



UDBIA RATEPAYER ADVISORY BOARD MEETING

Agenda

Thursday, March 29, 2018
U Heights Center – The Auditorium

- 4:00 pm **Public Comment**
- January Minutes – VOTE**
- Financial Report**
 --- February Close - VOTE
- FYE 2018-19 Reforecast**
 --- Work Plan
 --- One Time Projects
 --- Financial
- By-law Revisions**
- Planning for 2018-19**
- Old Business**
 --- Urban Rest Stop
- New Business**
 --- Meeting Calendar through December 2019
- 5:30 pm **Adjourn**



**U District BIA Ratepayers Advisory Board
and Annual Ratepayers Meeting Minutes**

Date: January 18, 2018

Time: 4:00 p.m. – 5:30 p.m.

Location: University Heights Center – The Auditorium

IN ATTENDANCE:

BIA Board Members

Kate Barr	David Cohanim	Leah Haberman
Maureen Ewing	Lora Gastineau	Chris Giles
Randy Hodgins	Nicki Little	Aaron Hoard
Scott Soules	Mary Kay Gugerty	

UDP Staff

Marcus Johnson	Mark Crawford	Chase Landrey
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EXCUSED:

Mike McCormick	Maria Barrientos	Max Blume
Nikole O’Bryan		

Welcome

Maureen opened the meeting at 4:07 p.m. and welcomed everyone in attendance.

Public Comment

Rick McLaughlin, from Big Time Brewing and the U District Small Business group, commented that now is not the time to lose the Urban Rest Stop and that he worries that it’s closure would lead to more incidences of people washing themselves and laundering their clothes in business restrooms in the area.

Kate Robinson, from Café Allegro, presented a letter to the board from her co-owner, Chris Peterson, expressing their opposition to any funding to the Urban Rest Stop. Kate detailed the difficulties that their business, which shares the alley with rest stop, has had with the service’s clients including assaults, drug dealing, and damaged property. She hopes that, if any funding is given, that it should also go towards increasing security during the rest stop’s hours of operation.

Chris Weimer, from Magus Books, shared his support of the claims and position of Kate Robinson. He spoke of increased negative activity in the alley next to his business which he has witnessed over the prior two years. He believes this is due to the lack of oversight of the rest stop. He insisted that funding meant to benefit the business district should not be spent on this service which negatively impacts the businesses.

Doug Campbell, from Bulldog News, pointed out that the current sign up process and lack of indoor waiting space at the Urban Rest Stop causes a big buildup of its client population to congregate over a short period of time in the immediate vicinity. This frequently creates a difficult to manage influx of suspicious people loitering inside and out of the neighboring businesses. In addition, Doug expressed his frustration with the rushed process of the proposal to provide funding to the Urban Rest Stop. He discussed the need for the BIA to make their funding process to be more open and responsive to community feedback.

Cory Crocker, President of U District Advocates, announced the community meeting about the low barrier Suboxone treatment program coming to the U District which was being hosted at the People's Harm Reduction Alliance later that same evening. He also thanked Maureen for explaining to him how the current year's BIA one time expenditures were chosen. He requested that the budgeting and expenditures process be more open and inclusive from the start in the future.

Introductions with New Interim UDP Executive Director

The board members introduced themselves and Maureen gave the floor to Mark Crawford, the UDP's new Interim Executive Director, to speak about his qualifications and goals for the position.

Approve August Work Session and September Meeting Minutes

Motion: Kate moved to approve the August 31st work session minutes. Chris seconded the motion. Mary abstained.

The motion passed unanimously.

Motion: Mary moved to approve the September 21st meeting minutes. Kate seconded the motion.

The motion passed unanimously.

Approve the Quarterly Financial Report

Mark presented the quarterly financial report to the board and explained the major reasons for differences between expected budget and current year to date expenditures. He additionally reported on the total of one time expense funds which have been used and updated the board on the current cash balance for the BIA.

Motion: Kate moved to approve the quarterly financial report. Chris seconded the motion.

The motion passed unanimously.

Quarterly Work Plan Report

Mark, Chase, and Marcus presented the progress to date on the projects in the BIA's current work plan.

Mark then explained the status of the one time expenditure projects and explained the calculations behind the remaining funds.

U District Mobility Group Report

Cory Crocker updated the board on the work of the U District Mobility Group to create a multimodal station mobility plan for the new light rail station in the heart of the neighborhood and submitted a sheet of information to support his presentation.

Old Business

Maureen reported that the audit of the UDP's finances was completed and is available on the both the UDP and UDBIA websites.

Lora presented her proposed resolutions for a second reading.

Motion: Kate moved to postpone voting on the proposed resolutions until the next meeting to give time bylaw consideration and investigate the implications of several of the resolutions on both the renewal process and legal requirements. Randy seconded the motion.

The motion passed.

New Business

Aaron discussed the need to begin thinking about the BIA renewal process and how the board will choose to approach it.

Mark talked about the relocation of the UDP office and announced that they have signed a lease for a comparable space above Chase Bank on 45th St. Ne and The Ave starting on February 1st.

Mark updated the board on the funding situation of the Urban Rest Stop. He discussed the reason for the short notice about the situation and the need for time for the community to discuss this service. He then submitted a resolution to the board to provide \$10,000 in stopgap funding for the organization, contingent on several key deliverables.

Motion: Aaron moved to approve Mark's submitted resolution to provide \$10,000 for the Urban Rest Stop with Kates amended language that it also include a plan to address security concerns and a review of internal procedures, like the previous requirement of a two block exclusionary zone while a client waits for their appointment, before any funds are released. Kate seconded the motion.

The motion passed.

Motion: Mary moved to adjourn the meeting. Kate seconded the motion.

The motion passed and the meeting adjourned at 5:53 p.m.

The U District BIA
Statement of Activities
YTD To 2/28/18

	Program Management	Community Engagement	Cleaning and Public Safety	Events and Marketing	Economic Development	Urban Design and Planning	One-Time Expenditures	Total BIA Activities
Income								
44500 - Government Grants and Contracts	99,650.72	30,315.72	242,157.40	26,247.01	30,938.66	27,189.07	65,945.18	522,443.76
47000 - Earned Income	0.00	0.00	0.00	10,550.00	0.00	0.00	0.00	10,550.00
46400 - Interest and Other	0.02	0.00	0.00	0.00	0.00	0.00	0.00	0.02
Total Income	99,650.74	30,315.72	242,157.40	36,797.01	30,938.66	27,189.07	65,945.18	532,993.78
Expense								
60000 - Staffing	40,432.66	26,741.79	85,889.00	29,050.88	23,700.18	26,926.26	0.00	232,740.77
61000 - Professional & Contract Expense	19,442.50	0.00	0.00	0.00	0.00	0.00	11,500.00	30,942.50
62000 - Office and Overhead	37,993.53	3,229.95	3,458.59	287.65	823.48	262.81	5,772.54	51,828.55
70000 - Direct Program Expenses	1,782.05	343.98	152,809.81	7,458.48	6,415.00	0.00	48,672.64	217,481.96
Total Expense	99,650.74	30,315.72	242,157.40	36,797.01	30,938.66	27,189.07	65,945.18	532,993.78
Net Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

2017-18 University District BIA

Budget Tracker - July 1 Through February 28, 2018

ACCOUNTS	Budget	TO DATE	REMAINING	% Expended	Jul	Aug	Sep	Oct	Nov
Program Management	199,706	99,486	100,220	49.8%	\$ 11,225.22	\$ 10,449.28	\$ 10,106.98	\$ 9,310.33	\$ 17,148.54
Community Engagement	41,343	30,316	11,027	73.3%	\$ 6,018.49	\$ 4,814.28	\$ 8,393.41	\$ 4,468.01	\$ 1,563.91
Cleaning and Public Safety	415,946	241,032	174,914	57.9%	\$ 23,415.91	\$ 36,349.53	\$ 33,245.37	\$ 30,944.84	\$ 34,617.45
Events and Marketing	69,419	26,247	43,172	37.8%	\$ 7,745.63	\$ 5,825.00	\$ 2,443.13	\$ 2,849.92	\$ 2,107.52
Economic Development	57,510	30,939	26,571	53.8%	\$ 2,150.44	\$ 3,329.18	\$ 1,693.03	\$ 3,982.01	\$ 10,081.51
Urban Design & Planning	71,748	27,189	44,559	37.9%	\$ 4,784.43	\$ 4,705.80	\$ 4,545.76	\$ 3,297.21	\$ 325.28
One Time Expenditures	310,790	65,945	244,845	21.2%	\$ -	\$ 2,500.00	\$ 9,000.00	\$ -	\$ 23,815.05
Total Requested	1,166,462	521,154	645,308	44.7%	\$ 55,340.12	\$ 67,973.07	\$ 69,427.68	\$ 54,852.32	\$ 89,659.26

	Dec	Jan	Feb	Mar	Apr	May	Jun
Program Management	\$ 16,364.35	\$ 11,754.11	\$ 13,126.75				
Community Engagement	\$ 1,599.57	\$ 1,818.84	\$ 1,639.21				
Cleaning and Public Safety	\$ 24,263.73	\$ 37,441.88	\$ 20,753.69				
Events and Marketing	\$ 1,512.48	\$ 1,927.21	\$ 1,836.12				
Economic Development	\$ 1,378.09	\$ 3,497.20	\$ 4,827.20				
Urban Design & Planning	\$ 1,321.06	\$ 3,439.34	\$ 4,770.19				
One Time Expenditures	\$ 2,722.42	\$ 14,307.71	\$ 13,600.00				
	\$ 49,161.70	74,186.29	60,553.16	-	-	-	-

3/15/2018
2:16 PM

Project Description	Objective	GC/ Board Resp	Task Deadline	Key Indicators	YTD	Plan for Year's End
Operations						
Clean + Safe						
Execute North and South Cleaning Area Contract	Maintain a clean U District environment	C+S Committee Chair	Ongoing	Graffiti tags removed, # of trash bags collected, hours of professional cleaning provided	Hours Worked: July '17- Feb. '18 = 1,912 Bags of Trash Removed: July '17 - Feb. '18 = 2,182 Graffiti Removed: July '17 - Feb. '18 = 1,362 Biohazards: July '17 - Feb. '18 = 968	Staff will continue to monitor the monthly reports given by our contractor, Recology CleanScapes
Monitor and manage CleanScapes efforts	Ensure effective use of BIA funds and hold cleaning vendor accountable for contract agreement	C+S Committee Chair	Ongoing	Year over year performance of cleaning contractor analysis	Hours Worked: July '16 – Feb. '17 = 2,320 hours Bags of Trash Removed: July '16 – Feb. '17 = 2,714 bags Graffiti Removed: July '16 – Feb. '17 = 3,888 Biohazards: July '16 – Feb. '17 = 1,663	Staff will continue to compare monthly reports based upon the previous year.
Organize and convene Clean + Safe committee, Community Clean Ups	Engage the community in work being done, encourage stewardship	C+S Committee Chair	Ongoing	Attendance at committee meetings & community clean ups	9 Community Cleanups and 7 Clean and Safe Committee Meetings	Staff will continue to organize and convene Clean and Safe Committee Meetings as well as monthly volunteer cleanups.
	Provide additional eyes on the street and friendly point of contact for all people in the U District	C+S Committee Chair	Ongoing	Goal of 25 encounters a day + perception survey of neighbors on effectiveness	Data from July '17 - Feb. '18 = 13 encounters per day, 120 homeless encounters, 15 calls to 911, 92 wayfinding interactions, 69 Condition of Entry encounters, 98rug & alcohol and 168 suspicious persons "stop & watch", 409 business visits, 8 safety escorts, 1032 emphasis patrols	We will continue with our current contractor, Securitas, through June. We are exploring the idea of bring the program in-house. We are operating under the allocation for the pilot through mid-March before operating on the One-Time Expenditure Budget. We are currently administering a perception survey.
CPTED Reviews	Provide information to property owners on securing their properties	C+S Committee Chair	Ongoing	Goal of 50 CPTED review in the year and \$ amount of investment into properties	24 CPTED Reviews Completed between July '17 and Feb. '18 equaling approximately \$4,800 in value.	We continue to provide CPTED reviews as needs are identified and opportunities present themselves.
Residential Landlord Committee Agenda Setting and logistical report	Engage one of the largest ratepayer groups in issues facing them	C+S Committee Chair	Ongoing	Goal of 25 attendees each meeting	Meeting held in Q1 with 17 attendees.	Staff is planning to hold a landlord workshop sometime before June
BIA Walks	Monitor N and S Cleaning Areas with the City and the cleaning contractor to ensure contract compliance and cleanliness	C+S Committee Chair	Ongoing	Goal of 12 BIA Walks a year	9 completed	Staff will continue to organize and convene monthly BIA Walks 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	C + S Committee Chairs	Ongoing	Goal of 6 young adults from neighborhood employed	We are working with Sanctuary Arts Center to employ homeless young adults in 5 week, post job training, internships. One cohort done, one going on now, two more to go.	We have one cohort currently in the middle of an internship and will have two more completed by the end of June.
Beautification Projects	Provide aesthetical amenities to public space such as flower baskets, updated kiosks, art installation, holiday lights etc.	C+S Committee Chair	Ongoing	Perception surveys quarterly	75 Spring Flower Baskets May '17 - Sept. '17, 75 Winter Flower Baskets Oct. '17-May '18, Holiday Lights installed on 40 trees along University Way and Roosevelt Nov. '17-Jan '18	Flower baskets for this Spring will be hung in May. We will refresh the temporary signs on the kiosks while we look into next steps. We have one part time Beautification Team Member and we are hiring a second to help implement and support district-wide beautification efforts.

Economic Development						
U Bridge Business Event Series	Monthly Business Events bringing services to U District Business Community, topics include, commercial affordability, doing business in todays marketplace, connecting to the student base etc.	ED Committee Chair	Ongoing	Goal of 30 attendees at 6 meetings		No staff at this time
Facade Visioning Program	Create renderings for improvement to business storefronts, improvements in the range of \$5 - \$10k	ED Committee Chair	Ongoing	Goal of 25 façade visions complete		No staff at this time
Business Features	In-depth interview on past present and future ambitions for U District businesses featured on UDP sites	ED Committee Chair	Ongoing	Goal of 2 features per month		No staff at this time
Business Recruitment Program	Encourage a eclectic mix of businesses, connect prospects with open spaces	ED Committee Chair	Ongoing	Goal of maintaining a vacancy rate of less than 5%		No staff at this time
Residential Property Inventory	Understand and track the residential real estate market place in the U District	ED Committee Chair	Ongoing	Goal of tracking all available units for rent on the first Tuesday of each month		No staff at this time
Commercial Property Inventory	Understand the commercial real estate market place in the U District	ED Committee Chair	Ongoing	Goal of tracking all available commercial spaces for rent on the first Tuesday of each		No staff at this time
Events + Marketing						
StreetFair (NON BIA FUNDS)	Continue Legacy U District Event	EM Chair	Q2	Survey of vendors and attendees	Draft of surveys written	Update questions for this year, post at information booths, and send to vendors.
Parks Programing	Activate and invite people into U District Public Spaces	EM Chair	Q3	Goal of 4 park activation events	2 park activation events completed (Christie Park and Neighborhood Night Out)	work with U Heights as part of their celebration in U Heights Park for a total of 3 park activation events.
Music in Public Space	Activate U District Public Spaces	EM Chair	Q3	Goal of 40 hours of music deployed across district	10 hours deployed	Contract with a live music coordinator to produce regular public music performances around the U District for a total of 82 hours.
Passport Events (Celebrate Roosevelt)	Welcome new students to the District and introduce them to all the small businesses and neighborhood services	EM Chair	Q3	Goal of increasing attendance by 20%	Up Your Ave completed with higher attendance than prior years. Celebrate Roosevelt canceled.	No further plans this year. Reimagining Celebrate Roosevelt.
Alley / Public Space Activation Events	Create opportunities for people to enjoy spending time in the alleyways	EM Chair	Q4	Goal of 4 events	2 events completed (Alley update celebration and ribbon cutting and Neighbor Day)	Engage the community and city representatives to plan a celebration during graduation week for a total of 3 events.
Marketing / Advertising campaign for U District	Promote and attract business to the neighborhood	EM Chair	Q4	Goal of 4 promotional pieces	None completed	marketing campaign to feature U District events and advise on upcoming long term marketing
Urban Design + Planning						
UDC Agenda Setting	Continue to involve the community in Urban Design Issues facing the neighborhood	UDC Chairs	Ongoing	Goal of 24 UDC Meetings		No staff - no plans at this time
Meeting Coordination	Ensure awareness of non UDP events related to Urban Design in the U District	UDC Chairs	Ongoing	Goal of promoting and attending up to 12 related Events		No staff - no plans at this time
Station Area Planning + Mobility	Encourage transportation agencies to get mobility right at the light rail station	UDC Chairs	Ongoing	TBD		Mobility group funding - attending meetings. Providing some staff support.
Urban Design Guidelines	Update design guidelines	UDC Chairs	Q4	Passage of guidelines into city code		Waiting on City - Meetings requested.

Community Engagement						
Newsletter	Inform community on happenings in the District, demonstrate the UDP as a hub for all information on the neighborhood	CEO	Ongoing	Goal of 12 newsletters and to increase the receiving list by 20%	6 completed with 26% increase in receiving list.	Plan to continue sending monthly for a total of 10 and receiving list increased further by additions to contact lists.
Social Media MGMT	Engage the local community on all relevant digital platforms	CEO	Ongoing	Increase followers and likes by 20%	2% increase	Paying for "Boosting" posts, including newsletters, on Facebook and work with new Communication Coordinator on Twitter partnerships strategy.
Communication Channelization	Organize UDP communications into stakeholder groups for targeted outreach	CEO	Q4	Goal of contact lists by group, Restaurants, Retailers, Property Owners, Non profits Etc.	Restaurants, Retailers, and Nonprofit contacts created in draft form.	Hiring and equipping temporary outreach staff for business contact collection. Contracting with a firm to acquire contacts for BIA ratepayers.
Community Presence	Provide face to face contact and a presence in the neighborhood	CEO	Ongoing	15 visitations per week	UDP staff does 15 - 25 visitation per week	Continue to increase presence levels with Ambassadors and partnership with TCC
Program Management						
Manage Ratepayer Advisory Board Meetings, Agendas and Decisions	Hold effective and efficient meetings of the RAB	CEO	Ongoing	Agenda & materials distributed well in advance of meeting date		Staff support being provided.
Maintain Operational Finance and Administrative Systems	Ensure current system and processes function properly and efficiently	CEO	Ongoing	Interested parties have a clear understanding of the financial state of the organization		Reforecast complete. Finance management resource contracted.
Facilitate the development of the 2018 budget and work plan	Set a framework for the goals of the UDP and RAB to be implemented	CEO	Ongoing	RAB approves proposed work plan @ Annual Meeting		Planning process has begun - targeted June 2018 completion.

One Time Expense Report

March 26, 2018

Audit

Budget \$11,000. Actual \$11,500. Over budget by \$500.

Completed.

Tree pit refurbishment

Budget \$75,000. Projected Actual \$75,000. Remainder - \$0

Tree pits refurbished between 42nd and 47th along University Way NE with porous pavement. Installation of porous pavement installed in tree pits between Campus Parkway - 41st and 47th – 50th on University Way NE done on March 19-20th. Planning for installation on Roosevelt is underway with installation on the corridor planned

Advertising – Holiday Coop Advertising

Budget \$10,000. Projected Actual \$0. Not used, Remainder \$10,000.

Advertising – Small Business Marketing Plan

Budget \$55,000. Projected Actual \$55,000. Remainder \$0

Two prong campaign \$40,000 to mount short term campaign piggy backing on an existing major district event. \$15,000 to retain consultant to advise us on options for a long term, sustained marketing campaign for the district.

Campus Mural

Budget - \$13,000. Projected Actual \$0. Remainder \$13,000.

Research into project concluded that creating proposed mural would attract on-going defacement and graffiti, requiring regular maintenance and repair. Elected to paint with grey overcoat and maintain that façade with City supplied pain and labor by our own Beautification Staff members.

Mobility Planning

Budget \$15,000. Actual \$15,000 Remainder \$0

Completed.

Pressure Washer

Budget \$14,000. Projected Actual \$14,000. Remainder \$0

Original intent to purchase small pressure washer. Research shows that plan not realistic as operating limitations are too great. Staff will present alternative for a more robust pressure washer acquisition and operating plan. We will use this \$14,000 to support spot power washing through a contractor.

Copier

Budget \$5,000. Actual \$5,773. Over budget by \$773.

Complete.

RAB Retreat

Budget \$5,000. Projected Actual \$0. Remainder \$5,000

RAB needs to discuss this opportunity in more depth before specific planning and event management can occur.

Holiday Lights

Budget \$11,200. Actual \$19,373. Over budget by \$8,173

Holiday lights were hung in district. Previous ED decided to expand program. Positive response overall but issues around vandalism. Must decide if we want to repeat in future.

Ambassador Program

Budget \$46,090. Projected Actual \$34,600. Remainder - \$11,490.

The program ran on the original operating budget program allocation through mid-March, longer than expected. Program will continue through June using our current contractor, Securitas. Staff is exploring the feasibility of bringing the program in-house. \$13,600 of one-time expenditure money was spent on stop-gap funding for the Urban Rest Stop. We are estimated to use all but \$11,490 of allocated money by the end of June. Remainder to be reallocated.

Events

Budget \$10,000. Projected Actual \$9,760. Remainder \$240

To hire a contractor to recruit, schedule and manage live musicians three times a week throughout the U District until June 31st.

Beautification

Budget \$30,000. Projected Actual \$10,000. Remainder \$20,000

To be used to spruce up district for Special Olympic Event. Remainder to be used in future.

Young Adult Program

Budget \$10,000. Projected Actual \$10,000. Remainder \$0

ROOTS has submitted a proposal for utilizing these funds. Final negotiation will occur soon and program funded.

Approved U District BIA
 One Time Expenses
 March 2018 Update

Item	Original	Used 7/1/17-	Projected	Total	Net
	Budget	to 2/28/18	3/11/18 - 6/30/	Used	
Audit	11,000	11,500	0	11,500	(500)
Tree Pit Refurbishment	75,000	700	75,000	75,700	(700)
Advertising					
Holiday Co-op Ads	10,000	0	0	0	10,000
Small Bus. Marketing	55,000	0	55,000	55,000	0
Campus Mural	13,000	0	0	0	13,000
Mobility Planning	15,000	15,000	0	15,000	0
Pressure Washer	14,000	0	14,000	14,000	0
Copier	5,000	5,773	0	5,773	(773)
RAB Retreat	5,000	0	0	0	5,000
Holiday Lights	11,200	19,373	0	19,373	(8,173)
Ambassador Program	46,090	13,600	21,000	34,600	11,490
Events	10,000	0	10,000	10,000	0
Beautiflcation	30,000	0	10,000	10,000	20,000
Young Adult Employment	10,000	0	10,000	10,000	0
Total	310,290	65,946	195,000	260,946	49,344

UDP Reforecast Report

Staffing Model – Through 6/30/18

Current

On-going Staff

Executive Director

Community Engagement Manager

Clean and Safe Program Manager

Beautification #1

Current Seasonal Part Time Staff

Street Fair Assistant #1

Street Fair Assistant #2

Current Contractors

Financial Manager

Securitas

Ambassador #1

Ambassador #2

Assessment Data Update

To Be Hired

On-going Staff

Business Services Manager - Job description almost complete.

Beautification #2 - ASAP

Communications Coordinator - ASAP

Part Time Temporary

Office Manager - ASAP

The U District BIA Working Forecast FY18 at February 28

	Actual Jul '17 - Feb 18	Forecast Mar-June	Forecasted Year-End	Annual Budget	Over (Under)
Ordinary Income/Expense					
Income					
44500 · Government Grants and Contracts	522,444	443,760	966,204	1,157,534	-191,329
47000 · Earned Income	10,550	0	10,550	0	10,550
46400 · Interest and Other	0	0	0	0	0
Total Income	532,994	443,760	976,754	1,157,534	-180,779
	532,994			1,157,534	
Expense					
60000 · Staffing	232,741	122,127	354,868	466,495	-111,627
61000 · Professional & Contract Expense	30,943	9,500	40,443	49,880	-9,438
62000 · Office and Overhead	51,829	32,197	84,025	90,481	-6,455
70000 · Direct Program Expenses	217,482	279,936	497,418	550,677	-53,259
Total Expense	532,994	443,760	976,754	1,157,533	-180,779
Net Ordinary Income	0	-0	-0	0	-0
 City Cash Balance	 828,206	 -504,314	 323,893		
BIA Reserves Per Policy			<u>-210,000</u>		
Undesignated City Cash (Forecasted Carryover to FY19)			113,893		

BIA Cash at 2/28/18

Total	\$828,206
Remaining Forecasted Expenses	\$443,981
Reserves	\$210,000
February Expenses	\$ 60,553
Net Undesignated City Cash Projected for 6/30/18	\$113,672

Notes

- 1) We assume all collections to be applied to 2017-18 fiscal year expenses are now in.
- 2) We assume there will be additional collections relevant to 2018-19 before the end of the fiscal year but have not included them in this analysis.
- 3) We are currently working on an assessment rolls update and will have projections for 2018-19 revenue in early May. We will use that projection, amended for a non-collection factor, as a revenue estimate for planning 2018-19 work and budget.
- 4) If above assumptions hold true, at the end of this fiscal year, we will have \$113,672 in undesignated city cash.
- 5) We projected to use a total of \$260,946 of the "Approved One Time Expense" funds. Report attached.
- 6) Undesignated City Cash will be incorporated in the 2018-19 work plan and budget process.



March 12, 2018

Mark Crawford
University District Partnership
4507 University Way NE suite 209
Seattle, WA 98105

Dear Mark,

Thank you to UDP and BIA for your support in helping the U-District Rest Stop. We are pleased that the Seattle City Council voted to amend the 2018 budget to add funds for hygiene services in the U-District and elsewhere. Mayor Durkan signed the ordinance last week.

As you are aware, Ronni Gilboa, Manager of the Rest Stop, and I convened a meeting at University Heights to hear from business owners and neighbors about the U-District Rest Stop's impact on the alley and the immediate community. Thank you for attending. In addition to you, representatives from Allegro Cafe, Russell Building, Bulldog News, Shiga, UW Bookstore, and U Temple Methodist attended the meeting.

These are some of the concerns expressed and our responses to them:

1. The major concern is with civility and safety in the alley. There is a mix and concentration of people using the Rest Stop, Needle Exchange, ROOTS and Friday Feast. Questions were directed to LIHI and U Temple about security issues. Patrons congregate in the alley before the Rest Stop opens in the morning. There is no waiting area inside because there is a lack of space. A comment was made that people should not congregate before 8:00 am or within in one block of the Rest Stop.

The U District URS opens at 8:45 am. Between 8 and 8:45 am, U District staff are cleaning up after the evenings ROOTS use and setting up for the day. Teresa McDaniel, Team Member, is monitoring the Alley and the stairs, telling patrons to return at 8:45 am. If patrons do not leave the Alley, they are informed they will not be provided services. ROOTS does a daily Alley walk from 8:15 am to 8:25 am, to clear people out of the Alley also.

2. Behavior is a concern as there are safety and sanitation impacts.

URS Patrons are informed that their behavior in the URS and in the neighborhood of the URS is expected to be respectful.

3. Staff is not equipped to deal with violent behavior. Safety of staff is a concern.

URS staff are directed to call 911 if there is behavior beyond their ability to redirect, control or change. Patrons that are using weapons, dealing or using drugs, stealing, involved in active fighting, will result in a call to 911.

Patrons who have been victimized by other patrons are encouraged to call the police.

4. People who are barred because of poor behavior still remain in the area.

2407 1st Avenue
Seattle, WA 98121-1311

(206) 443-9935 Phone
(206) 443-9851 Fax
(800) 833-6388 TTY
www.LIHI.org

With the addition of a third Team Member, this situation should decrease. Individuals are also barred from ROOTS, the Friday Feast and the Needle Exchange as well.

5. Problems occur when the Rest Stop closes unexpectedly and patrons get frustrated.

The URS closes on legal holidays, for training, a deep cleaning day, a mechanical failure/repair and when all staff are sick. A scheduled closure is announced a week ahead with a notice on the URS door. LIHI will work on reducing the number of unanticipated closures.

In the four years of operating the U-District URS, Ronni has only closed the U District once due to all staff being ill. The other times, when 1 staff member has been ill, she has managed to secure coverage for the absent employee. This year, all staff suffered a very bad flu.

6. People with mental illness have disrupted business at Allegro Cafe.

We hope that Allegro staff will contact the police and let URS staff know who is creating a disturbance.

7. Summer time is worse with more people congregating in the alley.

All URS locations experience an increase in use and new populations during the summer months. I would also assume that ROOTS, the Needle Exchange and the Friday Feast also experience an increase in summer use also. We will start participating in the monthly alley meetings to discuss measures to undertake this summer.

8. In the early years Rest Stop staff did a better job managing people's behavior in the alley and reminding them of the rules.

We feel we have capable staff who can address the behavior of patrons. We are adding capacity to work with patrons in the alley.

9. The Rest Stop closes at lunch hour to replenish hot water and to give staff a break. This creates a problem of people having to wait for services to resume.

There is no hot water and no hot showers available. Staff are legally required to take a lunch break. We will look at alternatives to closing mid-day. We still do not know to what level the City will restore funding at this time.

10. Some patrons dispose of hygiene supplies in alley

URS patrons will be reminded not to use or dispose of any hygiene items in the alley. URS staff clean the stairway and the surrounding alley areas around the URS.

11. Rest Stop staff have not been attending monthly meetings where surrounding businesses discuss measures to improve the alley.

Jacinda Boyd, Team Member, will attend the monthly meetings.

A Downtown URS Team Member has been reassigned to work at the U District URS. This started on February 27, 2018. This person is assisting the U District URS staff members with the operation of the U District URS and assuming the responsibility for the neighborhood and alley walks. Jacinda has introduced the new Team Member to the neighborhood businesses.

Our staff will continue to have people leave and not show up before their appointments. We sign patrons up, and if their appointment is 30 minutes away, they need to leave, to stay out of the two block area and the alley, and to return within 15 minutes of their appointment time. With the addition of a third Team Member, monitoring the activity in the Alley and the surrounding areas, we hope to reduce the potential for negative behaviors.

I want to thank you and other neighbors for working with us to improve conditions at the U District URS. We will know shortly the funding level from the City.

I can be reached at SharonL@LIHL.org or 206-571-5730.

Sincerely,

A handwritten signature in black ink that reads "Sharon Lee". The signature is written in a cursive style with a long, sweeping underline.

Sharon Lee
Executive Director

Cc: Ronni Gilboa

Proposed BIA Meeting Schedule

All Meetings at 4:00 p.m. unless otherwise specified

March 29, 2018

May 24, 2018

June 28, 2018

November 1, 2018

January 24, 2019

March 28, 2019

May 30, 2019

June 27, 2019

October 24, 2019