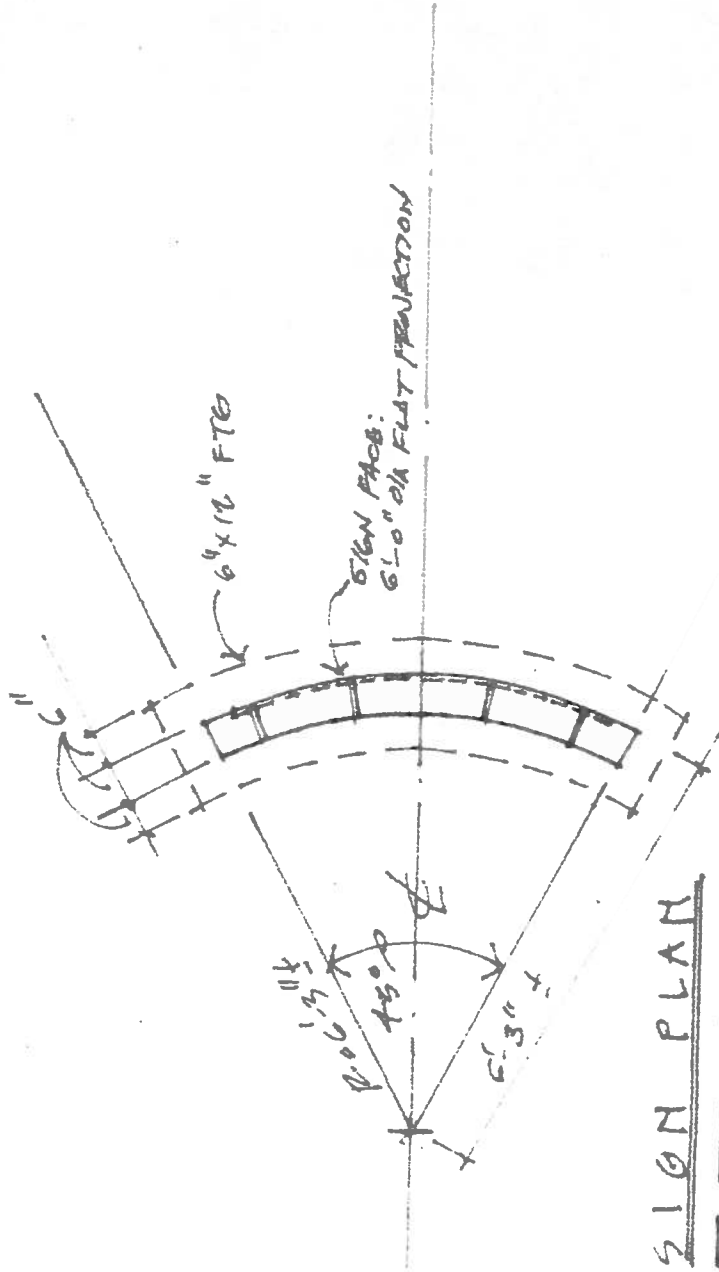




GARY KNUDSON & ASSOCIATES

PROCTOR
DISTRICT
SIGN

APRIL 18 2012
SHEET ONE OF TWO



SIGN PLAN

6'0" 6" 18" 30"
SCALE: 1/2" = 1'-0"

TEXTURED
FORMLINER,
C'END 'STONE'
FACES

1/2" MAX CAST
IN 6 CHANNELS
OR 1/4" R. (TYPE)
PIN GRADE

K CONTROL
VTS Q CONTR.
OPTION

3. REAR ELEVATION
4. FLAT PROJECTION
5. SCALES 1"=1'-0"

END FILE V

Addendum 3a
Site location N 26 & Washington



Addendum 3b
Site location N 26 & Madison



Addendum 4

PDA Membership Approval

Proctor District Association
General Membership Meeting
Wednesday, April 1, 2010
Knapps Restaurant

Attending:

Members

Jamie Deering – Healing Elements
Gene Kester – Mason United Methodist Church
Sheri Luedtke – Margullis, Luedtke & Ray, Attorneys
Mark Hulen – Better Properties
Rachel Cardwell – University of Puget Sound
Bill Evans – Pacific NW Shop/Old House Mercantile
Carolyn Burt – Proctor Art Gallery
Kelly Hale – Umpqua Bank
Marva Pelander – Bayside Window Coverings

Nancy Frederick – Chalet Bowl
Brian Arnold – Farmers' Insurance
Judi Quilici – Giardini
Harold McMillian – Defiance Lodge
Mathew Hartshorn – Key Bank
Julie Hibbard – Julie's Hair Care
Stephen Scouten – US Bank
Reggie Frederick – Chalet Bowl
Yolanda Meyer – Discovery Shop

Liaisons

Kala Dralle – City of Tacoma
Officer Steve Thornton – TPD

Guests

Monica Mitchell – student, UPS
Jeff Sword – student, UPS

Reggie Frederick, President, called the meeting to order.

Moved (Rachel Cardwell), **Seconded**, **Passed** to approve the agenda.

M (Sheri Luedtke), **S, P** to approve the minutes of March 4, 2010.

Treasurer's Report – Stephen Scouten handed out the budget reflecting a balance of \$18,936.35.

Liaison Reports

City of Tacoma – Kala Dralle

- Handed out information on April 21st Economic Gardening Workshop "Customer Loyalty Strategies that Work".
- Handed out information on open houses "Security Products and Material", "Security Products & Devices on How to Protect Your Home & Business" presented by the CBS.

Cross District Association – Kala Dralle

- Group has developed four new committees based on the 4 points of a Mainstreet Approach: Promotion, Economic Restructuring, Design, and Organization.
- Announced the "Downtown Revitalization Institute" to be held in Port Townsend.

Tacoma Police Department – Officer Steve Thornton

- Announced crime is on the increase everywhere.
- Urged members to call in suspicious persons.

University of Puget Sound – Rachel Cardwell

- Handed out packets on Freshman Orientation scheduled for the last full week in August.
- Bill Evans and Reggie Frederick volunteered to work with Marta at UPS to help plan 3 walking tours during that week for those UPS freshman who wish to attend. They will be held on Tuesday, Friday and Saturday (Farmers' Market) of that week.
- Reminded members of opportunity to advertise in the magazine handed out during that event.

Committee Reports

Promotions – Jamie Deering

- Explained the member to member referral “box”.
- Encouraged members to send Jamie information about their businesses related to the monthly calendar. Deadline is every last Thursday of the month to be printed in the following month.
- Encouraged members to sign up for the PDA Booth at the Farmers’ Market.

Event Reports:

***Junior Daffodil Parade-* Marva Pelander**

- Thanked members for their participation in the sales of paper daffodils. To date, \$1073 has been collected.
- A “color commentator” was used again this year by TV Tacoma who filled in with information on Proctor.
- Gene Kester made an estimated count the day of the parade to be 4,000-5,000 spectators.

Puttin’ On the Pink – Judi Quilici

- Tickets are now on sale at various businesses in the District.
- Raffle tickets will also be sold.
- Volunteers are needed from 4-8 P.M. on May 6 in the registration booths.

Arts Fest – Gene Kester

- Handed out information on sponsorships levels. They are \$2500 away from their goal.
- Poster contest is underway.
- Reminded all of the Sidewalk Sale both Friday and Saturday during this event.

Food Drive – Mark Hulén

- Date yet to be determined.
- Will likely be staged at Mason MS.

Promotions – Mark Hulén

- 68 members to date.

Unfinished Business

Innovative Grant – Judi Quilici

- **M** (Judi Quilici), **S**, **P** to accept the recommendation of the Executive Committee to apply for funds to adopt modification of design of, manufacturing of, and installation of gateway sign at an entrance to the District.

Operational Funding – Marva Pelander

- **M** (Jamie Deering), **S**, **P** to accept the recommendation of the Executive Committee to apply for Operational Funding to develop and maintain an independent website for the Proctor District.

New Business

- Safeway – construction is coming along; Grand Opening tentatively scheduled for mid-June.
- Bench – Chalet bowl, Edward Jones, Tufts Law & Family Vision will purchase a bench to be installed on the concrete pad.

Announcements

- Blue Mouse celebrating Norwegian Sister City at Film Festival Tonight.

Adjourned at 9:00 A.M.

Marva Pelander, Secretary

The
PROCTOR DISTRICT

May 22, 2015

To Whom It May Concern,

This is to verify the Proctor District Association membership has given approval to seek funds through an Innovative Grant to continue with the placement of 2 additional Entrance Signs.

We would be delighted to be able to add the additional signs at this time so that we have only one remaining to pursue over time.

We thank you for the opportunity to submit this application.

Respectfully,



Gail M. Caldwell, President
Proctor District Association

Addendum 6

Street Occupancy Permit

201210030457 JVERONE 8 PGS
10/03/2012 01:15:27 PM \$79.00
AUDITOR, Pierce County, WASHINGTON

Which Recorded Return To:

City of Tacoma
Public Works Department
Real Property Services
747 Market Street, Room 737
Tacoma WA 98402-3701

AUDITOR'S NOTE
LEGIBILITY FOR RECORDING AND COPYING UN-
SATISFACTORY IN A PORTION OF THIS INSTRU-
MENT WHEN RECEIVED

Document Title:
Permit Number:
Grantor:
Grantee:
Legal Description:

STREET OCCUPANCY PERMIT

SOP 438

CITY OF TACOMA

THE PROCTOR DISTRICT ASSOCIATION

SE ¼ of SECTION 25 and the NE ¼, SECTION 36,
TOWNSHIP 21 NORTH, RANGE 02 EAST, W.M.

BOUNDED BY NORTH 28TH STREET, WASHINGTON

STREET, NORTH 24TH STREET and MADISON STREET

SEE ATTACHED EXHIBITS FOR EXACT LOCATIONS

Full Legal Descriptions:

ORIGINAL

STREET OCCUPANCY PERMIT

Non-Commercial Area Wide Business District Improvements

THIS PERMIT, made and entered into this 14th day of Sept., 2012, by and between the **CITY OF TACOMA**, hereinafter called the "City", and **THE PROCTOR DISTRICT ASSOCIATION**, a Washington State Non-Profit corporation, hereinafter called the "Permittee."

WITNESSETH:

WHEREAS the City, under Chapter 9.08, Tacoma Municipal Code, may grant the use of street right of way to owners and occupants of abutting real property, and

WHEREAS the Permittee owns, manages or occupies the real property commonly known as the Proctor District, bounded by North 28th Street, Washington Street, North 24th Street and Madison Street, within Tacoma; managed hereafter as The Proctor District Association, and

WHEREAS the Permittee desires to occupy portions of the City right of way as bounded above for **District wide non-commercial improvements** as future funding becomes available, each permitted use and its specific area will be described and depicted on Exhibits attached hereto and by this reference incorporated here;

For reference only, not for re-sale.

NOW THEREFORE, in consideration of the covenants and agreements of the parties hereto hereinafter set forth, the City does hereby grant unto the Permittee a Street Occupancy Permit, subject to and upon the following terms, covenants and conditions, to wit:

1. **USE, MAINTENANCE AND OPERATION OF THE PERMIT AREA.** The permit areas are specifically for the Proctor District Association neighborhood improvements. The sites authorized under this permit shall be maintained in an orderly, safe and sanitary condition at all times. The permit area shall not be expanded without written consent from the Public Works Director.
2. **CONDITIONS OF USE.**
 - a. **Plans Approval.** For each and all submittals to be considered herein permitted, work performed on or under said right-of-way areas by the Permittee, its successors and assigns, shall be in accordance with detailed plans and specifications prepared by the Permittee and approved by the City of Tacoma, under the work order process. Permittee shall adhere to the construction conditions and specifications contained within each Exhibit to be included within this blanket permit.
 - b. **Labor and Materials.** All labor to be performed and material to be furnished in the operations of the Permittee hereunder shall be at the sole cost and expense of Permittee and the City shall not be chargeable with or liable for any part thereof. The Permittee shall protect and defend the City's property against liens of every character arising from Permittee's operations and use thereof.
 - c. **Utilities.** Permittee, its successors and assigns, will be responsible for establishing the location and protection of any and all utilities located on, under, over, along or across the permit area. Any costs incurred in relocating existing public or private utility facilities shall be at the Permittee's sole expense.
 - d. **Removal, Relocation, Corrective or Adjustment.** If the City of Tacoma directs the reasonable removal, relocation, corrective or adjustment of any of the private improvements from the permit area, such restorative action will be taken by Permittee in a timely manner and at no cost to the City. All such actions shall conform to the City's Right of Way Restoration Policy.
3. **TERM.** Subject to paragraph 13 of this permit, the term of this permit shall be for one (1) year and be renewable for additional one (1) year terms unless terminated under the terms of paragraph 13 of this permit. Said term shall commence upon the above date.
4. **FEES.** The permit is subject to an annual renewal fee of \$90.00, and is not subject to an annual use fee for Non-Commercial improvements. Commercial improvements and/or advertising shall be permitted separately and will be subject to the use fees as based upon current abstracted assessed land value per Ordinance No. 27451, adopted January 3, 2006.

The use fee will adjust if the assessed land value is changed by the County Assessor. The City of Tacoma reserves the right to charge or alter fees in accordance with a rate schedule set by Council Ordinance or Resolution.

5. **INDEMNIFICATION.** The City and its officers, agents and employees shall not be liable to the Permittee or to any other party whomsoever for any death, injury or damage that may result to any person or property by or from any cause whatsoever in or about the Permit Area or any part thereof. The Permittee shall indemnify and hold the City and its officers, agents and employees harmless from and against any and all claims, liens and judgments for death of or injury to any person, or damages to property whatsoever occurring on or about the Permit Area or any part thereof.
6. **LIABILITY INSURANCE.** The Permittee shall maintain liability insurance policies that shall name the City as an additional insured and, at a minimum, provide coverage in substance and in amount as specified in Title 9.08 of the Official Code of the City of Tacoma (or any amendments thereto) pertaining to street occupancies. Coverages shall include, but not be limited to, Operations Liability, Products/Completed Operations Liability, Owner's and Contractor's Protective Liability, and Blanket Contractual Liability. The insurance policy shall: (1) name the City of Tacoma as an additional insured; (2) apply as primary insurance, regardless of any insurance the City may carry; (3) include a "cross-liability" (severability of interest) clause; and (4) include limits of protection of not less than \$1,000,000 combined single limit, bodily injury and property damage. For a residential use, coverage shall be that found in the typical homeowner's policy. It is to be understood and agreed that the obligation of Permittee to hold harmless the City from claims for damages arising out of the use or operations related to the permit shall not be limited to the amount of insurance provided by the Permittee. The insurance policy shall further contain a clause obligating the issuing company to give notice to the Risk Manager of the City of Tacoma 30 days before the cancellation of the policy. A copy of said policy, including an endorsement naming the City as an additional insured, shall be forwarded to the City for approval and filing.
7. This Permit is conditioned upon Permittee's maintaining these minimal insurance requirements and said Permit shall not become effective until the City has approved Permittee's insurance. If the insurance lapses or terminates, this Permit is automatically cancelled and Permittee's rights hereunder are terminated. Evidence of self-insurance in sufficient amounts may be substituted by the Permittee for said certificates of insurance.
8. **ASSIGNMENT.** This permit may not be assigned by the Permittee or any part thereof sublet by the Permittee without the prior written consent of the City.
9. **TAXES.** Permittee shall pay City as Additional Rent, (a) all leasehold excise tax (as required by RCW 82.29A in lieu of real property taxes), (b) any surface water and other governmental charges and assessments (special and general) of every kind and nature levied or assessed against the Permit Area, and (c) any taxes levied or assessed in lieu of the foregoing, in whole or in part. Leasehold excise tax is calculated by the State using a percentage multiplier of

either the fee/rent required hereunder or an imputed fair market rental value, and as a result, Permittee shall be responsible for any increases in leasehold excise tax that result from an increase in fee/rent for the Permit Area over the term hereof, or for increases due to an increase in the statutory rate during the term of this Permit. If Permittee provides City with a proof of exemption from payment of leasehold excise tax issued by the Washington State Department of Revenue, Special Programs Division, (360) 570-3265, then Permittee shall not be required to pay leasehold excise tax for the period that such exemption is effective. If the exemption is of limited duration, Permittee shall be required to obtain documented renewal of such exemption and provide such to City in order to claim continued exemption under this Permit. To the extent that any use fee credit provisions are a part of this Permit, Permittee's obligation to pay leasehold excise tax shall not be obviated by such credit.

10. **NONWAIVER OF DEFAULTS.** The Waiver by the City of any breach by Permittee of any term, covenant or condition hereof shall not operate as a waiver of any subsequent breach of the same nor may any condition of this permit be waived, except by the written consent of the City, and forbearance or indulgence by the City in covenant or condition to be performed by the Permittee to which the same may apply, and until complete performance by the Permittee of said term, covenant or condition, the City shall be entitled to invoke any remedy available to it under this permit or by law, despite said forbearance or indulgence.
11. **LABOR AND MATERIALS.** All labor to be performed and material to be furnished in the operations of the Permittee hereunder shall be at the sole cost and expense of Permittee and the City shall not be chargeable with or liable for any part thereof. The Permittee shall protect and defend the City's property against liens of every character arising from Permittee's operations thereon.
12. **COVENANT RUNNING WITH THE LAND.** The Permittee agrees that this permit and the indemnity contained herein is and shall be deemed to be a covenant attaching to and running with the above described real estate.
13. **RIGHT TO TERMINATE.** This permit is wholly of a temporary nature and vests no permanent right whatsoever. Notwithstanding any other provision herein to the contrary, the City reserves and shall have the right to terminate this permit at any time upon thirty (30) days written notice to the Permittee, if the City determines that such termination is necessary to allow for such public or municipal uses of the Permit Area as may be in the best interests of the City of Tacoma or the general public. Any removal or adjustment will be done at the sole expense of the Permittee. This permit may be terminated without such notice if the permitted use becomes dangerous, or any structures related to the use become insecure or unsafe, or if such structures are not constructed, maintained or used in accordance with this permit or Chapter 9.08 of the Municipal Code of Tacoma.

IN WITNESS WHEREOF the parties hereto have executed this permit as of the day and year first written above.

ACCEPTED subject to said
Terms and Conditions:

The Proctor District Association, a
Washington Non-Profit Corporation


Harold McMillian, President

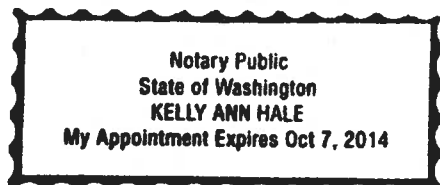
STATE OF WASHINGTON)

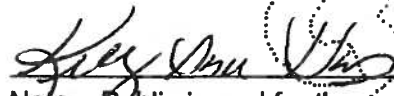
) SS

COUNTY OF PIERCE)

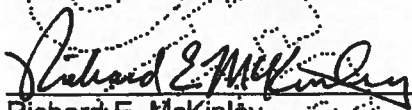
I certify that I know or have satisfactory evidence that Harold McMillian is the person who appeared before me, and said person acknowledged that he signed this instrument, and on oath stated that he was authorized to acknowledge and approve the instrument as the **President** of the **Proctor District Association, a Washington Non-Profit Corporation**, to be the free and voluntary act of such party for the uses and purposes mentioned in the instrument.

Dated this 10th day of September, 20 12.





Notary Public in and for the
State of Washington
My Commission Expires 10-7-2014


CITY OF TACOMA
PUBLIC WORKS DEPARTMENT



Richard E. McKipléy
Public Works Director

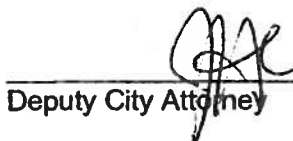


Jeffrey A. Jenkins
Facilities Division Manager



Debbie Dahlstrom
Risk Manager

Approved as to form:



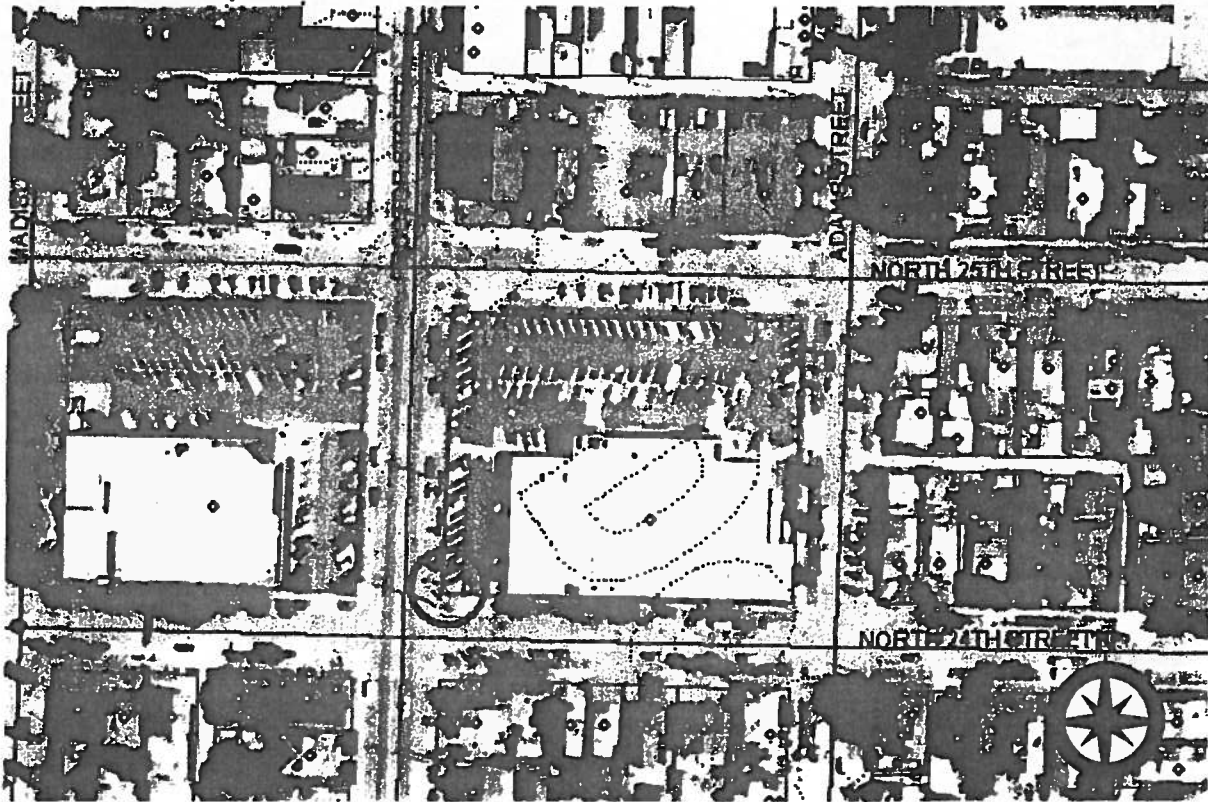
Deputy City Attorney

EXHIBIT "A"
TO STREET OCCUPANCY PERMIT #438

Description:

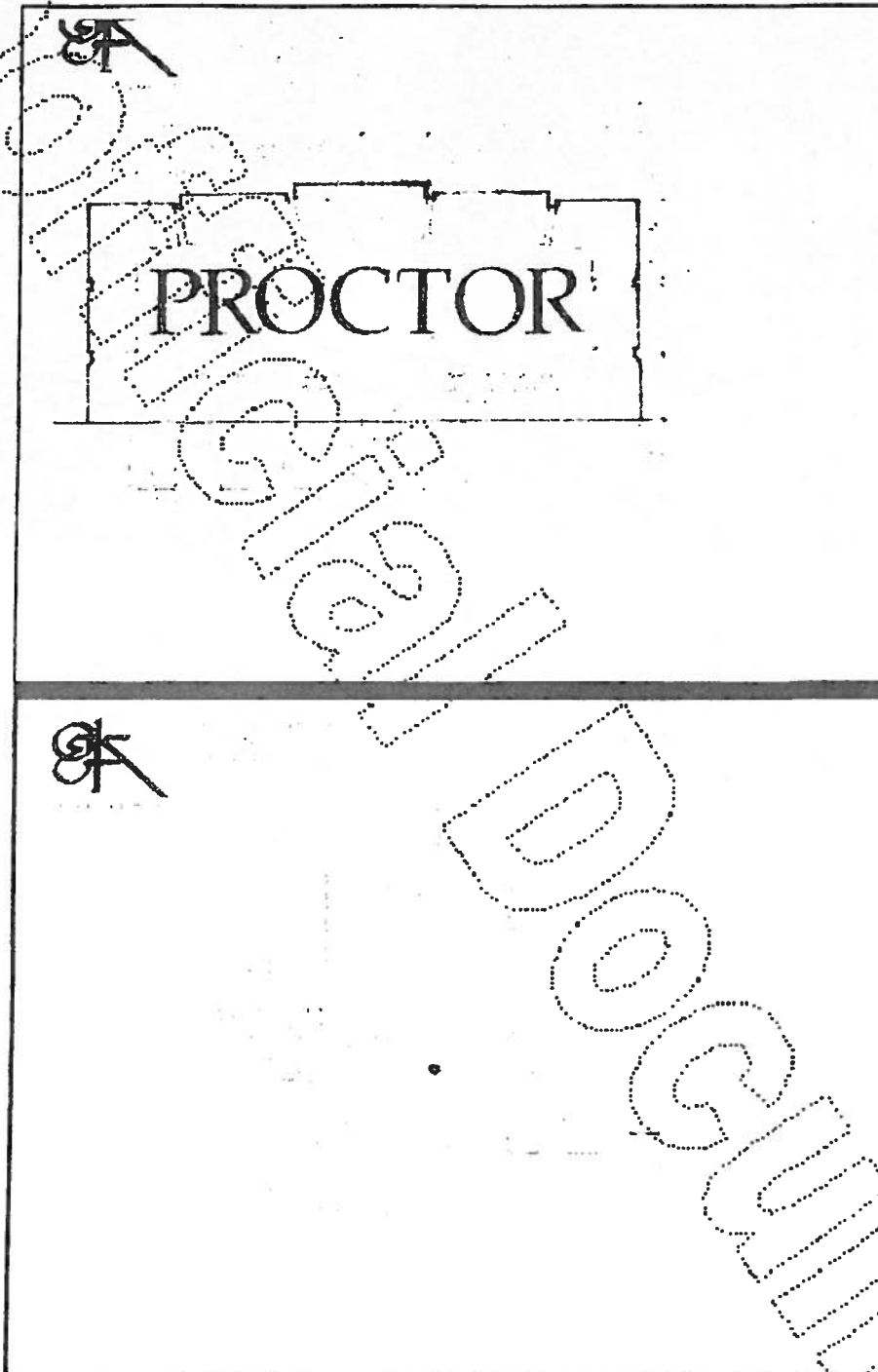
Construction and installation of Proctor Gateway sign

Map Location:



For reference only, not for re-sale.

EXHIBIT "A"
TO STREET OCCUPANCY PERMIT #438



For reference only, not for re-sale.

Addendum 7
Correspondence with Jennifer
Kammerzell, PW Engineer

On May 27, 2015, at 5:58 PM, "Kammerzell, Jennifer" <jkammerzell@ci.tacoma.wa.us> wrote.

② I can only speak to the sign meeting traffic regulations for safety. It appears that the sign will meet traffic regulations and can be confirmed with a site visit with the actual application.

I am actually out of the office most of tom'w and on Friday. I will be around on Monday. I suspect that an email with your application would suffice at this time. I haven't signed off on any other applications which is odd. Without having fully reviewed your application and the information you provided, I cannot confirm that the project is approved as provided. But I can acknowledge that the application is reasonable and with additional review, it could be a viable project.

Jennifer Kammerzell
Senior Engineer
City of Tacoma Public Works Engineering

From: Marva Pelander [<mailto:mpelander2@yahoo.com>]
Sent: Wednesday, May 27, 2015 2:39 PM
To: Kammerzell, Jennifer
Subject: Proctor Entrance Sign(s)

① Jennifer,

Attached are a) the sketch for the Proctor Entrance signs, b) the Site Plan for the existing completed sign (we haven't yet asked for a site plan for either of these two signs because of the potential cost involved without assurance we would even receive grant monies, c) a photo of the right-of-way corner where we hope to install the SW sign, and d) a photo of the NE corner. We assume there would be a site visit including you or a representative of your department to determine the exact location so that we could have a site plan developed.

Would this temporarily suffice for our Innovative Grant application and warrant a signature from you on our form? I'd be more than happy to come to you if this is at all possible.

Secondly, US Bank (SW corner abutting property owner) is requesting a statement from the City that the sign meets all City standards for signage before they send us a letter of support. Is that something you would be able to do for us - via email? That would help immensely!

Just a reminder, our drop dead deadline is June 1, 5:00 P.M. for submitting our grant application.

Thank you, Jennifer!

Marva Pelander
253-209-4587

Addendum 8
PDA Ex Comm Minutes
Funding Allocation

Proctor District Association
Executive Committee Retreat

February 26, 2015
Knapp's Restaurant
MINUTES

Attending:

Board Members

Gail M. Caldwell

Kelly Hale

Marissa Jameson

Harold McMillian

PDA/Manager/Committee Chairs

Marva Pelander

Nancy Frederick

Reggie Fredrick

Meeting called to order by Gail M. Caldwell, President, at 8:05 A.M.

Introductions

It was **Moved** , Harold McMillian **Seconded** Nancy Frederick, **Passed** to approve minutes from Exc. Meeting January 22, 2015

Items to review and discuss

- **Treasurers Report-** No Gabby today, but the carry over income of \$491 was reviewed by the President.
 - Website total charge was \$1,500, but then additional charges of \$500, and \$19.72. On the report, there was a remaining balance, board members quickly agreed that there was a mistake and that the balance should be at a \$00.00.
 - Sign insurance says \$90 hasn't been paid, and executives decided that the sign insurance name on report will be changed to annual right permit fee
 - \$67.77 will be noted for last years Proctor Treats
 - Discussion if we used the projected money for \$1,400, yes we did!
 - At the end of the meeting it was mentioned that someone needed to talk with Gabbrielle about the budget and the mistakes found, we thought maybe it was a budget that wasn't recently updated
- **November 2014 at Retreat Finalized Budget Plan for holding rolling monies-**
 - Any rolling monies that was not used from last years funding, is to go into a **carry over holding bucket**. Carry over will have its own bucket category that doesn't include the budget. In certain areas needed funds, certain amount of the hold over funds goes into a specific line items annually for a continues growing budget. Kelly strongly stood by the idea insuring positive growth in the future and maintain allocations.
 - While the funding still last from the hold over budget, Kelly highly recommended a portion every year goes in the entrance sign, so when reviewed in the future, whomever can see the "want" was there by the consistent money going in. \$1,000 annually was to go into the entrance sign budget from the carry hold over bucket.
 - Entrance Signs, arborists, and Flags

- **PDA Manager Updates-**

Entrance Signs- \$6,500 came to be the total price for the signs.

-The insurance given for the signs will be up in November 2015, there was not talk of a sign going up before then so it will expire before a solid plan was made.

-Marva contacted Bob Bowman, she said bottom line it was great, had to pass it by the Owners Association, and the owners said not to approve. Bill mentioned possibly a school art project or some type of sign but that was turned down also.

-Harold said that the city is working on putting up traffic arrowed type signs directing the public to the district.

-Placement of which corner to use of Proctor next for the future sign.

- **Committee Reports-**

-**Daffodil Parade** April 18th continues smoothly as date. There was no recent changes. There might be a possible change of the count of Police that is usually attending. Bates Tech. College, for no expense, set a up a website for the daffodil parade for the public to use.

-**Spring Zing** Marva mentioned Spring Zing is on April 10th and reassured that it does bring Proctor more foot traffic. Also Marva said she was in touch with Zourni. Trumpet performers will be held at the Blue Mouse and Coopers Collision will have the live Grunge Band. Last years was a fun success and brought different age groups to the district.

-**Proctor Fun Night** Mentioning of future event and why there was a low response to the first initial one. Talk of potential new location and what could be done for the new dated fun night and different alternations for a better response.

- **Membership**

The committee went over the 41 paid district members for February. Comparing lists, Gail and Kelly found that just 12 members have not yet paid their dues. A discussion of who and when will approach what non-paid business's and hopefully next meeting there will be a positive follow-up of on board members. March 15th remains the deadline, and an additional email will go out to the non paid memberships. Decals were updated, matching the website logo and will be available for all PDA.

- **Recruitment**

-Julie, from Julie's Hair Care, is moving to the west side of the building. After the move parts of the building will be torn down. Talk of making an open seating for both new Brewery and Pour at Four.

-Jorge's (Train Store) is up in August, and he would like to find a renter before then.

- **Unfinished Business**

-**Flags** Still be carried over from 2014. Mentioning brought up by Exc. Members is that if the flags are to much for the dollar and if the district really wants to invest. Volunteers are always still a question. Now the board is leaning towards an American Flag from Memorial Day through 4th of July. There needs to be a contact with the Flag Company, for prices, before making a decision.

-**Update Renew Daffodil Contract with City** No update on Daffodil Contract

-Update 2015 Scope of Work Operational Funding

-Website Review Update Pictures are still wanted, deadlines for access to website. See Treasures Report for total costs.

- **New Business**

-Trash Cans Take pictures with a proof of date to send to City

-Trees Update Finding arborists being overcarried from 2014. Wanting to know cost of fees so they can determine what could be done for the trees to move on and make them better. Talk between board members of the old arborists we had, and the procedures they tend to do with diagnosing sick plants. One members brought of contacting the owner of Garden Sphere down the street and asking for help.

-New Members Greeting/Welcome There has been several new businesses becoming members joining the PDA, so everyone favored to put a small welcoming gift together to welcome them . Nancy says he might have a stock of black notebooks. Also will give them information, phone tree, etc.

-Proctor Entrance Sign See PDA updates above for more info. Time is running out for SOP in September, us knowing that District will not be able to afford a sign that soon.

-2015 PDA Member Clings Matching the website logo, decals will be available for all paid PDA members. Color is white.

Announcements:

-Determining about the "below the line" agreements with the Annual Budget Plan

-Update relook 2015 Annual Plan

changing December 2016 to December 2015, was motioned, seconded and passed

Revitalize Main St Conference in Bellingham. May 6-8

For the Good of the Order:

Meeting adjourned at 9:47

Secretary Marissa Jameson