

BOARD MEETING AGENDA

11:30 a.m. to 1:00 p.m. February 20, 2024

In-Person/Hybrid

l.	Welcome & Introductions	Rob	11:30 a.m.	
II.	Public Comment	Public	11:35 a.m.	
III.	Approval of Meeting Minutes	Rob	11:40 a.m.	(Vote)
IV.	Finance Committee Update • Acceptance of Financials	Trevor	11:45 a.m.	(Vote)
V.	 Executive Director Report Welcome Lauren Carey, Events Manager USDB Park Meetings with Councilmembers 	Don	11:55 a.m.	
VI.	Clean/Safe/Outreach Program Update	Don	12:10 p.m.	
VII.	Spring Events Update	Lauren	12:20 p.m.	
VIII.	Economic Development Report	Daniel	12:30 p.m.	
IX.	Urban Vitality Report	Katy	12:40 p.m.	
X.	Governance Committee Report	Josh	12:45 p.m.	
XI.	New Business	Rob	12:55 p.m.	
XII.	Adjourn	Rob	1:00 p.m	



Board Meeting Minutes

11:30am to 1:00pm January 16, 2024 Remote via zoom

UDP Board Members in Attendance in Person

Rob Lubin, UW Housing – Co-Chair Lois Ko, Sweet Alchemy – Co-Chair Aaron Hoard – Secretary Trevor Peterson, UW Bookstore – Treasurer Daniel Blue, HomeStreet Bank Jeremy Eknoian, UW Real Estate Anna Sorokina, WSECU Anson Lin, Astora Construction Maya Lu, Boba Up

UDP Board Members Not in Attendance

John Hix, Seattle Vineyard Church Jerred Clouse, ROOTS

UDP Staff

Don Blakeney, Executive Director Marcus Johnson, Clean & Safe Manager Phil Lloyd, Financial Manager Katy Ricchiuto, Urban Vitality Manager

Guests*

Elizabeth Holtfreter, Greenwood Ohlund Matt Smith, Greenwood Ohlund Julia Park, UW Daily

*Please note, there may have been other guests but due to the zoom format and people entering and leaving at different times, we were unable to track all guests.

Welcome and Introductions

Lois started the meeting and led the introductions for the Board, staff and guests.

Public Comment

Lois called for public comment, but no one from the public expressed an interest in speaking.

Approval of UDP Board Meeting Minutes

Lois introduced the December meeting minutes.

Stephen Antupit, Resident
Alfred Shiga, Shiga's Imports
Josh Stabenfeldt, University YMCA
Don Schulze- President, U District Parking Assoc
Angela Mercado, U Heights
Kate Barr, Scarecrow Video/Grand Illusion
Rick Jones, University Business Center
Santhi Perumal, UW School of Education
Miles Richardson, Audi Seattle/University VW

Kristine Kenney, UW Planning Moe Khan, Cedars Restaurant

Daniel Lokic, Economic Development Manager Nikki Somers, Operations Manager Polly Yokokawa, Marketing & Comms Manager **Motion:** Stephen moved to accept the December 2023 meeting minutes.

Approval: The motion was approved by all, with the exception of Kate and Don S. who

abstained.

Greenwood Ohlund, 2023 Audit

Trevor introduced Matt Smith and Elizabeth Holtfreter from Greenwood Ohlund who presented their findings of the Jun 2023 audit of financial statements. They found no indication of fraud, illegal acts, or non compliance with laws and regulations, and said that with the help of Don, Nikki, Phil, and the team, the audit was completed in a timely manner. Matt mentioned that in FY23, no City BIA contract was awarded. Don advised a contract was signed and put in place after the audit had been completed. UDP's Form 990 prepared was prepared by Phil Lloyd. Matt also discussed some of the new accounting policies for 2023, lease accounting standards, which includes new language and new numbers. In practice, this results in an extra paragraph in the report which includes revenue recognition and restricted assets (the org's right to use the leased space). There was only one audit adjustment to true-up the ROU asset of \$1,152.00. Otherwise there were no material errors, disagreements or difficulties.

Final steps to complete the audit include, board approval for issuance, and management to sign. Metrics, benchmarks, and actuals can be found in the board packet. Matt commented that overall, UDP is good at it's spending and tracking.

Trevor advised all materials were provided by Don ahead of the meeting, and the finance committee met in December 2023 and were satisfied with the results.

Motion: Trevor called for a vote to accept the 2023 audit as presented

Second: No second was required because this motion came from the Finance Committee.

Approval: The motion was approved unanimously.

Finance Committee Update and Approval of the Financials

Trevor shared an update with the Board on the financials. The Finance Committee met on January 12, 2024 with Don and Phil. He walked through some of the variances in the budget report. Spending got off to a slow start because of two open positions that were hired late. This also shows up as an under-collection of anticipated BIA funds. The Commerce grant is tracked in a separate class and continues to distort the balance sheet. Street fair money is coming in ahead of schedule.

These updates can be found in the finance committee narrative included in the December 2023 Board meeting packet.

Motion: The Finance Committee moved to accept the December 2023 financials as presented at the January 16, 2024 Board Meeting.

Second: No second was required because this motion came from the Finance Committee.

Approval: The motion was approved unanimously.

Economic Development Committee Update

Daniel led a conversation about his economic development work this past fall. He pointed out that the recent Department of Commerce grant enabled eleven restaurants to create outdoor dining structures—nine on University Way. Daniel will be working with businesses in the spring, to design them further, with their brands. Thanks in large part to the Office of Economic Development, UDP has been able to obtain data collection software, which include InPlan, CoStar and Place.Al. Each of these apps allows accurate tracking of data that includes: trends in ground floor floor vacancy, available retail space, trends in resident, employee, and visitor foot traffic, as well as impacts of tourism, community activity, and business shifts. This leads into the economical data report we hope to have out in 2024. Lois questioned the outdoor seating, changes in parking. Daniel advised the loading zone will move a block south, but set a time outside of the meeting to follow up directly with Lois to understand her loading needs. Maya asked about a copy of the plan Daniel put together. Don mentioned the Placer.Al capabilities. Daniel and Katy discussed program subscription timing, and how and when the software will be used.

Clean, Safe, and Outreach Update

Marcus unveiled the new ambassador and clean team uniform designs, which have been rolled out. Clean Team has both short and long sleeve shirts, black pants, black boots, and hats and beanies. Ambassadors have purple polo shirts, with a gray rain shell, and gray fleece jacket. This will enhance the UDP brand, increase awareness, and bring greater consistency to the team's appearance.

Marcus discussed the seasonal weather response. Leaf season is over, which is our big push from October - December, so now we have more time to put toward graffiti removal, and additional cleaning. With a grant from the University Rotary, we were able to purchase a snow blower in the event of a large snowfall.

Looking at the past six months of homeless point-in-time counts for the U District, the team observes a large surge in June/July 2023 with sweeps from the city in advance of the Major League Baseball games downtown. Since September the district stabilized, but concentrated near the 45th Street exit from I-5. UDP plans to renew advocacy efforts by elevating the voices with stakeholders along the freeway. Marcus started reaching to both commercial, and residential properties, to try to get their understanding of the type of things they are experiencing. He wants to reach out to both city and state members to see about outreach, as well as substantial cleanup. A discussion about the on/off ramps was the main area of focus. Don and Marcus committed to keeping this front and center and reporting back in February about what has been learned.

Urban Vitality Report

Katy shared she has been working on recruiting committee members for 2023-2024, new members include Jennifer Antos - Farmers Market Alliance, John Hix- Seattle Vineyard Christian Church, and Jessie Quan - Ladd & Lass Brewery, and still actively recruiting. We currently have 10-11 members, our goal is 15 members. Items to focus on would be city planning, I-5 lid, including design and beautification.

Marketing & Communications Update

Polly excited to announce we are gearing up for our spring events, which include Cherry Blossom Festival, Seattle BobaFest, and U District Street Fair. She and Daniel have started

outreach for business sponsorship for these events. This year with the Cherry Blossom Festival, the Cherry Blossom Run will plan a marathon and have it end on the Ave. UDP is working with the planners of the run. Seattle Boba Fest will be April 27,2024,and The U District Street Fair will be May 18-19, 2024. UDP is well underway with over 150 vendors already applying for the Street Fair. Polly and Don have started jurying, and UDP will place vendors in March 2024. Don announced the UDP has an event manager coming in February 2024.

Governance Committee Report

Josh reminded the group that last month Angela Mercado, the Executive Director of UHeights, was a guest at the meeting, and this month she will be nominated for the board. Angela chatted about her experience with UHeights, and looking forward to being part of the community.

Angela Mercado's bio can be found in the packet that was sent out prior to the meeting.

Motion: Josh moved to approve Angela to the board

Second: No second was required because this motion came from the Governance

Committee.

Approval: The motion was approved by all.

New Business

Lois called for new business, but there was none. Don advised that Daniel will discuss the new businesses coming to the neighborhood. Don is working on inviting city council members to a future meeting. Next UDP in person on February 20, 2024 at 11:30am with location TBD.

Adjournment

The meeting was adjourned at 12:45pm

UDP FINANCE COMMITTEE NARRATIVE

Prepared for the Finance Committee on 2/9/24

There is not a large deviation from last month's report. Spending and income are behaving as predicted. The big story continues to center around UDP's grant funding. As the team works to close out the Department of Commerce grant, it's interesting to see the impact that grant dollars have had on the organization's budgets. Measuring from mid-2021 through mid-2023, UDBIA income funded roughly \$3.2 million in UDP programs and services. During that same time, the team worked to secure an additional \$5.4 million in outside funding to expand and grow UDP's impact in the district. Said another way, UDP brought in \$1.60 for every \$1.00 provided by the UDBIA during the last two years.

Balance Sheet Report

The balance sheet is still distorted by the Department of Commerce Grant, which has been pushing millions of dollars through UDP's books as the organization receives payments and reimburses grant beneficiaries.

Budget Report

UDP spending is largely tracking the budget, with a couple of exceptions related to grant-funded activities and the slow start on start of staffing this year. Spending will start to catch up now that the Events Manager position is filled. The comments below add context and details to variances seen in the budget report. The numbers along the left side of the page correspond with the numbers on the budget report:

Income:

44300 – BIA Income: BIA spending is catching up, but still a little slow due to two open staff positions that persisted until October and November.

44530 – Grants Income: The variance shown in the Budget Report is offset by an increase in associated spending related to the grants—neither of which were in the budget for the year. Currently, this represents expanded capacity and no material impact to the balance of the budget.

47000 – Program Fees Income: The U District Street Fair has accepted nearly 200 vendors to date and the booth fees are rolling in earlier than planned. This will sort itself out by June.

47215 – Sponsorships Income: This variance represents lower-than anticipated sponsorship numbers for food walk. The team cut some spending to compensate—bringing the event within about \$5,000 of the initial target. Don and Polly have engaged a sponsorship consultant to develop new sponsor strategies for 2024 and 2025.

43400 – Donations/Partnerships: UW sponsored additional late night security last fall and in January.

Expense:

60000 – Staffing: This variance is associated with the above dip in BIA income. With two open positions, FY 2024 got off to a slow start on staffing spending. The Event Manager joined the team this month, which will begin to close this gap for FY24.

62000 – Office & Overhead Expense: Insurance (62200) is a timing issue. The budget anticipated a lease renegotiation and a renovation of the current offices. For a few reasons, these activities have been delayed until this winter, so the variances associated with Office Equipment (62300) and Rent, Parking, Utilities (62100) represent a timing issue. Some of the Supplies (62400) budget is associated with the new cleaning/safety ambassador uniforms, which are being ordered this week and will begin to close the spending gap. Technology and Software (62700) is up in part due to a coding issue, which can be solved and planned for next year.

70000 – Direct Program Expenses: Advertising and Marketing (70300), Contracted Services (70320), and Website Design (70330) are all timing issues that will catch up as marketing and urban vitality projects wrap up this year. Other Program Expenses (70360) is seeing an uptick in spending related to grant income, and represents the expanded programming associated with each grant. Repairs and Maintenance (70380) is a timing issue that resolves late in the year.

DOC Grant

UDP continues to spend down the Department of Commerce grant, which is tracked in the "DOC" column on the Budget Report. The final remaining grant that is open is focused on attracting new retailers to vacant spaces in the U District. Daniel has also negotiated another extension to implement this grant that will last through the end of this fiscal year in June.

BIA Budget Tracker

The BIA Budget Tracker shows BIA spending is a little behind, which harmonizes with the budget report.

The U District Partnership Balance Sheet Prev Year Comparison As of January 31, 2024

	Jan 31, 24	Jan 31, 23	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
10100 · Operating Bank Accounts	422,943.39	221,557.80	201,385.59	90.9%
Total Checking/Savings	422,943.39	221,557.80	201,385.59	90.9%
Accounts Receivable	148,563.04	141,446.60	7,116.44	5.03%
Other Current Assets				
12026 · Lease Rights	89,894.06	0.00	89,894.06	100.0%
12022 · Prepaid Expense	1,344.25	2,534.85	-1,190.60	-46.97%
12021 · Employee Advances	628.03	990.38	-362.35	-36.59%
Total Other Current Assets	91,866.34	3,525.23	88,341.11	2,505.97%
Total Current Assets	663,372.77	366,529.63	296,843.14	80.99%
Fixed Assets	11,013.05	0.00	11,013.05	100.0%
Other Assets	3,235.87	3,235.87	0.00	0.0%
TOTAL ASSETS	677,621.69	369,765.50	307,856.19	83.26%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable	14,081.10	67,618.74	-53,537.64	-79.18%
Credit Cards	8,503.66	17,893.23	-9,389.57	-52.48%
Other Current Liabilities				
20220 · Lease Liability	91,046.06	0.00	91,046.06	100.0%
20210 · Deferred Revenue	160,407.36	0.00	160,407.36	100.0%
24000 · Payroll Liabilities	57,287.70	31,049.88	26,237.82	84.5%
Total Other Current Liabilities	308,741.12	31,049.88	277,691.24	894.34%
Total Current Liabilities	331,325.88	116,561.85	214,764.03	184.25%
Total Liabilities	331,325.88	116,561.85	214,764.03	184.25%
Equity				
32000 · Unrestricted Net Assets	234,685.26	248,880.08	-14,194.82	-5.7%
Net Income	111,610.55	4,323.57	107,286.98	2,481.44%
Total Equity	346,295.81	253,203.65	93,092.16	36.77%
TOTAL LIABILITIES & EQUITY	677,621.69	369,765.50	307,856.19	83.26%

The U District Partnership Budget Report

January 20	2027	т
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	Jul '23 - Jan 24	DOC Contract	YTD Budget	\$ Over Budget	Annual Budget
Ordinary Income/Expense					
Income					
44430 · BIA Contract	942,278.47	0.00	1,055,236.67	-112,958.20	1,845,000.0
44530 · Grants Income	76,641.59	2,260,407.60	21,649.94	54,991.65	37,149.9
47000 · Program Fees Income	100,932.18	0.00	35,000.00	65,932.18	175,000.0
47213 · Retail Income	353.73	0.00	500.00	-146.27	2,500.0
47215 · Sponsorships	18,033.66	0.00	40,000.00	-21,966.34	105,000.0
43400 · Donations/Partnerships	41,984.85	0.00	21,000.00	20,984.85	36,000.0
46400 · Interest and Other	160.91	0.00	0.00	160.91	0.0
Total Income	1,180,385.39	2,260,407.60	1,173,386.61	6,998.78	2,200,649.9
Gross Profit	1,180,385.39	2,260,407.60	1,173,386.61	6,998.78	2,200,649.9
Expense					
60000 · Staffing	457,100.11	75,454.37	545,363.91	-88,263.80	934,909.5
61000 · Professional & Contract Expense	31,497.50	6,817.00	31,458.30	39.20	45,000.0
62000 · Office and Overhead	124,100.81	424.00	122,940.00	1,160.81	252,590.0
70000 · Direct Program Expenses	456,076.42	2,177,712.23	430,458.40	25,618.02	960,500.0
Total Expense	1,068,774.84	2,260,407.60	1,130,220.61	-61,445.77	2,192,999.5
Net Ordinary Income	111,610.55	0.00	43,166.00	68,444.55	7,650.4
et Income	111,610.55	0.00	43,166.00	68,444.55	7,650.4

2023-24 University District BIA

Budget Tracker - January 2024

ACCOUNTS	Budget	TO DATE	REMAINING	% Expended	Jul	Aug	Sep	Oct
Program Management	268,028	156,522.18	111,506	58.4%	\$ 13,465.09	\$ 12,228.19	\$ 30,394.29	\$ 26,832.85
Clean Environment	488,010	244,031.95	243,978	50.0%	\$ 30,431.93	\$ 36,735.81	\$ 33,016.32	\$ 30,782.90
Public Safety	447,651	239,515.09	208,136	53.5%	\$ 37,422.25	\$ 33,213.09	\$ 29,385.43	\$ 37,867.46
Urban Vitality	217,741	110,074.88	107,666	50.6%	\$ 15,654.15	\$ 16,671.87	\$ 10,125.96	\$ 12,447.04
Economic Development	149,281	39,618.01	109,663	26.5%	\$ 4,382.31	\$ 4,386.13	\$ 4,740.81	\$ 6,253.64
Marketing	184,288	110,800.65	73,488	60.1%	\$ 13,761.78	\$ 12,484.87	\$ 14,289.99	\$ 17,545.40
Food Wallk	30,000	35,253.46	-5,253	117.5%	\$ -	\$ 143.88	\$ 31,974.98	\$ 12,921.36
Cherry Blossom	15,000	796.82	14,203	5.3%	\$ -		\$ 750.00	\$ -
Bobafest	15,000	1,296.84	13,703	8.6%	\$ -		\$ 750.00	\$ -
Street Fair	30,000	4,368.59	25,631	14.6%	\$ 68.45	\$ 51.28	\$ 3,516.00	\$ 16.00
Total Requested	1,845,000	942,278.47	902,722	51.1%	\$ 115,185.96	\$ 115,915.12	\$ 158,943.78	\$ 144,666.65

	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
Program Management	\$ 21,847.88	\$ 27,156.62	\$ 24,597.26						
Clean Environment	\$ 32,277.13	\$ 45,940.19	\$ 34,847.67						
Public Safety	\$ 36,470.43	\$ 32,651.26	\$ 32,505.17						
Urban Vitality	\$ 29,334.14	\$ 13,617.30	\$ 12,224.42						
Economic Development	\$ 8,349.82	\$ 4,553.09	\$ 6,952.21						
Marketing	\$ 17,469.03	\$ 13,155.87	\$ 22,093.71						
Food Wallk	\$ (795.00)	\$ (8,006.75)	\$ (985.01)						
Cherry Blossom	\$ 35.00	\$ 11.82	\$ -						
Bobafest	\$ 535.00	\$ 11.84	\$ -						
Street Fair	\$ 35.00	\$ -	\$ 681.86	\$ -	\$ -		\$ -	\$	-
	\$ 145,558.43	\$ 129,091.24	132,917.29	-	-	-	-		-



PROGRAM REPORTS

February 2024

URBAN VITALITY

LID I-5 North Funding

The UDP worked with State Senator Javier Valdez and Rep. Nicole Macri to submit a request for funding for a feasibility study to build a highway lid over interstate 5 between NE 45th and 50th Streets. The probability for funding in this legislative budget cycle is very low as it is a supplementary budget year, and transportation funding is tied up in other major state projects. Several elected officials expressed interest in a more robust push for funding in 2025.

Upcoming Urban Vitality Work

For the second half of the fiscal year, Urban Vitality will be working on the follow priorities:

- Public restroom advocacy and funding advocacy to establish city funding and location identification for a public restroom in the U District.
- Seattle comprehensive plan advocacy beginning to understand the process and priorities for the upcoming comprehensive plan and sub-area plan process. The Seattle comprehensive plan is slated to be adopted at the end of 2024. The University District sub-area planning process, which will dictate area-specific zoning, will start in 2025.
- Public realm maintenance maintenance of tree lights, re-installation of cafe lights, installation and maintenance of murals, and coordination with the Clean and Safe team to manage flower plantings and baskets.
- Development reporting with Economic Development program

ECONOMIC DEVELOPMENT

UDP Begins Business Inventory Update

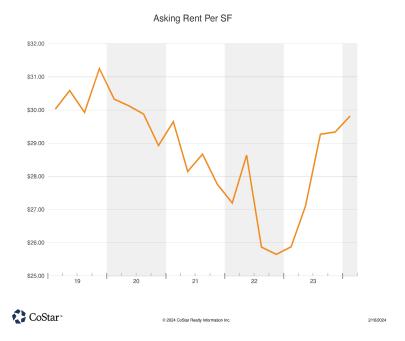
Through the support of the Economic Development Specialist, UDP has begun its annual update of the business landscape database. This database highlights the current inventory of businesses within the community and allows UDP to track critical data including new businesses, business closures, and contact information to better serve and effectively communicate with business owners/operators.



Economic Development Committee

UDP invites you to join us this <u>Thursday</u>, <u>February 22, 3:00 – 5:00pm</u>, at Cafe on the Ave to learn more about the U District economy. This quarterly meeting allows stakeholders to connect with U District businesses, property-owners, real estate agents, prospective businesses, and others to promote the prosperity of the U District.

This meeting will focus on sharing economic data and gathering feedback surrounding the U District's Economic Development report. Topics to be covered include data and trends surrounding business closures/openings, foot traffic, retail vacancy, market asking rent and more. The presentation will be followed by Q/A, discussion, and networking with appetizers and refreshments.



CLEAN, SAFE & OUTREACH

Encampment Clearing along Interstate 5 in the U District

For months, the number of tents along I-5 has remained relatively stable, however, after a recent shooting within one of the encampments, the Unified Care Team in partnership with the Right-of-Way team, came in and cleared the encampment. According to these teams, a substantial amount of outreach was conducted prior to the clearing. They claim that 30+ of the 40-50 individuals in that encampment were connected with shelter or housing. The areas are cleared, and there are no more tents or clusters of debris in the green ways. Prior to the clearing, there were roughly 42 tents in that area along the freeway.

LOCATION	Pasadena	I5 @ 45th	I5 @ 50th	U Playground	The Ave	Other	TOTAL TENTS
Nov. '22	25	17	12	1	0	0	55
Jan. '23	10	8	13	0	0	0	31
Feb. '23	20	8	11	0	0	0	39
April '23	0	9	12	0	0	0	21

May '23	0	17	10	0	0	0	27
June '23	0	8	14	0	0	0	22
July '23	0	19	12	0	0	1	32
Aug. '23	1	18	17	0	0	1	37
Sept. '23	0	22	22	0	0	1	45
Oct. '23	0	16	26	0	0	0	42
Nov. '23	0	19	28	0	0	0	47
Dec. '23	0	13	30	0	0	0	43
Jan. '24	0	15	27	0	0	0	42

Unfortunately, in the week that has followed the encampment clearing, the UDP teams have seen an additional 10-15 people on University Way experiencing homelessness and/or deep behavioral health related issues. In fact, the UDP Clean Team has revived two overdosing individuals in the last week alone, with the help of Narcan, during their regular course of business. UDP is working to outreach this group of individuals, but this example underscores the challenges the team has had coordinating with the City and State as they work to address the regional and citywide homeless populations.

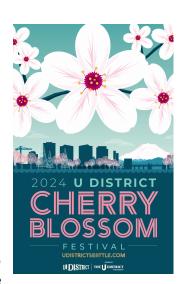
EVENTS

Cherry Blossom Festival

Event Dates: March 15 to April 1

Business recruitment is winding down for the third annual U District Cherry Blossom Festival! For 2024, over 86 businesses are participating in the Cherry Blossom Festival. UDP will be printing 15K cherry blossom guides as well as the festival posters to support all participating U District businesses as over 250,000 people are expected to to visit the blossoms. New this year there will be sidewalk vinyls of cherry blossoms leading from the light rail station up to campus and in front of all sponsor businesses.

STOREFRONT DECORATION COMPETITION! \$1000 CASH PRIZE & \$500 to a neighborhood business! Participating businesses must send photos of the decorations to UDP prior to April 2 to enter the contest.



Seattle Boba Fest



Boba Fest returns for the third time on Saturday, April 27, 2024! Interested businesses are invited to sign up to serve and promote a bubble tea special. Businesses are encouraged to leverage the promotion by offering branded swag to visitors either throughout the day or for the 'first 100 customers.'

Event Dates: Saturday, April 27, 2024

Business Participation Deadline: Thursday, Feb 29th

Business Participation Application

U District Street Fair

The annual Street Fair will celebrate 54 years when it returns this spring; May 18-19, 2024! Vendor recruitment launched in mid-December and so far over 198 vendors have been accepted and paid. Final vendor jurying is currently underway as we round out our exciting offerings of arts, crafts, foods and fun!

Event Dates: May 18-19, 2024

Business Participation Deadline: March 15, 2024

Vendor Application Links:

Storefront Activations

• Vendor Booths (Including Local Business Vendors)

