



City of Tacoma

Resolution No.: _____

Meeting Date: _____

**Contract and Award Letter
Purchase Resolution —Exhibit "A"**

TO: Board of Contracts and Awards
FROM: Jeff Robinson, Community and Economic Development Department
Debbie Bingham, Business and Economic Development Program Manager,
Community and Economic Development Department
COPY: City Council, City Manager, City Clerk, EIC Coordinator, LEAP Coordinator, and
Ryan Foster, Finance/Purchasing
SUBJECT: Direct Negotiation Waiver – Managing and Providing Services for 2023-2024
Business Improvement Area - April 4th, 2023, City Council
DATE: March 3rd, 2023

RECOMMENDATION SUMMARY:

The Community and Economic Development Department (CEDD) requests a Direct Negotiation Waiver be awarded to Local Development Council dba Downtown Business Improvement Area (DTBIA), Tacoma, WA, for managing and providing the services included in the 2023-2024 Business Improvement Area (BIA) annual work plan and annual budget, in the amount of \$1,683,600, plus applicable taxes, budgeted from the 1195-DTBIA, for an initial contract term of one year.

STRATEGIC POLICY PRIORITY:

- Strengthen and support a safe city with healthy residents.
- Encourage and promote an efficient and effective government, which is fiscally sustainable and guided by engaged residents.

BACKGROUND:

On April 5, 1988, upon presentation of a petition from downtown property owners representing 50% or more of the property assessments, the City Council established a BIA by substitute ordinance 24058 for a period of 10 years. The BIA was renewed for a period of an additional 10 years in 1998 (Ordinance 26205), in 2008 (Ordinance 27696), and again in 2018 (Ordinance 28496). This resolution authorizes entry into an agreement with the DTBIA, for services to administer operations of the DTBIA.

Pursuant to the BIA Ordinance 28496, special assessments are collected by the City on an annual or semi-annual basis. Moneys collected are deposited in a special City fund designated as the Downtown Improvement Area Fund District No. 1 (District Fund), and expenditures from the fund are used exclusively for the purposes specified in the BIA.

The BIA sent a notice to all ratepayers regarding their annual meeting which was on February 23rd. At that meeting the annual budget, work program and assessment rates were approved. On February 28th, a presentation was given to the Economic Development Committee.

ISSUE: Entering into an agreement with the DTBIA for services to administer operations of the BIA for the period May 1, 2023 - April 30, 2024. This agreement includes payment in the amount of \$1,683,600 for providing the services included in the 2023-2024 BIA annual work plan and annual budget.



ALTERNATIVES: If not approved, the BIA will not have revenues to continue their services and they will discontinue them.

COMPETITIVE ANALYSIS: Under Ordinance 28496 in 2018, this extended the contract term for 10 more years. In order to meet competitive solicitation requirements, a Direct Negotiation Waiver was used for personal services.

CONTRACT HISTORY: New contract.

SUSTAINABILITY: Not applicable.

EQUITY IN CONTRACTING (EIC) COMPLIANCE: Not applicable.

LOCAL EMPLOYMENT AND APPRENTICESHIP TRAINING PROGRAM (LEAP) COMPLIANCE: Not applicable.

FISCAL IMPACT:

EXPENDITURES:

FUND NUMBER & FUND NAME *	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
1195-DTBIA, BIA Fees	845600 CEDD DTBIA	Multiple	\$1,683,600
TOTAL			Up to \$1,683,600

REVENUES:

FUNDING SOURCE	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
1195-DTBIA, BIA Fees	845600 CEDD DTBIA	Multiple	\$1,683,600
TOTAL			Up to \$1,683,600

FISCAL IMPACT TO CURRENT BIENNIAL BUDGET: \$1,683,600

ARE THE EXPENDITURES AND REVENUES PLANNED AND BUDGETED? Yes

IF EXPENSE IS NOT BUDGETED, PLEASE EXPLAIN HOW THEY ARE TO BE COVERED N/A