



U DISTRICT BUSINESS
IMPROVEMENT AREA

UD BIA Ratepayer Advisory Board Meeting

October 22, 2020

4:00 – 5:30 ZOOM Format

<https://us02web.zoom.us/j/83042727535>

- | | |
|---|--------------------------------------|
| 1) Introductions/Welcome to New Members | |
| 2) Officer Elections | Vote |
| a. Chair Person | |
| b. Vice Chair Person | |
| c. Secretary | |
| d. Treasurer | |
| 3) By-Law Revisions – Adoption | Vote |
| 4) RAB Meeting Schedule FY 2020-21 | Vote |
| 5) Approval of June Meeting Minutes | Vote |
| 6) Public Comment | |
| 7) Financial Report – Acceptance of September Close | Vote |
| 8) Program Reports | Discuss |
| a. Clean and Safe | |
| b. Economic Development | |
| c. Urban Vitality | |
| d. Marketing | |
| 9) Sound Transit Surplus Property | Discuss |
| a. Work To Date | Mark |
| b. Temporary Use Proposal – Tiny House Village | Sharon Lee (LIHI Executive Director) |
| c. Q&A | All |
| 10) UDP Executive Director Hire Update | Maureen |
| 11) Adjourn | |

**Bylaws of the
University District Business Improvement Area
Ratepayers' Advisory Board**

RECITALS:

- A. Whereas the City of Seattle approved the formation of the UNIVERSITY DISTRICT BUSINESS IMPROVEMENT AREA ("UNIVERSITY DISTRICT BIA") on ~~June 12, 2002~~~~April 17, 2015~~, in the city of Seattle Ordinance ~~1260934764~~ (the "Ordinance");
- B. In accordance with Ordinance and applicable laws and statutes the city of Seattle and State of Washington, the UNIVERSITY DISTRICT BIA Ratepayers' Advisory Board was appointed by the Director of the City of Seattle Department of ~~the Office of Economic Development~~~~Financial Administrative Services~~; and
- C. In order to set forth the organization, officers, duties and responsibilities of the UNIVERSITY DISTRICT BIA Ratepayers' Advisory Board, the Bylaws of the UNIVERSITY DISTRICT BIA Ratepayers' Advisory Board are hereby set forth.

ARTICLE I. ORGANIZATION

Business Improvement Areas are special Assessment Districts established by Ordinance and administered by the City with oversight by a BIA Ratepayers' Advisory Board. The UNIVERSITY DISTRICT BIA Ratepayers Advisory Board (the "Board") shall serve in an advisory capacity to the city and to the U District Partnership, the current UNIVERSITY DISTRICT BIA program manager, in administering the UNIVERSITY DISTRICT BIA.

ARTICLE II. OFFICES

The office of the Board shall be located in the State of Washington at such place as may be fixed from time to time by the Board upon filing of such notices as may be required by law.

ARTICLE III. BOARD MEMBERS

- 1. Ordinance. Pursuant to the requirements of Section ~~13~~~~4~~ of the Ordinance, the Board shall consist of representatives of the entire geographic area of the University District BIA as well as representative of all Ratepayer classifications and sizes as well as residential and commercial tenants. A copy of the Ordinance is attached hereto as Exhibit A.
- 2. Size. The Board shall consist of a minimum of ~~2045~~ members (the "Board Members," each, a "Board Member"). The Board may, by resolution, adjust the size of the Board, but in no case shall: a) any adjustment in size or classes of Board Members be inconsistent with the requirements set forth in the Ordinance and/or b) have the effect of shortening the term of any incumbent Board Member.
- 3. Term of Office. Unless a Board Member dies, resigns or is removed, he or she shall hold office for a term of three years. Board Members shall be elected at the annual meeting of

the Board. Terms shall begin on the first day of the fiscal year following election. The terms of the Board Members shall be staggered by dividing the Board Members into three classes, initially by lot, with approximately 1/3 of the Board Members assigned to each class, except for Board members representing the University of Washington which shall assign those members into the three classes as equally as possible. A Board member may serve no more than two consecutive three-year terms. Any sitting Board member at the time of the 2020 re-authorization of the BIA shall be able to complete their term, then be allowed to be recommended and appointed to serve one additional term. Board Members may be re-elected to the Board upon the expiration of a term. Should a Board Member vacate their position before the regularly scheduled end of their term, a new Board member may be elected to fill that position and fill out the remainder of that term. Such partial term service shall not count as a complete three year term for the purpose of term limitation.

4. Officers. From the members of the Board, there shall be elected the following officers: a) Chairperson, b) Vice Chairperson, c) Secretary, and d) Treasurer, collectively "Officers". The specific duties and responsibilities of the Officers are outlined in Article IV. The Board may modify the size, scope, titles, or obligations of officers through a bylaws amendment.
5. Composition. The composition of the Board shall be representative of the varying sizes, locations, and types of property owners and business within the boundaries of the BIA. No more than 35% ~~or five members whichever number is lower, and no fewer than 30%~~ of the Board Members shall represent the University of Washington, at least one of the Board Members shall be a resident (owner ~~or tenant~~), at least one of the Board members shall be a resident (tenant), at least ~~three~~ one other Board Members shall be ~~a~~ commercial tenants of which at least two shall be subject to a triple net lease, and at least 80% of all the Board Members shall be Ratepayers. At least one Board Member shall be a Ratepayer contributing less than 0.5% of the total assessment.
6. Delegation. The Board may delegate authority to committees, Officers, or to others, as it deems necessary in order to carry out the Board's objectives, except as limited in Article VIII.
7. Loans. The Board shall make no loans to a Board Member.
8. Removal. A Board Member and/or an officer may be removed with or without cause by the affirmative vote of a two-thirds majority of the votes cast by voting Board Members represented in person or by proxy at a meeting of the Board at which a quorum is present.
9. Vacancies. A vacancy in the position of Board Member may be filled by the affirmative vote of a majority of the remaining Board Members though less than a quorum of the Board. A Board Member who fills a vacancy shall serve for the unexpired term of his or her predecessor in office.

10. Board Member Selection Process. Upon the resignation, retirement or dismissal of a Board Member, (and except in the case that the Board member who is vacating their position is from the University of Washington in which case, the University of Washington shall make a recommendation), the Executive Committee of the Board shall determine the unfilled compositional requirements, as required in Article III, Section 5, which have been created by the vacancy or vacancies, and shall post or cause to be posted appropriate notice of the vacancy on the BIA website and call for nominations. The Executive Committee will notify all members of the Board of the vacancy or vacancies, the compositional requirements, and will invite nominations. The Executive Committee will specify the time period allowed for nominations and provide contact information for submission of nominations. At the close of that specified time period, the Executive Committee will, as soon as reasonably possible, meet, review nominations, select qualified candidates, review Board role expectations with selected candidates, and, with the agreement of those candidates, shall nominate that person or persons to the Board for election to the Board at the next regular or special meeting of the Board. Election to the Board shall require at least two-thirds (2/3) majority vote of the Board members present or voting by proxy. If the vacancy occurred before the end of a designated term, the person so elected shall serve out the unfinished remainder of his or her predecessor's term.
11. Remuneration. No Compensation shall be paid to Board Members for their service. But by resolution of the Board, expenses for attendance at each regular or special meeting of the Board may be reimbursed, if satisfactory evidence of expense is submitted.
12. Role of the Board. The Board shall be responsible for adopting bylaws and policy guidelines; recommending approval of budgets, expenditures, and programs; and for providing advice and consultation to the Director of City of Seattle Department of Finance and Administrative Services (the "City Finance Director") and the Program Manager, in accordance with these Bylaws and the Ordinance. The Board shall set priorities in accordance with the Ordinance, develop and recommend an annual work program and budget; address and discuss ratepayer concerns and questions regarding the University District BIA programs; and recommend the Program Manager and direct the activities funded by the University District BIA.
13. Quorum, Voting, and Meeting Organization. A majority of the members of the Board then in office shall be necessary and sufficient at all meetings to constitute a quorum for the transaction of business. Meetings shall be chaired by, first, the Chairperson; in his or her absence by the Vice Chairperson, or by a presiding officer appointed by the Chairperson or by a majority of the Board Members present at a meeting of the Board at which a quorum is present. Each Board Member shall be entitled to one vote and voting by proxy is permitted only in the case of a completed proxy form submitted with 24 hours' notice to the Chairperson, Vice Chairperson, or appointed presiding officer. Proxies must also be members of the Board, and a member of the Board may serve as proxy for only one other member of the Board. A vote by a majority of the Board Members present and voting at a meeting shall constitute the action of the Board, unless

otherwise provided in these Bylaws.

14. Program Management. The Board shall make a recommendation to the City Finance Director for a Program Manager to manage the day-to-day operations of the University District BIA and to administer the projects and activities of the University District BIA. This includes, but is not limited to, program management, legal, accounting, auditing, fundraising, information technology and administrative support activities.
15. Board Member Responsibilities. In addition to promoting the interests of the University District BIA in accordance with the Ordinance, the Board Members shall be required to attend all Board meetings. If a Board Member is unable to attend (except in the case of a medical emergency), he or she must provide such notice to the Chairperson, Vice Chairperson, or presiding officer at least 24 hours in advance of such meeting which shall be deemed an "Excused Absence" (if no proxy can be secured) or "Attendance in Absentia" (if a proxy can be secured). The Board may, in accordance with Article III Section 8, consider multiple unexcused absences a cause for dismissal. If an individual is absent without excuse, or without proxy, two or more times during a given calendar year, a vote must automatically be called at the beginning of the next Board meeting to discuss the dismissal of the errant Board Member. The Chairperson must contact errant Board Members in the case of each absence in order to ascertain reasons for non-attendance.

ARTICLE IV. OFFICERS

1. Term & Election. The duties and responsibilities of the Officers of the Board are set forth herein. Officers shall serve two (2) year terms or until their successors are elected. Nominations and elections shall occur at the Annual Meeting of the Board. Candidates for any Officer position may be nominated by any Board member, including themselves. An Officer is elected with the affirmative majority of the Board present and voting or voting by proxy. Officers may be removed by majority vote of the Board Members then in office and present and voting or voting by proxy at any meeting of the Board at which a quorum is present with or without cause.
2. Chairperson. The Chairperson shall preside over the Board, all meetings of the Board and Annual Meetings of the ratepayers and shall serve as the primary contact for the Ratepayers Advisory Board to the Program manager. - The Chairperson will ensure that the Program Manager is providing at least quarterly status reports on the Work Plan and Budget to the full board of directors. The Chairperson shall be responsible for the completion and dissemination to the Board of all reports including without limitation the annual work plan, financial reporting and accounting and committee reports. The Chairperson shall have such powers as may be reasonably construed as belonging to the President of similar type of organization and shall have all of the rights of a Board Member, including the right to make a motion and vote.
3. Vice Chairperson. The Vice Chairperson shall perform such duties as are determined by the Board through resolution. In the case of the absence or unavailability of the Chairperson, the Vice Chairperson shall perform the duties of the Chairperson, including without limitation presiding at Board meetings and the Annual Meeting of the ratepayers.

The Vice Chairperson organizes the elections of the Board to include chairing the candidate nomination committee.

4. Presiding Officer. In the event of an absent Chairperson and Vice Chairperson, a presiding officer may be appointed to chair meetings of the Board and assume provisional authority commensurate to the Chairperson. Presiding officers may be selected from the Board by the Chairperson, the Vice Chairperson, or by the Board through a simple majority vote of Board Members present and voting at a meeting at which a quorum is present, and in that order. A representative from the Program Manager may serve as the presiding officer.
5. Secretary. The Secretary shall keep or cause to be kept the minutes of meetings of the Board and any committees, see that all notices are duly given in accordance with the provisions of these Bylaws or as required by law, keep records of the post office address of each Board Member and in general perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned to him or her by the Chair or the Board.
6. The Treasurer shall have be responsible for reviewing all financial statements of the UNIVERSITY DISTRICT BIA, cause the Program Manager to provide financial reports to the Board at its meetings and on request and perform such other duties as from time to time may be assigned to him or her by the Chair or the Board.

ARTICLE V. COMMITTEES

1. The Board may, in its discretion, form committees to accomplish specific tasks to further the mission of the University District BIA in accordance with the Ordinance. Any such committee must a) be presided over by a Board Member, and b) include at least one additional Board Member. The Board shall describe the purpose and time period for each committee formed.
2. Standing Committees. The following committee shall be a standing committee of the Corporation.
 - 2.1 Executive Committee. The Executive Committee shall consist of the Chairperson of the Board, who shall serve as the Chair of the Executive Committee, the Vice Chairperson, the Secretary and the Treasurer of the Board. The Executive Committee shall develop Board meeting agendas and nominate new Board members. The Executive Committee shall have the power to transact such other business of the Board of Directors between regular meetings of the Board of Directors as the Board may hereafter authorize. All actions of the Executive Committee shall be reported to the full Board of Directors at its next regular meeting.

ARTICLE VI. MEETINGS

1. Annual Ratepayers' Meeting.

- a. Setting of Date and Time. The annual meeting of the Ratepayers shall be held in the last month of the fiscal year each year at place, date and time designated by the Board for the purposes of recommending the proposed work plan and budget for the next year, and making its recommendation regarding whether to continue with the current Program Manager to the Finance Director of the City of Seattle. If the annual meeting is not held on the date designated therefor, the Board shall cause the meeting to be held as soon thereafter as may be convenient.
- b. Notice. The Secretary or the Board shall cause to be delivered to the ratepayers not less than 5 days before the meeting, written notice stating the place, date and time of the annual meeting. Such notice shall be sent by mail or by electronic transmission. Such notice must also be posted online on the University District BIA website at least 30 days before the meeting.

2. Board Meetings.

- a. Regular Meetings. Regular meetings of the Board shall be scheduled no less than four times per year at a place, date and time determined by the Board within the boundaries of the University District BIA in accordance with an annual schedule. Notwithstanding the annual schedule, the Board, in its discretion, may elect to meet more frequently in order to meet the needs of the University District BIA. At a minimum, meetings of the Board shall be open to the public, with at least five (5) days' advance notice of the date and time of the meeting posted by the Program Manager on its website and also disseminated by any other means that the Program Manager generally uses to communicate.
- b. Special Meetings. Special meetings of the Board shall be held at the request of the Chairperson or upon written request of a majority of the Board Members submitted to the Chairperson. Notice of such meetings shall be given at least five (5) days in advance of the date of such meeting. If the special meeting is being called at the request of the Board Members, the written request must reach the Chairperson at least ten (10) business days prior to the requested date of the Board meeting. The notice shall contain the reason for the special meeting and the business to be conducted.
- c. Annual Meeting. The annual meeting of the Board shall be held at a date, time and place designated by the Board for the purposes of electing directors and officers and transacting such business as may properly come before the meeting. If the annual meeting is not held on the date designated therefor, the Board shall cause the meeting to be held as soon thereafter as may be convenient.
- d. Written Consent. Any action required or permitted to be taken at a meeting of the Board or of a committee thereof, may be taken without a meeting by written

consent by setting forth the action to be taken, executed by all of the Board Members, or all of the members of a committee, as the case may be, before such action is taken. A written consent executed by all Board Members, or all of the members of a committee shall have the effect of a unanimous vote. Any action may also be ratified after it has been taken, either at a meeting of the Board Members or by unanimous written consent. For purposes of these Bylaws, “executed” means: (a) writing that is signed; or (b) an email transmission that is sent with sufficient information to determine the sender’s identity.

- e. Participation by Electronic Means. Members of the Board and any committee designated by the Board may participate in a meeting of the Board or such committee by means of conference telephone or similar communication equipment by means of which all persons participating in the meeting can hear each other at the same time (including telephone conference call, webinars, video teleconferencing or other electronic means), and such participation in a meeting shall constitute presence in person at such a meeting.
- f. Rules of Order. All Board meetings shall be conducted within the structure of Parliamentary Procedure, with use of the rules contained in Roberts’ Rules of Order on Parliamentary Procedure, newly revised.
- g. Executive Session. During any regular or special meeting of the Board, the Board may meet in executive session to deliberate and take action. The Chairperson or other presiding officer of the meeting shall announce the purposes of the Executive Session and the time that it will end. If the executive session is not completed by the originally announced end time, the Chairperson or other presiding officer shall announce the extended end time in open session before returning to executive session. Open session is not resumed until after the announced end time. Minutes shall be taken during such executive session and shall be approved at the next executive session of the Board.

An executive session can be held for any one or more of the following purposes:

- Negotiations on the performance of a publicly bid contract.
 - Current or potential litigation (requires presence of legal counsel).
 - Legal risks of current or proposed action (requires presence of legal counsel).
 - Agency enforcement actions (requires presence of legal counsel).
- h. Public Comment. Comments by the public may be accepted at any meeting of the Board in the following manner: i) Each meeting shall set aside fifteen (15) minutes for oral public comment and oral comments by any individual may not exceed three (3) minutes. ii) The Presiding Officer may at his or her discretion or the Board, by a majority vote of the members present and voting or voting by proxy, may extend the public comment period for a specified time. iii) Comments

may also be submitted in writing before or at any Board meeting. iv) Any person providing written or oral comment shall give their name and address prior to speaking or at the top of any written comment. v) All public comment shall be noted and summarized in the minutes of the meeting and vi) Any submitted materials shall be noted and summarized in the minutes of the meeting.

3. Notice of Meetings. Notice of a special Board or committee meeting stating the place, day and time of the meeting shall be provided to each director in the form of a record or orally, as provided below. The business to be transacted or the purpose of any special meeting must be specified in the notice of the meeting. Such notice must also be posted online on the University District BIA website and at the office of the University District BIA or at the meeting site, if different from the office.
4. Type of Notice to Board Members.
 - a. Oral Notice. Oral notice may be communicated in person, by telephone, wire or wireless equipment that does not transmit a facsimile of the notice, or by any electronic means that does not create a record.
 - b. Notice Provided in a Tangible Medium. Notice may be provided in a tangible medium any may be transmitted by mail, private carrier, personal delivery, telephone, or wire or wireless equipment that transmits a facsimile of the notice.
 - c. Notice Provided in an Electronic Transmission. Notice may be provided in an electronic transmission and be electronically transmitted.
 - i. Consent to Receive Notice by Electronic Transmission. Notice to the Board Members in an electronic transmission is effective only with respect to the Board Members who have consented, in the form of a record, to receive electronically transmitted notices and designated in the consent the address, location or system to which these notices may be electronically transmitted. Notice Provided in an electronic transmission includes material required or permitted to accompany the notice by the Washington Business Board Act or other applicable statute or regulation.
 - ii. Revocation or Consent to Receive Notice by Electronic Transmission. A Board Member who has consented to the receipt of electronically transmitted notices may revoke the consent by delivering a revocation to the Board in the form of a record. The Consent of a Board Member to receive notice by electronic transmission is revoked if the Board is unable to electronically transmit two consecutive notices given by the Board in accordance with the consent, and this inability becomes known to the Chairperson or any other person responsible for giving the notice. The inadvertent failure by the Board to treat this inability as a revocation does not invalidate any meeting or action.

- iii. Posting Notice on an Electronic Network. Notice to the Board Members who have consented to the receipt of electronically transmitted notices may be provided by posting the notice on electronic network and delivering to the Board Member a separate record of the posting, together with comprehensible instructions regarding how to obtain access to the posting on the electronic network.

5. Effective Time and Date of Written Notice to Board Members.

- a. Notice by Mail. Notice given by mail is effective five days after its deposit in the United States mail, as evidenced by the postmark, if mailed with first-class postage prepaid and correctly addressed to the Board Member at his or her address shown on the records of the Board.
- b. Notice by Registered or Certified Mail. Notice is effective on the date shown on the return receipt, if sent by registered or certified mail, return receipt requested, and the receipt is signed by or on behalf of the addressee.
- c. Notice by Facsimile Equipment. Notice sent to the Board Members address, telephone number, or other number appearing on the records of the Board is effective when dispatched by or wire or wireless equipment that transmits a facsimile of the notice.
- d. Notice by Private Carrier. Notice given by private carrier is effective when received by the Board Member.
- e. Personal Notice. Notice given by personal delivery is effective when received by the Board Member.
- f. Notice by Electronic Transmission. Notice provided by electronic transmission, if in comprehensible form, is effective when it (i) is electronically transmitted to an address, location or system designated by the recipient for that purpose, or (ii) has been posted on an electronic network and a separate record of the posting has been delivered to the recipient together with comprehensible instructions regarding how to obtain access to the posting on the electronic network.
- g. Notice in person or by Telephone. Oral notice is effective when received by the Board Member.
- h. Notice by Wire or Wireless Equipment. Notice given by wire or wireless equipment that does not transmit a facsimile of the notice or by any electronic means that does not create a record is effective when communicated to the Board Member.

6. Waiver.

- a. Written Waiver. A waiver of any notice required to be given to a Board Member, signed by the person or persons entitled to such notice, whether before or after the time stated therein of the meeting, shall be equivalent of such notice.
- b. Waiver by Attendance. Attendance by a Board Member at a meeting shall be a waiver of any notice required for such meeting, except where a Board Member attends for the specific purpose of objecting to the transaction of business because the meeting is not lawfully called or convened.

ARTICLE VII. CONFLICT OF INTEREST POLICY

Each Board Member shall recuse himself or herself from participating in any discussion or voting on any matter in which such Board Member has a conflict of interest, actual or potential. A conflict of interest shall be deemed to occur if the action or business of the Board provides a benefit to a Board Member, a family member of such Board Member or any company in which the Board Member has economic interest. Failure to disclose conflicts of interest before action is taken may reasonably be regarded as cause for dismissal.

ARTICLE VIII. DELEGATION

No committee, officer or other person or entity shall have the power to amend, alter or repeal these Bylaws, or to elect or remove any member from any Board committee, or elect or remove any Director or Officer of this Board. No Board committee shall be authorized to enter into any type of legal agreement with any person or organization or assume any power of this Board contained in the Bylaws, except as may specifically be authorized by resolution of the Board.

ARTICLE IX. BOOKS, RECORDS, AND COMMITMENT TO PUBLIC TRANSPARENCY

1. Books and Records. The Board shall keep correct and complete books and records of account; shall keep minutes of the proceedings of its Board Members; and shall keep at its registered office a record of its Board Members, including names and addresses.
2. Open Public Meetings Act. The Board shall be held accountable to the Open Public Meetings Act (RCW 42.30) as it applies under the Ordinance (Exhibit A) which establishes this Business Improvement Area. Meeting minutes shall be kept by the Secretary, by a member of the Board, or by an employee of the Program Manager, and shall be posted in a timely fashion, on a publicly available electronic medium.
3. Public Dissemination of Information. The Board is both permitted and mandated to promote the public dissemination of information regarding the Board, its policies, and its discussions. The Board shall form a subcommittee on Communications – pursuant to Article IV—to improve public transparency and accountability, public awareness of University District BIA business, and promote public comment.

ARTICLE X. INDEMNIFICATION

Members of the Board are automatically indemnified in the course of their work, by City Ordinance (112997 § 1, 1986) 4.64.100 Defense of Claims Against Volunteers.

ARTICLE XI. PROGRAM MANAGER

The Program Manager shall have general administrative and management responsibility for the operations of the Board and to carry out the work program and budget of the University District BIA as recommended by the Board. The Program Manager shall report to the Chairperson of the Board. The Program Manager shall hire or contract with such staff as is necessary to fulfill the purposes of the Board, supervise such staff and perform such other duties as are assigned by the Board. The Program Manager will attend all Board meetings and shall regularly report to the Board regarding the operations of the University District BIA.

ARTICLE XII. RESOLUTIONS AND ACTIONS OF THE BOARD

The Board may, through simple majority vote of the Board Members present and voting at a meeting in which a quorum is present (except in cases stated explicitly otherwise within the Bylaws), approve any resolution of opinion or commit to any action reserved to the Board by its governing documents and legislation. Resolutions or actions of the Board must be documented in the form of a typed manuscript, must contain a record of the vote for approval, and will be considered in effect only with the signature of the Chairperson or the Secretary. Resolutions or action documents may be drafted by any Board Member, and consideration by the Board shall consist of discussion, consideration of amendments, voting, and signing, of the final document.

ARTICLE XIII. AMENDMENTS

These Bylaws may be amended only by a vote of 2/3 of the Board Members present and voting at any regular meeting or any special meeting at which a quorum is present, but the notice of such meeting shall state any proposal to amend these Bylaws.

CERTIFICATE OF ADOPTION

The undersigned, being the Chairperson of the Ratepayers Advisory Board of the UNIVERSITY DISTRICT BIA, hereby certifies that the foregoing is a true and correct copy of the Bylaws of the Ratepayers Advisory Board of the University District BIA and was properly adopted by the Board on the ~~22nd~~ day of ~~October~~ ~~May~~, 20~~20~~~~18~~.

Formatted: Superscript

By



DRAFT RAB Meeting Minutes

June 25, 2020

RAB Members Present : Andrew McMasters, Michael Polzin, Maureen Ewing, Chris Giles, Scott Soules, Kate Barr, Aaron Hoard, Mary Kay Gugerty, David Cohanin, Lincoln Johnson, Randy Hodgins, Maria Barrientos, Lora Gastineau

UDP Staff – Mark Crawford, Phil Lloyd, Marcus Johnson, Katy Ricchiuto, Daniel Lokic

Guests - Beth Montsier, Drew Dresman, Brock Howell, Nisha Riley, John Owen, Doug Campbell, Mohamed Azmath, Clarence John, Anila Swarmy, Ekarat Kittiwat, Cory Crocker, Connor Preston, Jeremy Eknoian

Welcome

Public Comment

Several individuals (Beth Montsier, Drew Dresman, Brock Howell, Nisha Riley, John Owen, Doug Campbell, Mohamed Azmath, Clarence John, Anila Swarmy, and Ekarat Kittiwat) presented a request to the BIA to provide resources in support of a plan to close portions of the Ave to create additional outdoor seating.

Maria Barrientos offered some advice on other neighborhoods considering

Maureen noted UDP work to date on the project. Mark reported the three possible strategies- 1) existing permits available, 2) waiting for the Mayor to release info on an expanded and expedited permit process for seating, 3) a more comprehensive partial closure as the *Summer on The Ave* group envisions. Currently staff is supporting option one and two and providing outreach to business on the proposal and its impacts. We will wait to hear from our stakeholders. We do not understand expectations of resources applied and the impact on other BIA programs.

The staff will continue to work with the *Summer on the Ave* group. Maureen indicated that the Board will wait for more information before responding to any request for a resource allocation.

Approval of May Minutes

A motion was made by Kate Barr to approve the May 2020 minutes. Motion was seconded by Aaron Hoard. Motion passed with one abstention (Mary Kay Gugerty).

Mailing address: PO Box 45073, Seattle WA 98145
Office location: 1415 NE 45 Street, Suite 401, Seattle, WA 98105
206.547.4417 | udistrictpartnership.org/udbia/



Renewal Report – New BIA Elements

Maureen thanked all who participated. She reported on the final form of the ordinance – 12 years, slightly adjusted boundaries, 10% increase in base rate, expansion of cleaning areas, increase funding for marketing and branding. She noted the need to focus additional resources on anti-displacement efforts. She noted the current work in clean and safe to support businesses by making the district attractive to customers and the work during the pandemic that supported the businesses. She reported the inclusion of a new requirement for an RFP every five years for the program manager role.

Aaron reported on the changes to the Ratepayer Advisory Board. Within 30 days of the effective date of the ordinance, we are required to create an Interim Board and then, within 90 days of the effective days of the ordinance, an Inaugural Board. Elections tonight shall make individuals eligible for appointment to the Interim Board.

Elections

Aaron acknowledged the service of two Board members who are ending their terms - Scott Soules and Randy Hodgins. He spoke about each person's engagement and service and thanked them both for their extended service.

Aaron introduced Jeremy Eknoian from the UW Real estate department. Jeremy spoke about his involvement, he currently serves on the Urban Vitality Committee of the UDP.

New Member Election

Motion to Elect Jeremy to the RAB – Motion made by Lincoln. Motion Seconded by Mary Kay – approved without objection or abstention

Members standing for re-election for new three year terms

Mary Kay Gugerty – Motion made by David. Motion seconded by Kate – approved without objection or abstention

Maureen Ewing – Motion made by Kate. Motion seconded by Lincoln – approved without objection or abstention

Chris Giles – Motion made by Randy. Motion seconded by David – approved without objection or abstention

Officers elected for Interim Board

Maureen Ewing - Chair – Motion made by Kate. Motion seconded by Andrew – approved without objection or abstention



Aaron Hoard – Vice Chair – Motion made by Mary Kay. Motion seconded by Kate – approved without objection or abstention

Kate Barr – Treasurer – Motion made by David. Motion seconded by Maria – approved without objection or abstention

Chris Giles – Secretary – Motion made by Lincoln. Motion seconded by Mary Kay – approved without objection or abstention

Program Update Q&A

Finance – Kate reported on the draft May financial statements. She reported that the UDP secured a PPP loan which paid for some salaries and reduced the BIA billing. Costs were increased for the extra Ambassador Night patrols.

Motion to accept the May Financial Statements – Motion made by Andrew. Motion seconded by Randy – approved without objection or abstention

General Program Note – Mark noted more details are sent in reports and staff will only highlight a few priorities. The Board can always reference the UDP website for all monthly reports.

Urban Vitality – staff is working with *Summer on the Ave* group and surveying businesses about their needs. We are working with SDOT on the 43rd Street redevelopment and facilitating communication with affected property and business owners. UDP will serve as a liaison on communication and updates.

Economic Development – staff supporting outdoor seating, we are applying for King County funding to hire more Community Liaison with diverse language skills to support businesses at risk of displacement, we are examining a project to do consumer research.

Clean and Safe – Marcus reported graffiti tags and bio hazards have increased. Thanks to Maureen for working with UDP and others to get added porta-potties in the district, flower baskets are now up for the summer, doing annual pressure washing, maintaining tree pit repairs. Maureen expressed concern that hygiene centers not be removed too early and must be maintained.

Workplan/Budget

Staff presented revised work plan and budget based on the May meeting input. Mark reviewed the required RAB process and goal – that the RAB recommends a budget, work plan, and program manager endorsement to the annual meeting of the ratepayers which immediately follows this meeting. He reminded the RAB that we are working in rapidly evolving circumstances and that the plan will change over the year. Maureen talked about the inclusion of funding to support race and social justice impact planning and training. In terms of timing for the expansion of programs, once we are comfortable with



sufficient rate payer payment compliance, we will begin the expansion aspects of the renewal – new cleaning areas and marketing/branding project.

Motion

Motion to Approve 2020-21 – Motion made by Maria. Motion seconded by Kate. Approved

Motion to Approve Budget – Motion made by Randy. Motion seconded by Lincoln. Approved

Motion to Approve UDP as Program Manager – Motion made by Aaron. Motion seconded by David. Approved with Lora opposed.

Adjournment

The meeting was adjourned at 5:15.

October 19, 2020

To: RAB Board

From: Mark Crawford

Re: Finance Meeting Materials

Attached, please find the following materials:

- 1) Budget Report
- 2) Tracking Report

Budget Report Notes

Wages & Salaries – modest savings from single person on Beautification at this time. Also, a change in an anticipated intern hire. We are actually using a contractor to create an on line tool instead of hiring an intern. Any savings to date will be applied to anticipated overlap when new Executive Director is hired.

Professional & Contract Expense – On budget

Office and Overhead – On budget

Programs - BIA Events – Up Your Ave had reduced costs given restructure of program. Final costs still to be included but savings expected.

Budget Tracking Sheet

Marketing – please remember that Marketing costs are budgeted for later in the year – the tracker does not compare against budget to date so the % Expended column can be misleading.

The U District BIA
Stmt. of Activities
 July through September 2020

	Program Management	Cleaning & Public Safety	Urban Vitality	Economic Development	Marketing	Total
Ordinary Income/Expense						
Income						
44500 · Government Grants and Contracts						
44430 · BIA Contract	59,718.14	131,435.13	18,410.29	48,348.57	9,390.55	267,302.68
44530 · Other Local Government Grants	0.00	3,000.00	0.00	0.00	0.00	3,000.00
Total 44500 · Government Grants and Contracts	59,718.14	134,435.13	18,410.29	48,348.57	9,390.55	270,302.68
47000 · Earned Income	0.00	0.00	0.00	5,996.00	0.00	5,996.00
Total Income	59,718.14	134,435.13	18,410.29	54,344.57	9,390.55	276,298.68
Gross Profit	59,718.14	134,435.13	18,410.29	54,344.57	9,390.55	276,298.68
Expense						
60000 · Staffing	9,251.55	42,960.66	18,410.29	32,954.80	9,251.55	112,828.85
61000 · Professional & Contract Expense	32,350.00	0.00	0.00	0.00	0.00	32,350.00
62000 · Office and Overhead	17,016.59	754.56	0.00	403.91	0.00	18,175.06
70000 · Direct Program Expenses	1,100.00	90,719.91	0.00	20,985.86	139.00	112,944.77
Total Expense	59,718.14	134,435.13	18,410.29	54,344.57	9,390.55	276,298.68
Net Income	0.00	0.00	0.00	0.00	0.00	0.00

2020-21 University District BIA

Budget Tracker -September 2020

ACCOUNTS	Budget	TO DATE	REMAINING	% Expended	Jul	Aug	Sep	Oct
Program Management	200,033	59,718.14	140,315	29.9%	\$ 11,483.15	\$ 23,431.04	\$ 24,803.95	
Cleaning and Public Safety	674,250	131,435.13	542,815	19.5%	\$ 41,246.70	\$ 47,916.38	\$ 42,272.05	
Urban Vitality	96,023	18,410.29	77,613	19.2%	\$ 5,694.51	\$ 6,357.96	\$ 6,357.82	
Economic Development	241,872	48,348.57	193,523	20.0%	\$ 11,783.37	\$ 14,106.01	\$ 22,459.19	
Marketing	197,331	9,390.55	187,941	4.8%	\$ 3,214.61	\$ 3,088.10	\$ 3,087.84	
Total Requested	1,409,509	267,302.68	1,142,206	19.0%	\$ 73,422.34	\$ 94,899.49	\$ 98,980.85	\$ -

	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Program Management								
Cleaning and Public Safety								
Urban Vitality								
Economic Development								
Marketing								
	\$ -	\$ -	-	-	-	-	-	-

INTRODUCTION:

We had a Clean and Safe Committee Meeting on 10/8. We talked about the recent decision of the new interim police chief Adrian Diaz's decision to disband the Seattle Police Department's Community Police Team which removed Officer Mike Lanz from his role in the U District and took away our Foot Beat Patrol. We talked about the impacts and gaps in services this decision created. We discussed a pilot in which the UDP Ambassador Program would do morning wakeups, a prior function of the Foot Beat. In addition to the loss of the Community Police Team, the Navigation Team was disbanded. We have received several reports that the U District only has one officer on patrol for each of SPD's three shifts.

CLEANING UPDATE:

Cleaning continues to go well across the District. We are now tracking the new General Cleaning Area separate so that we can continue to monitor trends in our North and South Cleaning Areas.

On September 26th, we held our first community cleanup since the outbreak of COVID. We advertised the cleanup on the Dawg Daze list of events for the first time and we had over 50 students show up! This was a huge success and we plan on doing a more robust, Annual Cleanup style cleanup with t-shirts and prizes in subsequent years to see if we can get even more students involved. Big thank you to Trever Peterson for joining us at this event!

Cleaning Numbers from Black Mountain:

NORTH AND SOUTH CLEANING AREAS

REPORT TYPE	January	February	March	April	May	June	July	August*	September
Hours of Cleaning	284	232	284	276	280	276	284	390	272
Bags of Trash Removed	800	775	900	725	950	925	800	1,150	750
Dumpster Overflow Cleanup	120	80	135	100	90	76	180	220	150
Graffiti Tags Removed	175	220	300	1025	1096	1040	875	950	840
Biohazards Removed	200	185	250	1104	898	770	735	860	695
Pressure Washing Hours	4	4	4	16	78	55	4	4	4

*Included the General Cleaning Area for the month of August'

GENERAL CLEANING AREAS

REPORT TYPE	September
Hours of Cleaning	160
Bags of Trash Removed	550
Dumpster Overflow Cleanup	125
Graffiti Tags Removed	616
Biohazards Removed	785

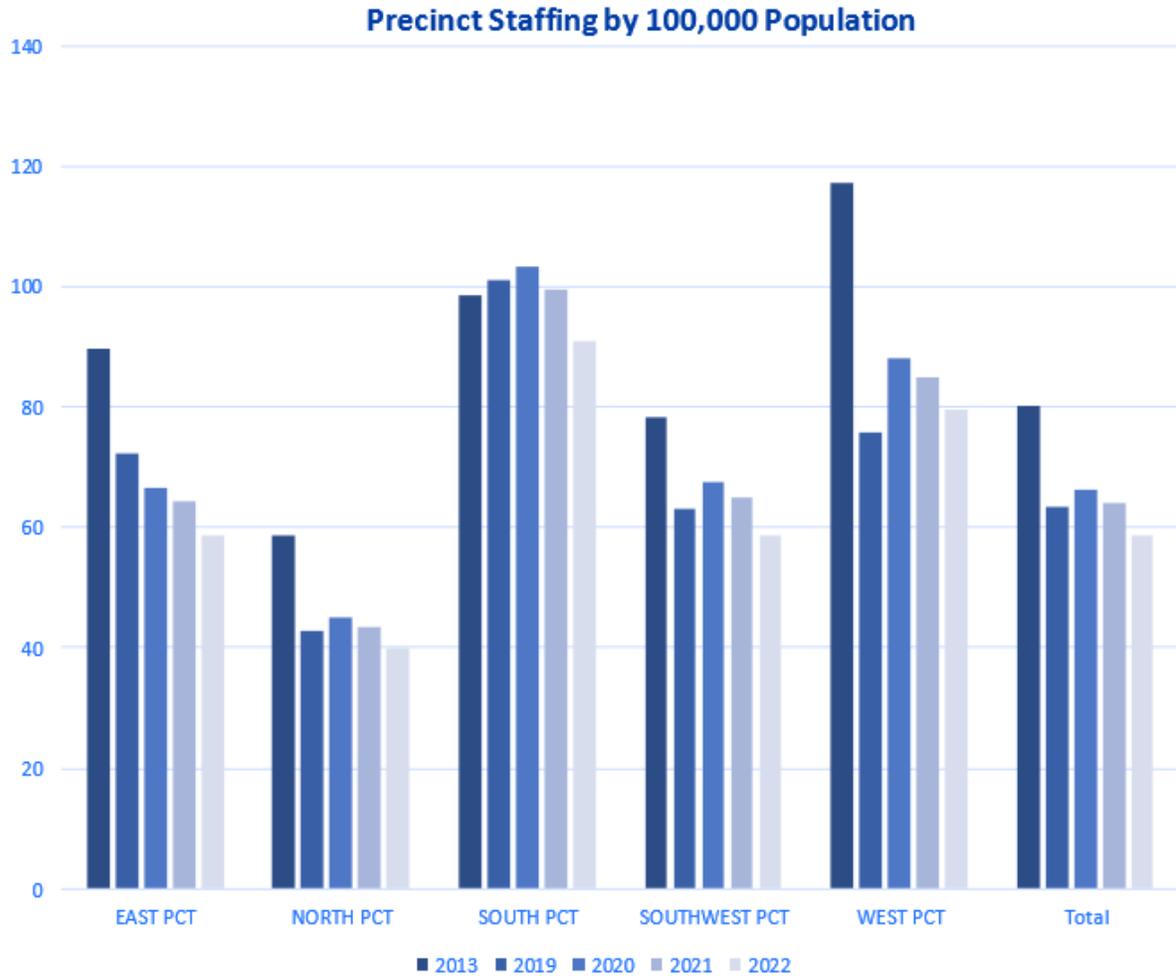


SAFETY UPDATE:

When we found out about the upcoming loss of the Community Police Team (CPT), we wrote a letter to the Commander of the North Precinct, Captain Stampfl and Interim Chief of Police Adrian Diaz asking for them to explain their reasoning behind the removal and that they restore the CPT immediately unless a viable replacement is put into place. We CC'ed Alex Pedersen on the letter as well. That letter went out on September 21st and to date, only Captain Stampfl has reached out acknowledging the letter.

We are planning to launch a pilot program to wake people up out of doorways in the morning. This was an essential function of the SPD Foot Beat that is no longer happening since they were disbanded at the end of September. This pilot would run for a month and occur Monday-Friday from 7am to 8:30pm. The reason for the pilot is we have historically had a significant amount of people who sleep in doorways. If no one wakes these individuals up, that responsibility falls upon the shop owners who are not trained in how to do so and could create unsafe situations. The goal of this pilot is to monitor how many individuals are in doorways and gauge the programs ability to effectively wake people up. The Downtown Seattle Association's Ambassador Program has had a program that has been doing morning wakeups for over 20-years.

The Mayor's office released a report on the attrition and implications of council's legislation regarding policing. Mark and I have reviewed the data and are looking at what these impacts mean for us as a major commercial district in the North Precinct. The North Precinct is the largest in both terms of land covered and people served with over 40% of Seattle's population living within the North Precincts boundaries. What we find is that our position as the most under serviced precinct in Seattle only becomes worse. We are already receiving reports that our neighborhood is being patrolled by only one officer for each of SPD's three shifts resulting in slower response times for our stakeholders and this is backed by the data.



What this graph shows us is that we currently have a significant lower number of officers per capita in the North. The other SPD precincts have anywhere from 33% to over double the number of officers per capita than we do. In the graph below you see that we have the slowest response to Priority 1 calls which are the calls for life-threatening situations. Our stakeholders are waiting 9-minutes for lifesaving help from police whereas people in other precincts are waiting 5-6 minutes for the same call type. This also only shows us Priority 1 calls. What this does not express is the hours that our businesses and residents wait for police response to calls that are not life threatening, such as coming to their shop to find it broken into and robbed.

Median Priority 1 Response Time - East Precinct



Median Priority 1 Response Times – South Precinct



Median Priority 1 Response Times – West Precinct



Median Priority 1 Response Time – North Precinct



Median Priority 1 Response Times – SW Precinct



- Target response time is 7 minutes.
- By moving more officers to 911 response in late Sept. 2020, service response time decreased to near target.
- As the number of officers for 911 response decrease because of attrition and/or a hiring freeze, we can expect service response times to go up again.
- March-April 2020 had faster response times because of COVID-19 pandemic-related factors.

Ambassador Data:

REPORTTYPE	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.
911 Calls	6	1	5	4	5	2	9	6	2
Homeless Interactions	100	106	80	70	181	106	100	82	55
Wayfinding/ Pedestrian Interactions	25	32	32	18	79	54	28	32	33
Conditions of Entry/ Sit-Lie	10	7	5	0	0	7	5	7	2
Drug and Alcohol Activity	9	3	3	1	43	3	3	12	11
Business Visits	319	382	233	207	205	176	279	232	196
Suspicious Persons	55	84	70	24	147	45	64	60	41
Emphasis Patrols	45	61	53	21	63	43	52	54	47
Shoplift	21	24	28	42	32	20	37	48	40
Calls and Text for Service During Hours	31	4	58	52	70	55	41	59	52

OUTREACH UPDATE:

David's Narrative

This month I took a much-needed two-week vacation which pushed back our plan of bringing a large outreach tent to the highway. During the University District Outreach meeting, this tent idea was discussed, and all the U District outreach organizations agreed to take this project on as a group and not just this myself. Roots, SYM, Teen Feed, Sound and REACH will be working together once a week to target high volume areas with this large tent to bring services to the streets. As a group we discussed being a more consistent presence

at the unsanctioned encampments. I also spent a lot of hours this month either helping cops on the street or consulting cops on the phone regarding challenging people on the Ave. One positive outcome from this relationship is that the police, me and a worker from the Deaf and Blind Center all worked together to help a unhoused deaf woman who was living in her broken down car. Another success was SPD asking me to take police recruits from the academy out to teach them how to interact with difficult personalities. Because the relationship between myself and police has been working so well, I agreed to allow these recruits to come out on outreach once a week to preserve this relationship.

I am currently working with three very mentally ill people. I have completed all the background work to get these people into housing, yet they are still on the Ave. It is not uncommon for someone struggling with psychoses to get anxiety over changing their living situation, even when that change is safer and will improve the person's situation. Until these people ask me for housing, I plan on continuing safety checks and I will provide harm reduction services. The reason mental illness in the unhoused community is so high is because this population is very difficult to get indoors. The Wall of Death is about 1/3 vacated since my last report and several tents by the highway seem abandoned. The Wall of Death and the highway seemed to decrease in population, however, the people who moved on left a large mess which I am working with the city to clean.

This coming month I plan on being a larger presence near the highway and in the Ravenna area. Services should be faster this month since the case manager that is assigned to help me out also returned from vacation.

Economic Development

Committee Meeting

The Economic Development Committee did not meet between September 15 and October 2.

UDistrictSeattle.com

We have officially soft-launched [UDistrictSeattle.com](https://www.udistrictseattle.com), a virtual platform which allows consumers to learn more about the neighborhood's businesses, unique products and/or services. We invite you to explore the website as we continue to onboard and recruit new businesses to join. Thus far, over 20 businesses have signed up and created a personal business profile which you can see today. As we recruit businesses, we are also in the process of hiring a marketing firm to effectively reach and engage consumers in and around the U District. We have three finalists and plan to make a decision before October 23.

Commercial Property Assessment

Our commercial property assessment strategy kicked-off earlier this month. Daniel hired a Commercial Property Analyst to scrape data from existing real estate listings onto the U District Partnership website. With a completion date before the end of 2020, this page will effectively pull real estate listing information from a variety of sources onto one comprehensive U District page. This tool will create a one-stop-shop of available commercial real estate listings (in the U District) to promote business retention, expansion, and recruitment.

43rd Street Junction

Katy and Daniel continue to work with businesses impacted by 43rd street construction and most recently vandalism. Responding to the request of businesses, Katy and Daniel are writing a petition on behalf of six business owners. This petition requests the Mayor and Council allocate Federal Community Development Block Grant funding to (1) Ugly Mug Café (2) Samir's Mediterranean Grill (3) Cedars of Lebanon (4) Wann Yen/Mark Thai Box (5) Sweet Alchemy Ice Creamery and (6) Flowers Bar, to mitigate construction and vandalism impacts.

Katy and Daniel are also working on a marketing campaign to entice more customers to visit the impacted businesses on 43rd. This includes an attractive sandwich board poster, which describes the unique character of businesses, to be placed on each corner of 43rd/the Ave. It also includes a punch card program, distributed primarily to UW students, that gamifies the experience of making a purchase at the "43rd Street Junction".

UW Gameday Series

With the announcement of a shortened Pac 12 Husky football season, Daniel is exploring options to launch a quick, nimble, and effective pilot strategy to entice football fans to spend money in the U District.

Up Your Ave 2020

The first "post-pandemic" U District event was a success! Check the next page for a snapshot of what we did, how we did it, what we learned, and what's next.



**UP
YOUR
AVE**

SEPTEMBER 25, 2020

A snapshot of Up Your Ave 2020



1. Summary
2. How it Works
3. Engagement
4. Lessons Learned
5. Next Steps

Summary

A one day scavenger hunt that recognizes Covid-19 and overcomes safety concerns with an outdoor, social-distancing, virtual event.

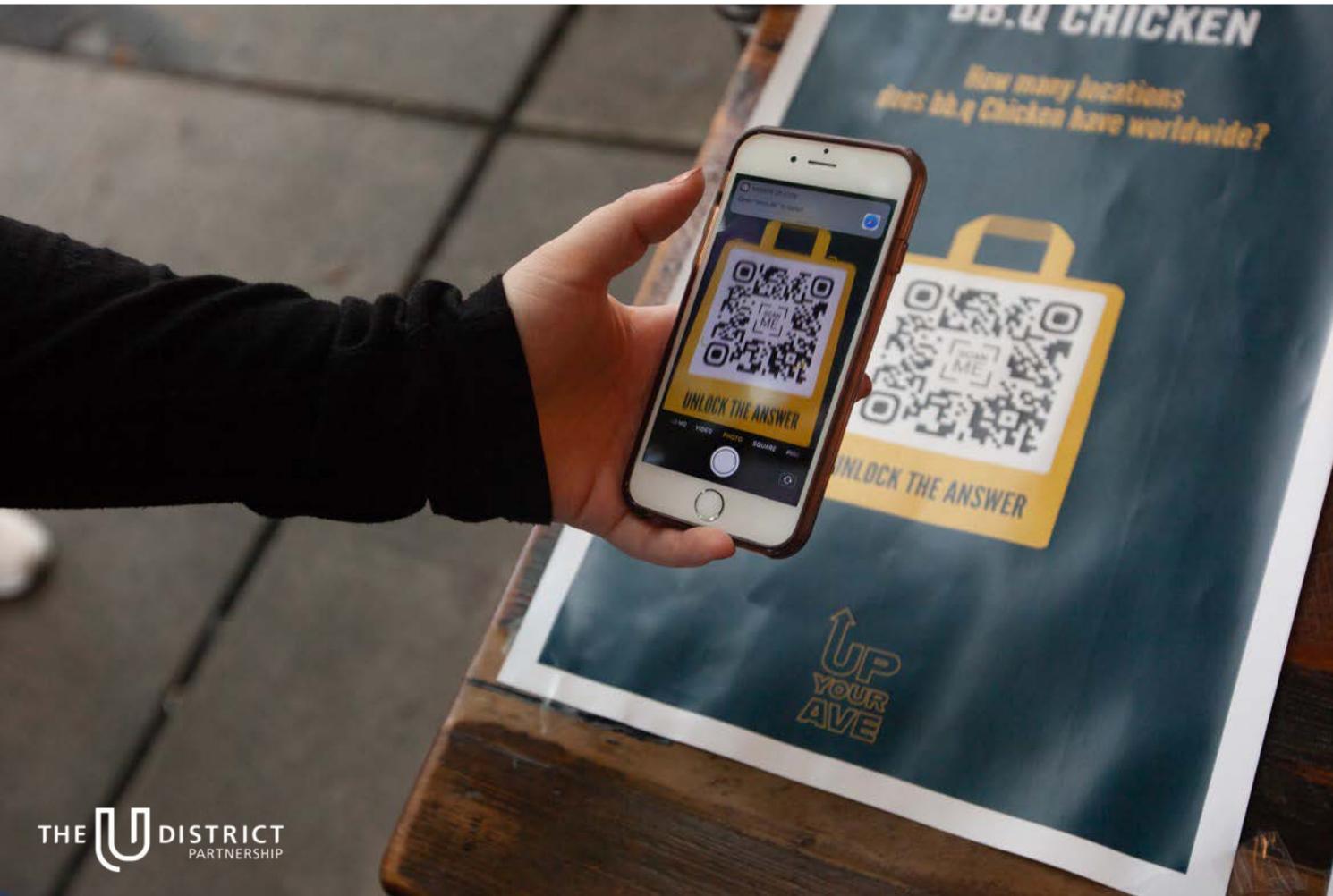


How it works



1. Consumers pick up a passport at the U Book Store which highlights businesses and their unique scavenger hunt question.

How it works



2. With a passport in hand, consumers explore The Ave, scanning QR codes to unlock each answer.

How it works



3. Once complete, consumers return to the U Book Store to pickup free prizes and enter into the grand prize drawing.

Engagement

2,431

Unique Website Visitors

583

Registrations

383

Check-ins

324

Completions

COMPLETE YOUR PASSPORT

WIN UNIQUE PRIZES

15 MINUTE WALK
(NE 41st St to Ravenna Blvd)

- NORTH AVE
- MID AVE
- SOUTH AVE

NORTH AVE *50th - Ravenna*

- 23 CHRISTIAN SCIENCE READING ROOM
- 27 TANUKI IZAKAYA
- 24 COLD PLATE
- 28 INSIDE OUT YOGA
- 25 A PIZZA MART
- 29 DAVID T. STONE VIOLINS
- 26 THE KRAKEN LOUNGE

MID AVE *45th - 50th*

- 16 SUGAR + SPOON
- 20 GARGOYLES STATUARY
- 17 OASIS TEA ZONE
- 21 GOODWILL
- 18 TEA REPUBLIK
- 22 DING TEA
- 19 TARGET

SOUTH AVE *41st - 45th*

- 1 CAFÉ SOLSTICE
- 11 SWEET ALCHEMY
- 2 CHICGLET
- 12 CROSSROADS TRADING
- 3 BOBA UP
- 13 UNIVERSITY BOOK STORE
- 4 MAGUS BOOKS
- 14 EZ COPY N' PRINT
- 5 CAFÉ ON THE AVE
- 15 BOBA SMOOTHIES
- 6 UNIVERSITY FOOD & BEVERAGE
- 7 UNIVERSITY AVENUE BARBERSHOP
- 8 CHILI'S SOUTH INDIAN CUISINE
- 9 BB.Q CHICKEN
- 10 WANN YEN / MARK THAI FOOD BOX

34

6

Engagement

2,431

Unique Website Visitors

583

Registrations

=

24%

Registration Rate

Engagement

583

Registrations

383

Check-ins

=

66%

Participation Rate

Engagement

383

Check-ins

324

Completions

=

85%

Completion Rate

Engagement

324

Completions

255

Answered
a bonus questions

=

79%

of participants
visited the
North Ave

Lessons Learned

1 Bonuses and wayfinding effectively get participants to explore the North Ave



Bonus! (DOUBLE YOUR CHANCE TO WIN)

28 **INSIDE OUT YOGA**

9am-12pm | Three classes for \$30

What year did we begin teaching yoga?

Your answer here:

Bonus! (DOUBLE YOUR CHANCE TO WIN)

29 **DAVID T. STONE VIOLINS**

1pm-5:30pm | 25% off strings and accessories

What is the name of our finest violin?

Your answer here:

Lessons Learned

2

Email reminders 1-3 days before the event boost participation

UP YOUR AVE Is Tomorrow! Join Us to Explore the U District

24 hours left! Get ready to explore THE AVE like never before.

Businesses are preparing their specials and ready for you! So stop by the University Book Store, tomorrow between 10am-6pm, pickup your passport and unlock the answers you need to win.

Rain or shine, grab your umbrella and wear your masks, and bring your friends!

[Get Ready to Win Here](#)

UP YOUR AVE Is Happening Now!

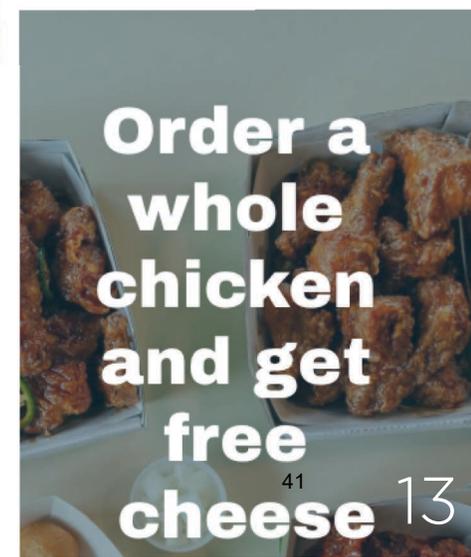
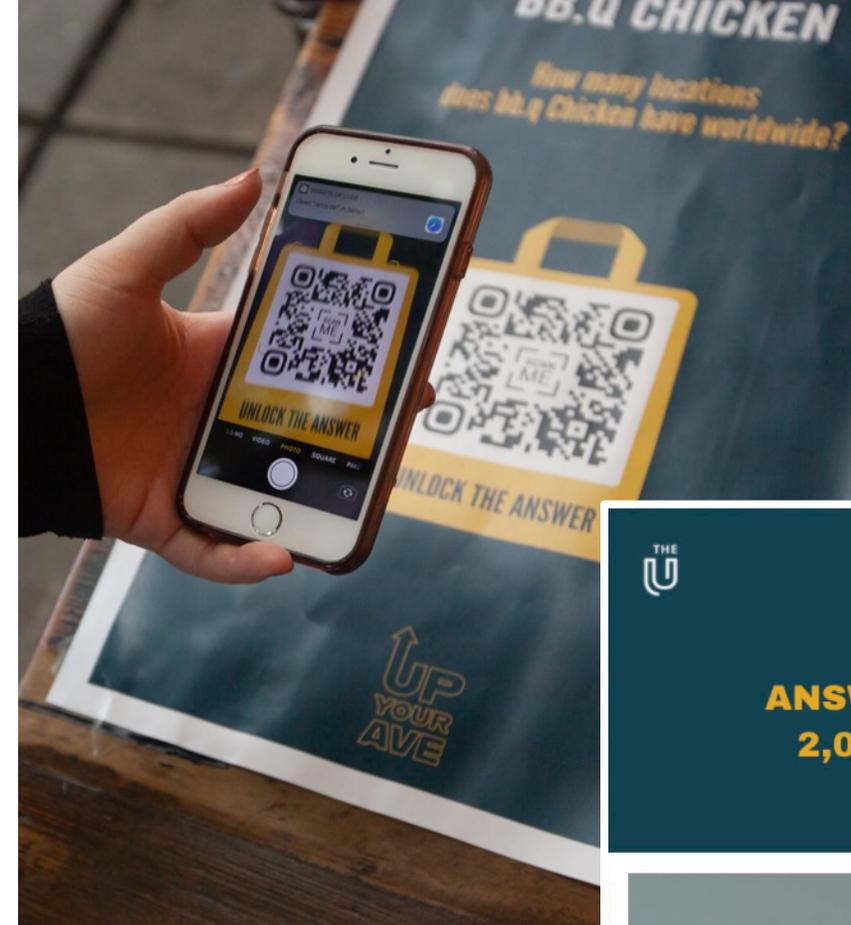
UP YOUR AVE has started! Our team is at the [University Book Store](#) RIGHT NOW, handing out the passports you need to win.

Grab your mask and phone, pick up your passport and go explore all THE AVE has to offer.

[What to Know Before You Go](#)

Lessons Learned

3 QR Codes provide a safe and engaging way to experience events during Covid-19



Lessons Learned

4 Printed collateral distributed to dorm rooms increases UW student participation



THE AVE IS OPEN FOR BUSINESS

STOP BY + EXPLORE + WIN

Discover eclectic boutiques, global eats, and the services you need with our one-day autumn adventure!

Take advantage of free swag, astonishing specials, and a chance to win one of ten \$100 giftcards to your favorite spot in the U District.

Ready to win? Don't wait. Scan now and register today.

**SCAN NOW
TO LEARN MORE**



REGISTER NOW

Drop us your email so we can get in touch if you win!

Email *

Send

Lessons Learned

5 Collecting emails creates a target audience for future events

Lessons Learned

- 6 Emails should be collected on a virtual spreadsheet and not by hand
-



Lessons Learned

7 Volunteers need more management and organization in the days leading up to the event



Lessons Learned

- 8 QR codes should be posted during the entirety of the event - not during individual business hours
-

WANN YEN MARK THAI FOOD BOX

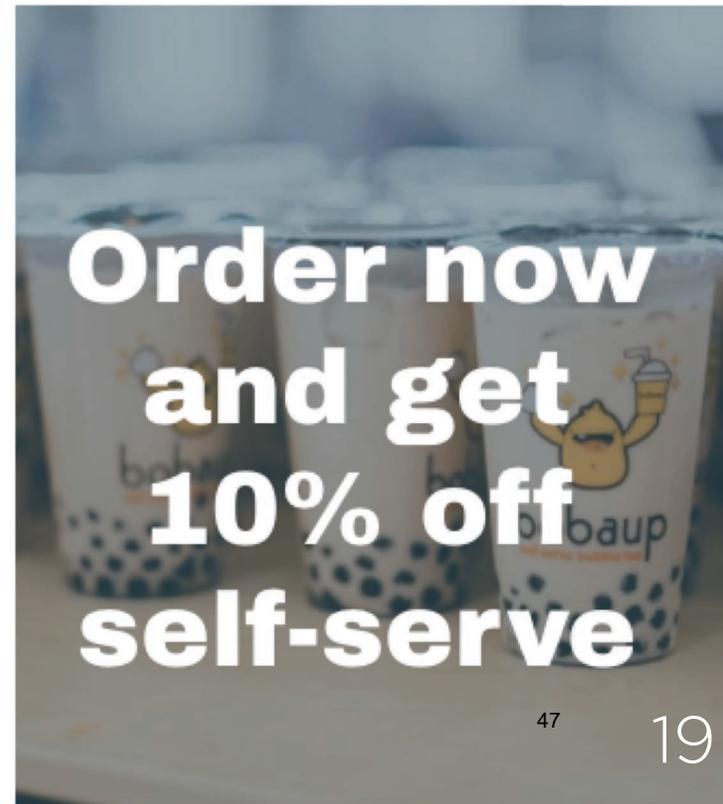
What is the national dish of Thailand?



Lessons Learned

- 9 More strategies should be implemented to collect economic impact data
-

**ANSWER:
Brown Sugar Milk Tea
w/ Boba**



Lessons Learned

10 A post-event engagement plan can continue to keep participants active in the U District

Almost 400 Participate in Up Your Ave 2020

Thank you to all who joined us for **Up Your Ave 2020**! Over 375 people participated in a safe, socially-distanced manner, and ten lucky participants won our \$100 gift card grand prize. Up Your Ave is an important annual event that the U District Partnership holds to introduce new UW students to all of the unique businesses in the U District. If you weren't able to make it this year, here's what you missed:

Participants picked up Up Your Ave passports at the U Book Store . The passports highlighted 29 businesses throughout The Ave. With their passport in hand, participants uncovered the unique questions listed under each business - exploring The Ave and scanning QR codes to unlock each answer. Once complete, participants handed in their passport at the U Book Store, picked up free gifts, and entered into the \$100 gift card drawing.

Sounds like something you'd be interested in? Make sure to stay tuned for other safe, fun and exciting experiences the U District has to offer.



Next Steps

1. Utilize the 583 registered emails to market other U District events and/or economic strategies.
2. Continue to explore the use of QR code scavenger hunts to implement other Covid-19 compliant events.
3. Build upon the brand recognition and success of Up Your Ave to launch a larger, more economically impactful event in Fall 2021.

October Urban Vitality Updates

Private Development

Development Tracker Spreadsheet

- Katy has finalized the internal private development tracking spreadsheet, which tracks information related to all major private development in the BIA boundary. The spreadsheet will be updated weekly.
 - The spreadsheet tracks information related to proposed buildings from 4+ stories. It includes data on location, developer/architect/owner, zoning, height, number of units, amenities, commercial space, and how the projects have progressed through the City's formal design review process. It also tracks high level information on the construction process for each building.
 - The spreadsheet will help inform updates on the website, regular reports to the public via newsletters and business network meetings, and a report on residential development in the U District.
 - Katy also uses the spreadsheet to inform UDP on when to make public comment on proposed developments, and informational conversations with developers.

Business Network Presentation

- On September 7, Katy gave informal presentations on the state of U District private development at two Business Network Roundtable meetings. Katy shared high-level information on the new Sound Transit Light Rail Station, the UW Master Plan, private development, and commercial development in the U District. Business owners in attendance said the presentation was helpful. They would like regular updates on private development.

Mobility and Transportation

Metro Northlink Connections Review Board

- As a reminder, Metro's Northlink bus route restructure plan includes changes to many bus routes throughout Northern Seattle, including the U District, in alignment with the opening of the new Sound Transit light rail stations in 2021. Metro has been engaging key community partners, including the UDP, on a Partner Review Board to give feedback on route changes.
- Working with UW, Seattle Children's Hospital, and the UDP, Metro will hold a community open house on October 20 to share their final phase of community input for the project. Additionally,

UDP is working with Metro to set up a separate meeting for businesses in the U District to come and learn about the proposed route changes.

- A survey of public input for the final phase of the restructure project [is available here](#).

NE 43rd Street Improvement Project



- Construction on NE 43rd Street continues between now and early 2021. In the past month, SDOT and the construction team have torn up the existing roadway, extended the boundary of the north sidewalk, worked on storm drainage, paved parts of the UW bookstore alley and driveway, and begun paving the north side of the roadway. Through the rest of October, the north sidewalks will be paved and graded, south roadway will be paved, and north light poles will be reinstalled.
- Katy Ricchiuto has been attending weekly meetings with SDOT’s construction team to understand project impacts and relay any community/business concerns. SDOT is the primary contact for businesses, but Katy is available to connect business and property owners and others with SDOT. Some issues that have come up include:
 - Difficulty accessing business loading zones
 - SDOT working with the Bookstore to maintain access during a busy start to the year
 - Vandalism that occurred to a number of businesses on 43rd using construction debris and signage.
- Information on the NE 43rd Street Improvement Project [can be found here](#).

Brooklyn Bike Lane

- As part of a paving project on NE 43rd Street and 12th Ave NE, SDOT will be realigning part of the U District bike network by creating a protected bike lane on Brooklyn from NE 43rd to NE 47th Streets.
- UDP has been working with SDOT to provide contact information for affected property owners, businesses, and local interest groups along Brooklyn Ave that will be affected by parking

removal and the bike lane. Much of the existing properties are planned for upcoming private development, so SDOT met with developers of new buildings that will be affected by the bike lane. SDOT also held a meeting for other business and property owners in the project area on Thursday, Oct. 1.

- SDOT is in the process of making final determinations about the bike lane and street configuration on Brooklyn. UDP will continue to stay engaged with them and ensure important information is communicated to the public.
- Information on the 12th Ave NE Paving Project [can be found here](#).

Public Realm

Sound Transit Parcel at NE 45th Street and Roosevelt Way NE

- In 2018, UDP Board Co-Chair Sally Clark and Urban Vitality Committee Chair Stephen Antupit began a conversation with the Transit Oriented Development (TOD) Director and staff at Sound Transit regarding the future use of a high rise-zoned plot of land located at 1000 NE 45th Street. Sound Transit owns this site and used it for Link construction-related field offices. Sound Transit will have to comply with numerous Agency, State and Federal requirements to dispose of the property now that it is no longer in use. They involve, but are not limited to, priorities for production of affordable housing.
- Antupit and UDP staff have maintained ongoing dialogue with Sound Transit to establish a schedule and scope of community engagement that would identify U District community priorities for this unique and exceptionally valuable public asset. A public engagement process around this site is consistent with the U District Urban Design Framework, recent upzoning, and the UDP's mission to convene diverse community stakeholders on matters of livability, the built environment, and public realm. Throughout this discussion, UDP has impressed upon Sound Transit the benefit of collaboration with UDP given its capacities and role in the U District community. This is particularly relevant to how Sound Transit would replicate (and/or avoid repeating) TOD implementation processes at Roosevelt and Capitol Hill Link Stations.
- Active construction-related use of the site is now complete. Sound Transit has done some analyses of the feasibility of different redevelopment options for the site.
- Recently, Sound Transit has begun to plan how its transit-oriented development may be affected by the financial implications of the COVID-19 pandemic, and what their financial needs are in disposing of property. Regardless of U District community needs and priorities, Sound Transit Board action will still dictate the disposition and future use of the site.
- Recently, the Low Income Housing Institute (LIHI) has proposed a tiny home village for short term use on the Sound Transit parcel site. LIHI has expressed interest in beginning preparation for the tiny home village to be built in early 2021. Sharon Lee of LIHI will present to the board at the October meeting.

- The U District Partnership remains committed to advocating for a robust public engagement process for any long-term use of the Sound Transit site, as it is a crucial U District community asset. We intend to write a letter to the Sound Transit Board to express the importance of such a process prior to any decision being made regarding the use of the parcel long term.

Holiday Lights

- Each year, the UDP decorates areas of the U District for the holiday season. The street decorations create a beautiful and welcoming environment for residents, employees, students, and visitors in the U District. It also creates an inviting and festive environment for holiday shoppers patronizing our local businesses.
- This year, the Urban Vitality program will lead the design of the holiday lights and decorations display. Will work closely with the Clean and Safe program and Marcus, who will lead the installation of the decorations sometime around mid to late November.

Christie Park



- The Christie Park Addition project has been completed! The project was undertaken by the City of Seattle to renovate the park and add additional open space for the University District
- The new park features an open lawn, plantings, trees, a multi-use plaza with donated art, a loop trail, and fitness area.
- The "Explorer Voyage" art piece by Paul Sorey donated by Friends of Christie Park, celebrates the community's connection to the Taiwanese Community, James Christie, and University of Washington.
- The U District Partnership served as Fiscal Sponsor for the Friends of Christie Park during their procurement of the art installation.

Urban Vitality Committee

- The Urban Vitality Committee met on September 22 via Zoom. The committee discussed proposed Route 44 Corridor improvements in the U District, NE 43rd construction project progress, the proposed U District Mural Program, and U District StreetFair.
- Next Committee meeting: Tuesday, October 27, 4:00-5:30pm via Zoom.

UDP Marketing and Events Report

Submitted to RAB by Mark Crawford

10-19-20

- 1) Street Fair – While this is not a BIA program, it is a significant event for our district and I want to keep the RAB informed on how we are considering it in light of the pandemic.

At the last UDP Board meeting, we discussed the issues and opportunities around planning for and investing in a 2021 StreetFair event. Issues included: financial implications (costs and revenue potential); vendor availability; post pandemic operational considerations and new norms; and audience receptivity. Our original work plan and budget assumed that we could do StreetFair under a similar model as previous years and that the Safe Start Washington Phase Four designation would be in place by May. The Board asked staff to do more research on what might be possible and to make recommendations on how to move forward with planning for this year.

I interviewed Bold Hat (our operations contractor for StreetFair and is one of the most engaged contract firms by all large scale public events in the Seattle area). In brief, there is significant doubt that we will be in Phase Four by that time. Vendors are not yet willing to commit to resuming the fair circuit at this time. We would expect attrition for vendors that would make a final determination to forgo the opportunity given the doubt. Bold Hat has submitted proposed large public operating guidelines to the Governor's office to be in place when Phase Four is declared but the Governor's Office has not responded, so there is no firm guidance on operating standards and costs. We do anticipate increased distancing requirements for both vendors from each other and vendors/clients from each other. There is no guidance from Health Department on what will be allowable for food truck vendors. Sponsors seem to be waiting to see what develops before making plans about supporting public events.

If we wanted to pursue some kind of model and are willing to risk upfront costs, it would be possible to launch some kind of significantly reduced event with Bold Hat as late as January with public registration for potential participants as late as the beginning of February. I cannot see how this would break even, let alone provide a net positive return.

Given this overwhelming ambiguity and risk, I do NOT recommend planning for any kind of May StreetFair event. Instead, I propose the following strategy.

- A) Continue with what I call my "If/Then" strategy focused on smaller scale events driven by an external stimulus that would drive people into the district which we would then channel into our economic stakeholders.
 - a. We have planned for launching the Cherry Blossom event again this year. Most of the preliminary work was done last year so the investment would be relatively small and we can begin later to gather feasibility information. If the pandemic continues and we are still in significant restrictions, we would shelve it again.
 - b. Build upon that strategy to test and enhance a more robust campaign around graduation events. In years past, StreetFair has absorbed all of our energy and

bandwidth. If we are not doing StreetFair in May, let's begin a planning process to drive graduation visitors into our retail districts. This could be great – use momentum – get results! We can test this and if it works, we can continue it in future years.

- c. Plan for a major event in the fall to coincide with the opening of the new light rail station. Make this the “equivalent” of StreetFair and, assuming lifted restrictions, make this a celebration of the U District using new branding and marketing developed beforehand. If this works, we can decide whether we want to have an annual fall event instead of or in addition to a resumed StreetFair event in May 2022.

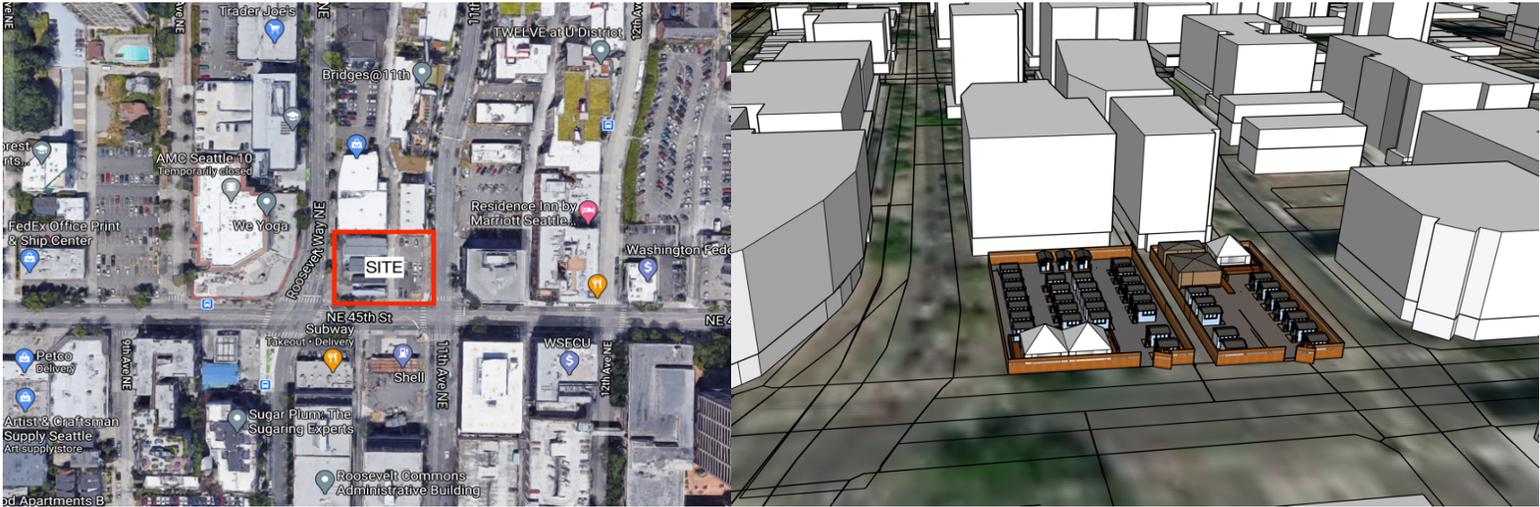
2) Hiring of Marketing and Communications Manager

- a. We received 132 resumes. That pool has been culled down to 10 applicants.
- b. By the end of Monday (10-19-20), I will have confirmed 5-7 applicants for an initial phone screen with a target of reaching 3 finalists to bring in for actual interviews with myself and staff and a zoom interview with Andrew and Dawn.
- c. Our goal is to complete hiring process by November 18th.

3) Initiating Major Rebranding and Public Relations Plan for the U District

- a. The renewal established a modest increase in base rates to fund launching a long term rebranding and positive public relations/marketing campaign in support of the district.
- b. The pandemic and the severely restricted environment has impacted our process.
- c. Our goal is to complete the process and have materials that can be used as early as the graduation season and no later than the major fall event around the light rail station.
- d. Our intention is to work with the Marketing Committee co-chairs and staff to complete the preparation of an RFP for qualified consulting firms to assist us in this project by the end of November.
- e. With the new Marketing and Communications Manager on board, we will evaluate RFP responses and complete a hiring process by year end with the expectation of immediately launching preliminary work and to bring the new Executive Director on board with a project that is up and running.

Proposal for U-District Sound Transit Site 1000 NE 45th St Seattle, WA 98103



Proposal

LIHI proposes using the site owned by Sound Transit, at 1000 NE 45th St Seattle, WA 98103 for a Tiny House Village. The site's central location, in proximity to transit and amenities, is ideal for serving the unhoused populations from District 4, as well as from Districts 5 and 6 as space is available. With the increasing number of encampments in and around the U-District and North/Northeast Seattle, we feel that Sound Transit has a unique opportunity to leverage this site for the benefit of vulnerable populations.

Timeline

Given the urgent need for shelter capacity during COVID-19, LIHI proposes to open a tiny house village by early 2021. Therefore, we hope to begin site work by the end of 2020. The tiny house village will be temporary until affordable housing can be built on the site.

Land Ownership

In the past, LIHI has successfully leased surplus land from other public agencies for temporary use as a Tiny House Village. We have appreciated our partnership with the City of Seattle and the Port of Seattle, who have both hosted villages on their properties. The Port of Seattle Commissioners have unanimously voted to lease their site to the City for Interbay Village.

Tiny House Village

Both the West and East portion of the site could temporarily host 35-40 tiny houses. The tiny houses are heated, insulated and attractively decorated. Community volunteers help build the tiny houses. The village would include 24/7 staff, kitchen facilities, and case management. During COVID-19, congregate shelters across Seattle were forced to de-intensify. The result was the loss of hundreds of shelter beds for homeless individuals, many of whom are at a heightened

risk of contracting the virus. During the pandemic, Tiny house villages have sheltered hundreds of residents without a single case of COVID-19.



Tiny House Village
1000 NE 45th St Seattle, WA 98103

- 2 Case Manager Offices
- 1 Site Manager Office
- 1 24/7 Staff Office
- Kitchen Space
- Bathroom, Shower, and Laundry Facilities
- Perimeter Fence

For more information, contact Sharon Lee, LIHI Executive Director, at sharonl@lihi.org or by phone at 206-571-5730.