



Board Meeting Agenda

Time: 11:30AM – 1:00PM

Date: January 16, 2018

UW Tower, 22 Floor Boardroom

- | | | |
|--|-------------|-------------|
| 1. Welcome & Introductions | Sally/Miles | |
| 2. Public Comment | All | |
| 3. Approval of December Meeting Minutes | Sally/Miles | Vote |
| 4. December Financial Report | Alfred | Vote |
| 5. Work Plan Report | Staff | |
| 6. By-Law Amendments Update | Sally/Miles | |
| 7. Committee Reports | All | |
| 8. Old Business | All | |
| a. UDP letter re: Safe Consumption | Sally | |
| b. Relocation of Offices | Sally/Mark | |
| i) Executive Session (10 Minutes) | | |
| ii) Open Discussion | | |
| iii) Resolution to Approve New Lease | | Vote |
| iv) Resolution to Terminate Current Lease | | Vote |
| 9. New Business | All | |
| a. Assessment Process Update | Miles | |
| 10. Adjourn | | |

Upcoming Meetings and Events:

01/18 U District BIA Ratepayer Advisory Board Quarterly Meeting

01/19 Monthly BIA Walk – 9:00 a.m. – Post Alley Cafe

01/27 Monthly UDP Cleanup Day – 9:00 a.m. to 11:00 a.m. – U Heights Plaza

The U District Partnership (UDP) serves all who work in, live in, and visit the U District by fostering and sustaining a vibrant, diverse, and healthy neighborhood for the common good.



Board Meeting Minutes

No. 12

Time: 11:30 AM – 1:00 PM
Date: December 19, 2017
Location: UW Tower Boardroom

IN ATTENDANCE:

UDP Board Members

Sally Clark, Co-Chair	Doug Campbell	Roger Wagoner
Pat Simpson	Andrew McMasters	Cory Crocker
Don Schulze	Miles Richardson, Co-Chair	Louise Little
Barbara Quinn, Secretary	Rebecca Barnes	Jeanette Henderson

Excused

Theresa Doherty	Alfred Shiga, Treasurer	Rob Lubin
Lois Ko	Kristine Scott	

UDP Staff

Marcus Johnson C&S	Chase Landrey, CE
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Guests

Phil Lloyd	Miriam Castro	Ruedi Risler
Kate Robinson	Steve Wilkins	Judy Smith
Andy Sharp	Mark Crawford	Gregg Petrie

Miles called the meeting to order at 11:36 a.m.

Public Comment

Steve Wilkins expressed his disappointment in the UDP for their stance against a possible safe consumption site at the People's Harm Reduction Alliance location in the U District.

Approval of November 21, 2017 Meeting Minutes

Motion: **Barbara** moved to approve the 21, 2017 meeting minutes.

Doug seconded the motion. Rebecca and Jeanette abstained.

The motion was approved.

November Financial Report

Phil presented the November financial report to the board.

Motion: **Louise** moved to approve the November financial report.

Rebecca seconded the motion.

The motion was approved unanimously.

Board Nominations

Andrew led the board through a discussion on the board member nomination process and recommended that the board readdress several of the applicable bylaws.

Doug, Jeanette, and Andrew volunteered to work together on a bylaw draft to bring before the board at the January meeting.

Roger announced that he would not be seeking to continue his board member position now that his term is complete.

Interim CEO Position

The board members entered a short executive session to discuss the Interim CEO position.

Motion: Doug moved to adopt the presented resolution for the hiring of an Interim CEO
Louise seconded the motion.
The motion was approved unanimously.

Motion: Roger moved to adopt the presented resolution for detailing the authority being given to the Interim CEO
Andrew seconded the motion.
The motion was approved unanimously.

Committee Updates

Marcus presented the attached Clean and Safe Committee Report.

Chase presented the attached Events and Marketing Committee Report.

Roger updated the board on the status of the Urban Design Committee. Currently they are waiting on OPCD to release their draft of the U District Design Guidelines update.

Cory announced that an RFQ is out for consultants to submit applications for working on the multimodal station access plan.

Miriam Castro reported on the progress of the U-District, Let's Go! program. She has been listening and meeting with many local businesses in preparation to the Kick Off Transportation Walk with Councilmember Johnson coming up in January.

There was no report from the Economic Development Committee.

Old Business

Sally presented a draft of the letter about safe consumption sites that the board moved to have written at the prior meeting.

Motion: Doug moved to adopt the letter as written and have it sent to the addressees.
Don seconded the motion.

Motion: Pat moved to amend the letter by substitution for a letter that she then presented.
Roger seconded the motion. Sally abstained.
The motion did not pass.

Motion: Roger moved to amend the original letter's addressees by adding those contained within Pat's substitute letter.
Louise seconded the motion.
The motion passed.

The original motion including the additional approved addressees passed 9 to 4.

New Business

The board agreed to ask PHRA and their property owner, the University Temple United Methodist Church, to present in some fashion in the future focusing on the mitigation of possible impacts to the neighborhood caused by opening a safe consumption site.

The board members talked about the current progress of the potential UDP office move.

Sally called the meeting adjourned at 1:03 p.m.

NEXT BOARD MEETING: January 16, 11:30am – 1:00pm, UW Tower

January 12, 2018

Notes to UDP Financial Statements 12/31/17

Budget Report

Statements to not include about \$12K of outstanding vendor invoices. Those will balance with BIA reimbursement so do not affect bottom line.

Period to date primarily reflects BIA approved activity, both original budget expenses and \$38,037 of one-time expenses. UDP specific expenses, particularly as they relate to the Street Fair will start to occur.

We continue the trend of not spending budgeted amounts and not seeing corresponding reimbursements. This is due primarily to staffing levels and executive transition.

Balance Sheet

Assets

Checking Savings - \$253,826.03 includes two separate accounts. One holds our \$160,000 reserve fund. The other holds UDP funds for operations.

A/R - \$49,026.33 for December BIA reimbursements, \$4,125 City of Seattle grant, remainder 2017 street fair receivables

Liabilities

Recology at \$10,000

Flowers at \$6,000

Temporary Accrual of expenses against City of Seattle grant at \$6,000

Receivable to Phil Lloyd for unpaid invoices through December at \$4,000

Equity

Unrestricted Net Assets (\$14,418.01) Operating loss form previous periods

Tracking Sheet

Includes line for one time expenditures

Shows continued lower than expected total activity – we are at 33% spent at 50% of year

Summit Cash Report

BIA Balances – Please see attached memo on BIA balance for in depth explanation

The U District Partnership
Budget Report
 July through December 2017

	<u>Jul - Dec 17</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Ordinary Income/Expense			
Income			
44500 · Government Grants and Contracts	386,991.31	454,306.70	-67,315.39
47000 · Earned Income	3,457.14	0.00	3,457.14
46400 · Interest and Other	5.06	0.00	5.06
Total Income	<u>390,453.51</u>	<u>454,306.70</u>	<u>-63,853.19</u>
Gross Profit	390,453.51	454,306.70	-63,853.19
Expense			
60000 · Staffing	177,638.30	233,247.60	-55,609.30
61000 · Office and Overhead	36,526.21	42,353.92	-5,827.71
66100 · Professional & Contract Expense	162,110.72	166,190.04	-4,079.32
70000 · Event Expenses	17,548.11	15,160.00	2,388.11
Total Expense	<u>393,823.34</u>	<u>456,951.56</u>	<u>-63,128.22</u>
Net Ordinary Income	<u>-3,369.83</u>	<u>-2,644.86</u>	<u>-724.97</u>
Net Income	<u><u>-3,369.83</u></u>	<u><u>-2,644.86</u></u>	<u><u>-724.97</u></u>

The U District Partnership
Balance Sheet Prev Year Comparison
As of December 31, 2017

	Dec 31, 17	Dec 31, 16	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
10100 · Operating Bank Accounts	253,826.03	252,916.43	909.60
10120 · Passthrough Bank Accounts	0.00	5,266.30	-5,266.30
Total Checking/Savings	253,826.03	258,182.73	-4,356.70
Accounts Receivable	61,877.47	48,598.24	13,279.23
Other Current Assets	3,979.82	5,413.18	-1,433.36
Total Current Assets	319,683.32	312,194.15	7,489.17
Fixed Assets	0.00	1,968.75	-1,968.75
Other Assets	400.00	0.00	400.00
TOTAL ASSETS	320,083.32	314,162.90	5,920.42
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable	25,947.65	11,427.08	14,520.57
Credit Cards	456.00	117.78	338.22
Other Current Liabilities	18,033.68	19,992.00	-1,958.32
Total Current Liabilities	44,437.33	31,536.86	12,900.47
Long Term Liabilities	0.00	5,564.14	-5,564.14
Total Liabilities	44,437.33	37,101.00	7,336.33
Equity			
30000 · Opening Balance Equity	39,735.72	39,735.72	0.00
32000 · Unrestricted Net Assets	241,617.46	256,035.47	-14,418.01
Net Income	-5,707.19	-18,709.29	13,002.10
Total Equity	275,645.99	277,061.90	-1,415.91
TOTAL LIABILITIES & EQUITY	320,083.32	314,162.90	5,920.42

2017-18 University District BIA

Budget Tracker - July 1 Through December 31, 2017

ACCOUNTS	Budget	TO DATE	REMAINING	% Expended	Jul	Aug	Sep	Oct	Nov
Program Management	199,706.00	74,539.71	125,166.29	37.3%	\$ 11,225.22	\$ 10,449.28	\$ 10,106.98	\$ 9,310.33	\$ 17,148.54
Community Engagement	41,343.00	26,770.60	14,572.40	64.8%	\$ 6,018.49	\$ 4,814.28	\$ 8,393.41	\$ 4,468.01	\$ 1,563.91
Cleaning and Public Safety	415,946.00	182,910.53	233,035.47	44.0%	\$ 23,415.91	\$ 36,349.53	\$ 33,245.37	\$ 30,944.84	\$ 34,617.45
Events and Marketing	69,419.00	22,483.68	46,935.32	32.4%	\$ 7,745.63	\$ 5,825.00	\$ 2,443.13	\$ 2,849.92	\$ 2,107.52
Economic Development	57,510.00	22,557.25	34,952.75	39.2%	\$ 2,150.44	\$ 3,329.18	\$ 1,693.03	\$ 3,982.01	\$ 10,081.51
Urban Design & Planning	71,748.00	18,979.54	52,768.46	26.5%	\$ 4,784.43	\$ 4,705.80	\$ 4,545.76	\$ 3,297.21	\$ 325.28
One Time Expenditures	310,790.00	38,037.47	272,752.53	12.2%	\$ -	\$ 2,500.00	\$ 9,000.00	\$ -	\$ 23,815.05
Total Requested	1,166,462.00	386,278.78	780,183.22	33.1%	\$ 55,340.12	\$ 67,973.07	\$ 69,427.68	\$ 54,852.32	\$ 89,659.26

	Dec	Jan	Feb	Mar	Apr	May	Jun
Program Management	\$ 16,299.36						
Community Engagement	\$ 1,512.50						
Cleaning and Public Safety	\$ 24,337.43						
Events and Marketing	\$ 1,512.48						
Economic Development	\$ 1,321.08						
Urban Design & Planning	\$ 1,321.06						
One Time Expenditures	\$ 2,722.42						
	\$ 49,026.33	0	0	0	0	0	0

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Summit Reports
Cash Report Detail

Accounting Period: 12 - 2017
As of 1/2/2018 11:12:06 AM

This report is extracted from the Summit database

Unit: General

Fund: BIA-U DISTRICT PARKING (19890)

	Beg Balance	Receipts	Disbursements	Transfers In	Transfers Out	
12/01/17	596,157.55	0.00	0.00	837.42	0.00	596,994.97
12/06/17	596,994.97	379.34	0.00	0.00	0.00	597,374.31
12/07/17	597,374.31	389.46	0.00	0.00	0.00	597,763.77
12/11/17	597,763.77	5,120.27	0.00	0.00	0.00	602,884.04
12/13/17	602,884.04	3,078.10	0.00	0.00	0.00	605,962.14
12/14/17	605,962.14	60,281.90	0.00	0.00	-89,659.26	576,584.78
12/15/17	576,584.78	1,596.46	0.00	0.00	0.00	578,181.24
12/18/17	578,181.24	1,153.76	0.00	0.00	0.00	579,335.00
12/19/17	579,335.00	223.10	0.00	0.00	0.00	579,558.10
12/20/17	579,558.10	24,882.50	0.00	0.00	0.00	604,440.60
12/26/17	604,440.60	41,595.48	0.00	0.00	-698.48	645,337.60
12/27/17	645,337.60	186,363.52	0.00	0.00	0.00	831,701.12
12/28/17	831,701.12	25,468.86	0.00	0.00	0.00	857,169.98
12/29/17	857,169.98	10,614.37	0.00	0.00	0.00	867,784.35
Sub Totals:	596,157.55	361,147.12	0.00	837.42	-90,357.74	867,784.35

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Project Description	Objective	Task Deadline	Key Indicators	Progress to Date	Comment
Operations Clean + Safe					
Execute North and South Cleaning Area Contract	Maintain a clean U District environment	Ongoing	Graffiti tags removed, # of trash bags collected, hours of professional cleaning provided	Hours Worked: July - Dec. 2017 = 1,456 hours Bags of Trash Removed: July - Dec. 2017 = 1,605 bags Graffiti Removed: July - Dec. 2017 = 1,083 Biohazards: July - Dec. 2017 = 692	We continue to receive and monitor monthly data from our contractor.
Monitor and manage CleanScapes efforts	Ensure effective use of BIA funds and hold cleaning vendor accountable for contract agreement	Ongoing	Year over year performance of cleaning contractor analysis	Hours Worked: July - Dec. 2016 = 1,470 hours Bags of Trash Removed: July - Dec. 2016 = 2,253 bags Graffiti Removed: July - Dec. 2016 = 2,661 Biohazards: July - Dec. 2016 = 1,040	We will continue to compare prior year's numbers against the current year.
Organize and convene Clean + Safe committee, Community Clean Ups	Engage the community in work being done, encourage stewardship	Ongoing	Attendance at committee meetings & community clean ups	7 Community Cleanups and 4 Clean and Safe Committee Meetings Data from July - December 2017 = 10.6 encounters per day, 79 homeless encounters, 13 calls to 911, 82 wayfinding interactions, 56 Condition of Entry encounters, 88 drug & alcohol and 155 suspicious persons "stop & watch", 303 business visits, 8 safety escorts, 668 emphasis patrols	Meetings will continue as scheduled.
Pilot Ambassador program + tracking effectiveness - 5 month Pilot	Provide additional eyes on the street and friendly point of contact for all people in the U District	Ongoing	Goal of 25 encounters a day + perception survey of neighbors on effectiveness	20 CPTED Reviews Completed between July and Dec. 2017, equally approximately \$4,000 in value.	We are still operating on the funds set aside for the pilot. Once those funds are exhausted, we will run off of one time expenditure funds. To be discussed.
CPTED Reviews	Provide information to property owners on securing their properties	Ongoing	Goal of 50 CPTED review in the year and \$ amount of investment into properties	Meeting held in Q1 with 17 attendees.	We continue to provide CPTED reviews as opportunities present themselves.
Residential Landlord Committee Agenda Setting and logistical report	Engage one of the largest ratepayer groups in issues facing them	Ongoing	Goal of 25 attendees each meeting		Next meeting will be in Q3
BIA Walks	Monitor N and S Cleaning Areas with the City and the cleaning contractor to ensure contract compliance and cleanliness	Ongoing	Goal of 12 BIA Walks a year	6 completed	We continue to meet the third Friday each month with our contractor, the City, and stakeholders
Young Adult Employment Program	Aid in the development of young adults experiencing homelessness in the neighborhood through employment	Ongoing	Goal of 6 young adults from neighborhood employed	4 young adults employed through Sanctuary Art Center between July and August	We are working with Sanctuary Arts Center to employ homeless young adults in 5 week, post job training, internships. Next set of young adults will start in Feb.
Beautification Projects	Provide aesthetical amenities to public space such as flower baskets, updated kiosks, art installation, holiday lights etc.	Ongoing	Perception surveys quarterly	7/5 Spring Flower Baskets May - September, 7/5 Winter Flower Baskets October - Present, Kiosks have new temporary signs, holiday lights installed on 40 trees. Public Perception gathered in Clean and Safe Committee Meetings.	Planning additional beautification projects in Q3. To be discussed
Economic Development					
U Bridge Business Event Series	Monthly Business Events bringing services to U District Business Community, topics include, commercial affordability, doing business in today's marketplace, connecting to the student base etc.	Ongoing	Goal of 30 attendees at 6 meetings	6 U Bridge Events with various amounts of attendance	To be discussed

Facade Visioning Program	Create renderings for improvement to business storefronts, improvements in the range of \$5 - \$10k	Ongoing	Goal of 25 facade visions complete	4 facade visions done	To be discussed
Business Features	In-depth interview on past present and future ambitions for U District businesses featured on UDP sites	Ongoing	Goal of 2 features per month	10 features done	Will continue as planned
Business Recruitment Program	Encourage a eclectic mix of businesses, connect prospects with open spaces	Ongoing	Goal of maintaining a vacancy rate of less than 5%	Has not been tracked	To be discussed
Residential Property Inventory	Understand and track the residential real estate market place in the U District	Ongoing	Goal of tracking all available units for rent on the first Tuesday of each month	Has not been tracked	To be discussed
Commercial Property Inventory	Understand the commercial real estate market place in the U District	Ongoing	Goal of tracking all available commercial spaces for rent monthly on the first Tuesday	Has not been tracked	To be discussed
Events + Marketing					
Parks Programming	Activate and invite people into U District Public Spaces	Q3	Goal of 4 park activation events	2 completed (Christie Park and Neighborhood Night Out)	Will continue as planned
Music in Public Space	Activate U District Public Spaces	Q3	Goal of 40 hours of music deployed across	10 hours deployed	To be discussed
Passport Events (Celebrate Roosevelt)	Welcome new students to the District and introduce them to all the small businesses and neighborhood services	Q3	Goal of increasing attendance by 20%	Up Your Ave completed with higher attendance than prior years. Celebrate Roosevelt Canceled	No further plans
Alley / Public Space Activation Events	Create opportunities for people to enjoy spending time in the alleyways	Q4	Goal of 4 events	Alley update celebration and ribbon cutting completed	Alley Lights 2017 cancelled. Two more events in planning.
Marketing / Advertising campaign for U District	Promote and attract business to the neighborhood	Q4	Goal of 4 promotional pieces	None completed	To be discussed
Urban Design + Planning					
UDC Agenda Setting	Continue to involve the community in Urban Design Issues facing the neighborhood	Ongoing	Goal of 24 UDC Meetings	2 meetings have been held	To be discussed
Meeting Coordination	Ensure awareness of non UDP events related to Urban Design in the U District	Ongoing	Goal of promoting and attending up to 12 related Events	Promoted and attended 9 related events	To be discussed
Station Area Planning + Mobility	Encourage transportation agencies to get mobility right at the light rail station	Ongoing	TBD	Station mobility plan funded	Community meetings and report to be finished by end of Q4
Urban Design Guidelines	Update design guidelines	Q4	Passage of guidelines into city code	80% finished	OPCD working on official draft to present to community in Q3
Community Engagement					
Newsletter	Inform community on happenings in the District, demonstrate the UDP as a hub for all information on the neighborhood	Ongoing	Goal of 12 newsletters and to increase the receiving list by 20%	26% increase by means of targeted Facebook marketing and local outreach	To be discussed
Social Media MGMT	Engage the local community on all relevant digital platforms	Ongoing	Increase followers and likes by 20%	2% increase	To be discussed
Communication Channelization	Organize UDP communications into stakeholder groups for targeted outreach	Q4	Goal of contact lists by group, Restaurants, Retailers, Property Owners, Non profits Etc.	Restaurants, Retailers, and Nonprofit lists created. List of property owners still underway.	To be discussed

Community Presence	Provide face to face contact and a presence in the neighborhood	Ongoing	15 visitations per week	UDP staff does 15 - 25 visitation per week	
Program Management					
Manage Ratepayer Advisory Board	Hold effective and efficient meetings of the RAB	Ongoing	Agenda & materials distributed well in advance of meeting date	Ongoing	To be discussed
Maintain Operational Finance and Administrative Systems	Ensure current system and processes function properly and efficiently	Ongoing	Interested parties have a clear understanding of the financial state of the organization	New accountant/bookkeeper onboard. Issues being identified.	To be discussed
Facilitate the development of the 2018 budget and work plan	Set a framework for the goals of the UDP and RAB to be implemented	Ongoing	RAB approves proposed work plan @ Annual Meeting	TBD	To be discussed

- We had our Clean and Safe Committee Meeting on Thursday, January 11th. We heard from Josephine Ensign about the new Doorways Project that is happening here in the U District. We heard from Jacinda Boyd about a cut in funding to the Low Income House Institute's (LIHI) Urban Rest Stops resulting in the loss of our own U District Urban Rest Stop at the end of the month. We also heard from our own Kristine Scott about various cutbacks in social services here in the U District and changes to the fun.
- As we launch into the new year, it is important to look back at 2017 and look at the great work we have been able to do with CleanScapes in our north and south cleaning areas!
 - Hours Worked: 3,408
 - Bags of Trash Removed: 2,993
 - Graffiti Removed: 3,570
 - Biohazards Cleaned up: 1,812

We also were able to coordinate over 866 hours of volunteer cleaning around the district!

- In 2017, we had extensive work done on our trees along University Way. Some trees were removed due to health and we are working with SDOT Urban Forestry to get those trees replaced with new ones so we can finish the installation of porous pavement along University Way. SDOT is also evaluating Roosevelt Way's tree pits for the installation of porous pavement.
- Beautification project have been going well. Retailers have enjoyed the lighted trees for the holidays and the year-round flower baskets and have expressed appreciation to the UDP for providing these for our neighborhood. We are planning additional beautification project for this year.

Upcoming Clean and Safe Events:

-January 19th - BIA Walk (9:00 am @ Post Alley Café)

-January 27th - Clean and Safe Community Cleanup (9-11:00 am @ U Heights Plaza)

-February 8th - Clean and Safe Committee Meeting (12-1:30 pm @ U Heights)



December 21, 2017

Patty Hayes, Director
Public Health -- Seattle & King County

Jim Vollendroff, Director
King County Department of Community & Human Services
Behavioral Health & Recovery Division

VIA email

RE: UDP opposition to expansion of injection and addiction related services in the University District absent information and community consultation

Dear Directors Hayes and Vollendroff:

As you and your staff well know, Seattle grapples with the scourge of heroin addiction. While the whole city of Seattle is affected, the University District, Capitol Hill, Belltown and Pioneer Square have been especially impacted by the human toll. We appreciate the work each of your entities has done in the past to answer the call to do more to prevent and end addiction and related harm.

The U District Partnership serves all who work in, live in, and visit the U District by fostering and sustaining a vibrant, diverse and healthy neighborhood for the common good.

At its Dec. 19 meeting the Board of the U District Partnership voted (9-4) to state the UDP's opposition to any expansion of services by the People's Harm Reduction Alliance at University Temple United Methodist Church and to any new safe consumption site in the Greater University District **until such time** as the UDP Board and the greater University District Community have received clear information regarding expansion proposals, potential impacts to the U District community, and details of proposed mitigation to safeguard the safety and business success of our community and neighbors.

We want effective solutions. We want to be a part of furthering prevention, harm reduction and, ultimately treatment leading to saved lives. We want to be involved in discussions of what works and what should be tried. We want to be meaningfully

consulted about proposals that would be tried in our neighborhood. We need King County and the City of Seattle to develop and follow clear policy and regulatory responses.

Unfortunately, we do not feel adequately informed or consulted in current considerations by Public Health – Seattle & King County, University Temple United Methodist Church or the People’s Harm Reduction Alliance with regard to PHRA’s proposal to start a safe consumption site at University Temple Church, the location of the current U District needle exchange. In multiple media interviews and in community conversation, PHRA has stated that it intends to open a safe consumption site with or without PHS&KC’s blessing.

While PHRA contends they have patiently worked within the Heroin and Prescription Opiate Addiction Task Force, this work has not involved the greater U District community, especially those who work near, live near or patronize businesses near the current location for PHRA. While all of the services provided in the alley are life-saving for our struggling neighbors, each provider does its work without truly adequate funding to cover core services, let alone the proper management of or mitigation for neighborhood impacts.

We look forward to true community engagement before any final decisions are made regarding additional services in the U District.

Thank you for your partnership and consideration,

U District Partnership

cc: People’s Harm Reduction Alliance
University Temple United Methodist Church
Seattle Mayor Jenny Durkan
Seattle City Council
Seattle City Attorney Pete Holmes
King County Executive Dow Constantine
King County Council

U District Partnership, 4516 University Way NE, Seattle, WA 98105
206-547-4417 info@udistrictpartnership.org



King County

Public Health Seattle & King County

Office of the Director

401 Fifth Avenue, Suite 1300
Seattle, WA 98104-1818
206-296-4600 Fax **206-296-0166**
TTY Relay: 711
www.kingcounty.gov/health

Behavioral Health and Recovery Division

Department of Community and Human Services
401 Fifth Avenue, Suite 400
Seattle, WA 98104-1818
206-263-9000
206-296-0583 Fax (Reception)
206-205-1634 Fax (Clinical Services)
TTY Relay: 711

January 3, 2018

Marcus Johnson
Clean and Safe Program Manager
U District Partnership
4516 University Way NE
Seattle, WA 98105

Dear Mr. Johnson,

Thank you for your letter regarding the U District Partnership's concerns about potential new injection and addiction related services in Seattle's University District.

As you may know, in 2016, Executive Constantine and then Seattle Mayor Murray convened a Task Force to make recommendations to combat the heroin and opiate drug crisis in King County. The 40-member task force was co-chaired by Dr. Jeff Duchin, and Brad Finewood, from the County's Public Health and Community and Human Services Departments, respectively, and included experts from a wide range of disciplines, including public health, criminal justice, treatment providers, hospitals and schools.

One of eight main recommendations the Task Force made to address the opiate epidemic in King County is to establish, on a three-year pilot project basis, locations where adults with substance-use disorders may safely consume opioids or other substances under the supervision of trained healthcare providers and have access to needed medical, behavioral health and social services, either directly on-site or through referrals. These sites are referred to as Community Health Engagement Locations (CHEL). More information about CHEL sites and the complete Task Force recommendations are available at <https://www.kingcounty.gov/depts/community-human-services/mental-health-substance-abuse/task-forces/heroin-opiates-task-force.aspx>.

Marcus Johnson
January 3, 2018
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Regarding CHEL sites, the Task Force explicitly recommended that members of the community (including civic and business stakeholders) be engaged to inform the planning and implementation process and ensure that the environment and services provided adequately and appropriately address the needs of the clients and the surrounding community.

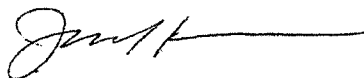
We want to be very clear that no decisions have been made about the location of potential CHEL sites. The budget passed by the City of Seattle last month directed the City to determine the feasibility of potential locations that could be considered for siting a potential CHEL. We are working in close partnership with the City to complete this feasibility study. Once suitable potential locations are identified, please be assured that Seattle and King County would then jointly conduct a corresponding community engagement process before the City makes a decision regarding siting. Should a potential site be identified in the University District, we would welcome the participation of the U District Partnership and the relevant University District community.

Thank you again for reaching out to us about this issue. We very much appreciate the U District Partnership's support of those impacted by the opiate epidemic and we welcome additional conversation regarding CHELs as well as other Task Force recommendations related to prevention, treatment expansion and user health services.

Sincerely,



Patty Hayes, Director
Public Health – Seattle & King County



Jim Vollendroff, Director
King County Department of Community & Human Services
Behavioral Health & Recovery Division

cc: Jeffrey S. Duchin, MD, Health Officer, Public Health – Seattle & King County
Brad Finegood, MA, LMHC, Assistant Division Director, King County Behavioral Health and Recovery Division
April Putney, Legislative Relations Manager, Office of King County Executive Dow Constantine

January 12, 2018

To: The Board of UDP

From: Mark Crawford

Re: Office Relocation

I recommend the Board approve the acceptance of the new office space lease as described in the terms summary below.

Recap of Need

KUOW is interested in expanding into the space we currently occupy. We sublease this space from the University of Washington. We currently lease 1,500 square feet and enjoy and additional 491 square feet of "free" storage" in the building. As of February 1, 2018, we will have 15 more months on our lease and the monthly payment for the duration of the lease of \$3,279.

We have been willing to cooperate with KUOW so long as we did not incur additional out of pocket expenses.

After a search of available spaces, we have located comparable office space across the street. With the assistance of Rada Bounyarith-Hall, Asset Manager, UW Real Estate, Capital Planning and Development, and Aaron Hoard of the UDBIA Rate Payers Advisory Board, we have located a comparable office space across the street, negotiated the terms of the lease described below and negotiated a satisfactory agreement with KUOW to cover reasonable costs of relocation.

Lease Terms

Premises – 1,521 sq. feet at Suite 209, 4507 University Way NE, Seattle, WA 98105

Term – 2/1/18-1/31/21. Option to renew for three years at market rate

Security Deposit - \$2,958.32

Rent

Year One - \$2,788.50/Month

Year Two - \$2,872.16/Month

Year Three - \$2,958.32/Month

Utilities – Included in gross lease.

Landlord and Tenant Improvements - Landlord TI will cover our needs. We were able to come to agreement with Landlord by providing the raw materials for building out and furnishing much of the kitchenette. Landlord will also move two doors as required and build a wall filler to completely separate our space from the other space.

Janitorial service - three times a week included.

Common Areas - Sharing common area bathrooms and elevator. Landlord janitorial.

Move Costs to be covered by KUOW and/or University of Washington

Moving the office content and for uninstalling, moving and reinstalling our technology. Bid premise – all materials to be moved to both new office and remote storage and mover to provide packing services.

Time limited (15 months) payment for added external storage requirements. Estimate \$2,250

Relief for one month of rent because of too short a time period to plan a move, line up vendors and execute move by 2/1/18. Estimate \$2,788.50 to \$3,000

Furnishing assistance for two cube sets (10x10 or 8x10) and one 10 foot run of cube walls to create shared space around kitchenette. Have offered new landlord \$500.00 for some furnishings in place right now because they are specific to the space configurations. Otherwise, we need to negotiate additional furniture allowance from KUOW.

Costs on: updating our collateral – stationary, envelopes, etc., with new address; updating all financial related materials (checks, stamps, etc.) and paying for additional time for Finance contractor to update all banking and public addresses as required; create new signage for new building offices. Estimate \$3,000

Locks, keys, things we haven't figured out yet - \$1,000

Additional Costs

I am working with staff right now to see if there are any additional costs we might elect to incur out of UDP funds to improve our current office operations. There may be certain upgrades we want to make given the relocation. More information to follow.

Proposed Resolution

The UDP Board, at its regular meeting on January 16, 2018, where a quorum was established and recognized, hereby authorizes the Interim Executive Director to execute a three-year lease beginning February 1, 2018 for space at Suite 209, 4507 University Way NE, Seattle, WA.

Further, the UDP Board, authorizes the Interim Executive Director to negotiate and conclude the termination of the current lease at 4516 University Way NE.