

# TIRZ No. 1 Administrative Policy & Guidelines

TIRZ No. 1 Board Meeting | June 2, 2026

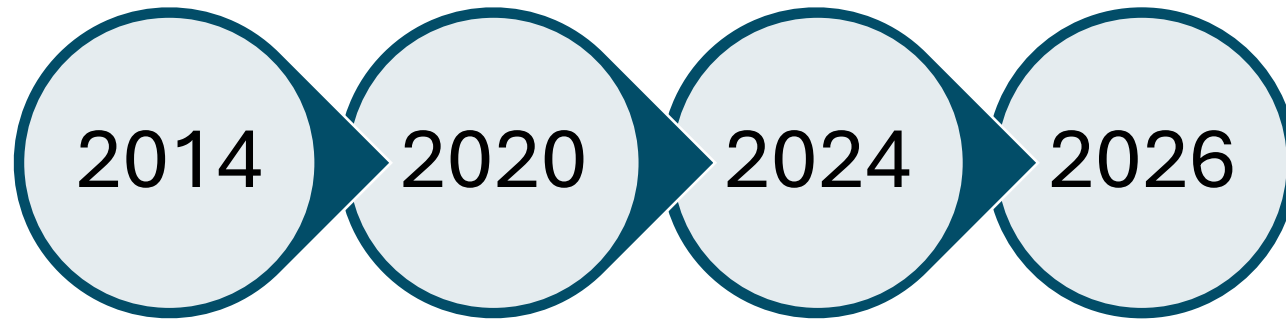
Presented By | Planning Department

# Agenda

- Background: Why These Guidelines Exist
- What the Guidelines Accomplish
- Policy History at a Glance
- Expenditure History
- 2026 Policy Update
- Vacant/Underutilized Category: Funding Detail
- Discussion on Funding Policies
- Questions & Discussion

# Why Do These Guidelines Exist?

- These policies were created at the direction of the TIRZ board as the number of applications and their amounts for funding both increased.
- As the fund balance grew and requests increased, the Board recognized the need for a consistent framework to guide Staff recommendations and protect the long-term success of the TIRZ.
- Below is a timeline of the Administrative Policy and Guidelines since their adoption in 2014.



Initial Framework  
\$25K Project Cap

Added Critical Maintenance,  
Fire Suppression & Exceptions

Vacant/Underutilized  
Caps Doubled; New  
Categories

Clean ups; Discussion  
on Updates

# What the Guidelines Accomplish



Provide a transparent, consistent basis for evaluating grant and reimbursement requests



Establish per-project and annual funding caps to protect the fund balance



Align expenditures with the approved Project Plan and Finance Plan



Retain full Board authority to grant exceptions and amend the policy at any time

# Policy History at a Glance

# September 2014 — Initial Adoption

## **Board directed Staff to create a formal policy framework**

- Catalyst Projects: evaluated case-by-case
- Vacant/Underutilized: \$25,000 per project maximum
- Annual program cap: \$100,000; first-come, first-served

# November 2020 — First Amendment

## Four additions to the policy

- Critical Maintenance added: \$50,000 cap; 50/50 match
- Fire Suppression added: \$50,000 cap; 50/50 match
- Annual carryover added: up to \$300,000
- Meritorious Exceptions added: \$100,000 cap; 50/50 match

# 2024 — Second Amendment

## All caps roughly doubled; two new categories added

- Vacant/Underutilized: \$50,000 per project / \$200,000 annual (up from \$25K / \$100K)
- Carryover maximum increased to \$400,000
- Critical Maintenance and Fire Suppression caps increased to \$100,000 matched
- Meritorious Exceptions cap increased to \$200,000 matched
- Innovation/Pilot Projects and District Enhancement Projects categories added

# 2026 — Third Amendment

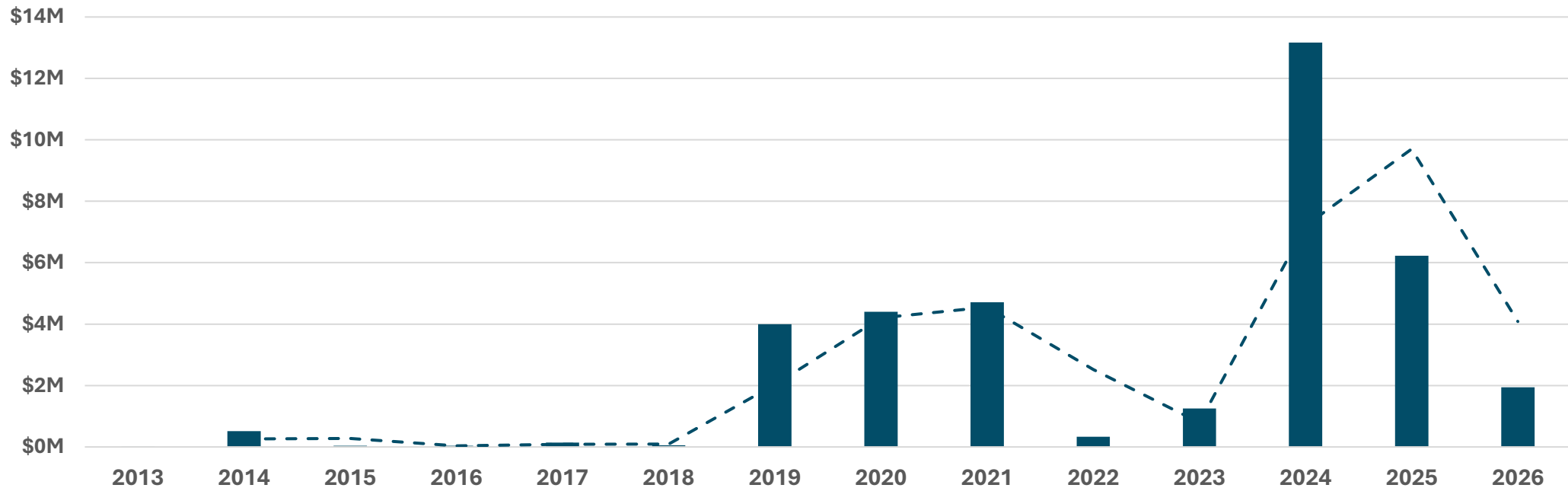
## Minor housekeeping Proposed – Discussion on Changes

- Removes language referencing a formal scoring or criteria system that Staff does not use in practice to ensure the written policy accurately reflects how the program is administered

# Expenditure History

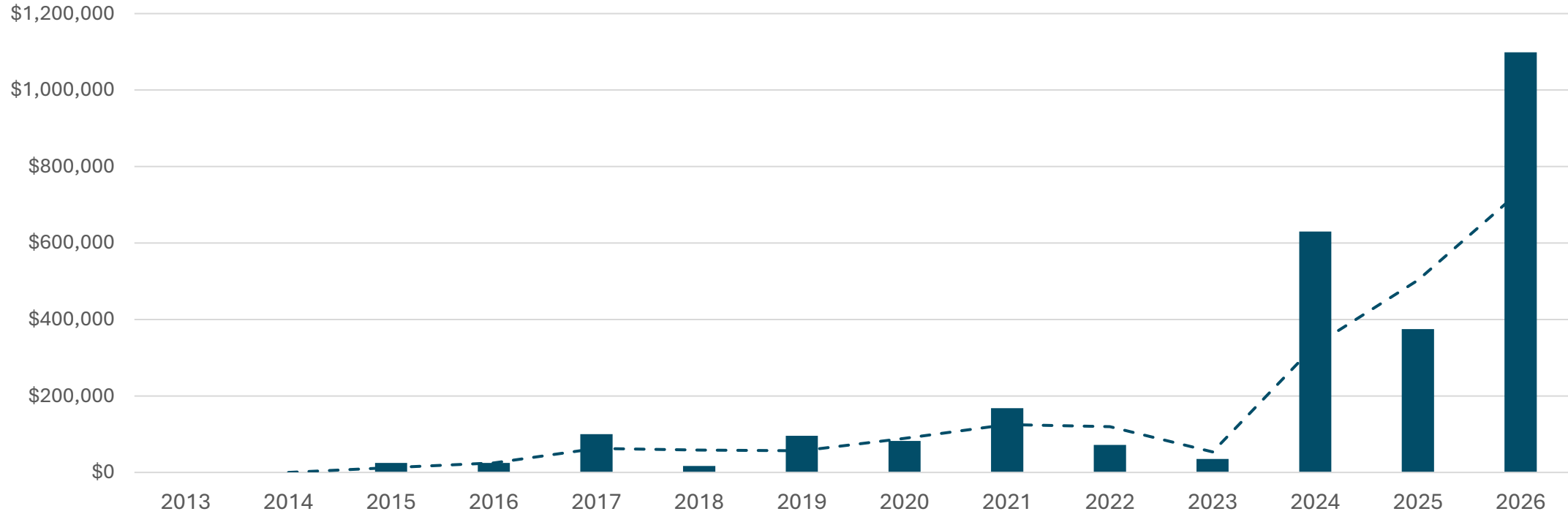
# Expenditures: FY2013 – FY2026

## TIRZ 1 Lifetime Expenditures



# Vacant/Underutilized Expenditures: FY2015 – FY2026

## Vacant/Underutilized Lifetime Expenditures



# Policy Specifics



# Current Funding Policies and Guidelines

Expenditure Type	Match required	Funding cap
Environmental Remediation, Demolition & Historic Facade	None	<b>\$50,000</b> per project \$200,000 annual cap; unawarded funds roll over (max \$400,000)
Critical Maintenance	50 / 50	<b>\$100,000</b> matched Structural/foundation, roofing, gutters, MEP; excludes tenant finish-out
Fire Suppression	50 / 50	<b>\$100,000</b> matched Underground mains, sprinkler systems, standpipe, fire alarm
<b>All Expenditure Types</b>		<b>\$200,000</b> matched
Meritorious Exceptions	50 / 50	Full Board authority; specific findings required; applicant ineligible for additional funding for Board-determined period
<i>All other project types &amp; expenditures</i>	<i>None</i>	<i>No cap — case-by-case Board review</i>

# Priority Project Earmarking: Context

**Projected Fund Balance (end of FY2025):**

**~\$27.8M | Transportation restriction: \$2.6M**

## **Known Priority Projects**

- Fire Suppression Program (district-wide): \$4M – \$6M
- Downtown Parking Management: TBD
- New Downtown Parking Garage: \$24M – \$30M+
- **Combined range: \$28M – \$36M+ (vs. ~\$25.2M unrestricted balance)**

## **The Challenge**

- Without a formal reserve, each new request is weighed against the full balance — rather than a consideration of the net balance of anticipated project funding

# Are the Current Policies Still Working?

- Are the existing caps and eligibility criteria adequate?
- Given the recent pace and scale of requests, is the policy providing adequate guardrails?
- Should the Board formalize a way to reserve funds for identified priority projects before new requests are evaluated?

# Next Steps

## Option 1

- Adopt the resolution to adopt the updated Administrative Policy and Guidelines as presented

## Option 2

- Modify the Administrative Policy and Guidelines as necessary to reflect current goals and priorities

**Thank You!**

