

## MID Ratepayer Advisory Board

Hybrid Meeting

November 19, 2024 | 8-9:30 a.m.

|      |   |   |
|------|---|---|
| 8:00 | <a href="#">Call to Order</a>   | Sabrina Villanueva, Chair                                     |
| 8:02 | <a href="#">Guest Ratepayer Comment</a>   |   |
| 8:05 | <a href="#">Chair's Report</a><br>✓ ACTION: Minutes from<br>September meeting     | Sabrina Villanueva, Chair                                     |
| 8:10 | <a href="#">Guest Speaker</a>   | Captain Randy Ward, SPD                                       |
| 8:30 | <a href="#">Program Manager Report</a>  | Jon Scholes, DSA President & CEO                              |
| 8:40 | <a href="#">Bylaw Amendment</a><br>📄 Memo   | Sabrina Villanueva, Chair                                     |
| 8:45 | <a href="#">Financial Report</a><br>📄 October Financials                          | Elisabeth James, COO  |
| 8:50 | <a href="#">Downtown Revitalization</a><br>📄 November Revitalization<br>Dashboard | Ryan Gockel, Director Strategic Initiatives                   |
| 9:00 | <a href="#">MID Program Update</a>  | Jennifer Casillas, VP Public Realm &<br>Ambassador Operations |
| 9:15 | <a href="#">New Business</a>  | Sabrina Villanueva, Chair                                     |
| 9:30 | <a href="#">Adjourn</a>   | Sabrina Villanueva, Chair                                     |

## **Meeting Minutes**

### **MID Ratepayer Advisory Board**

**September 24, 2024, 2024**

**Presiding: Sabrina Villanueva, Chair**

**Attending:** Adam Bowser, Lisa Nitze, Courtney Jolicouer, Valerie Heide Mudra, Lars Pederson, Gabe Grant, Amy Baker, Mark Astor, Allison DeLong, Simone Loban, Ed Leigh, Aaron Blankers, Steven Van Til, Tim Kuniholm, Jennie Dorset, LJ Humiston, Gina Grappone, Laua Horn, Dan Feeney, Collin Madden

**Staff:** Jon Scholes, Emily Bailor, Brian Cannon, Jennifer Casillas, Elisabeth James, Steven Walls, Sally Wright

### **CALL TO ORDER**

**Sabrina Villanueva, Chair**

Sabrina welcomed the group to the September meeting.

### **CHAIR'S REPORT**

**Sabrina Villanueva, Chair**

Sabrina welcomed the two newest members to the board and provided a brief bio. She informed the group that Reza Marashi has stepped down as Chair due to a change in employment. She asked for any guest ratepayer comments. None were made.

Sabrina reviewed the rest of the meeting agenda. She called attention to the minutes from the June meeting. A motion was made to approve the minutes as presented; motion was seconded; no discussion and approval by consensus. She reminded the group that the next MID Board meeting would be held November 19.

### **GUEST SPEAKER**

**Natalie Walton-Anderson, City of Seattle**

Sabrina introduced Natalie. Natalie provided her remarks. She focused on the Mayor and City commitment to public safety and transparency between departments to maximize efficiency. She provided an update on SPD hiring and drug treatment beds in King County.

### **MID BOARD GOVERNANCE**

**Lisa Nitze, Past Chair**

Lisa called attention to a memo from the MID Board Development Committee recommending Sabrian ascend from Vice Chair to Chair. She informed the group that the committee is looking for a Vice Chair and will hope to be back with a nomination in November.

She brought forward two other nominations. A motion was made to approve the new nominees; seconded; no discussion and approval by consensus.

**MID PROGRAM MANAGER REPORT**  
**Jon Scholes, DSA President & CEO**

Jon provided a brief program manager report. He mentioned the recent International Downtown Association conference and the awards received by MID staff. He briefly discussed the Mayor's proposed City budget and provided an update on the DSA/MID office move.

**FINANCIAL REPORT**  
**Elisabeth James, COO**

Bif provided a financial report. She informed the group that a new Director of Finance recently hired and will start work in October. She briefly reviewed the year-end financials.

**DOWNTOWN REVITALIZATION**  
**Ryan Gockel, Director Strategic Initiatives**

Ryan reviewed the recovery dashboards. He discussed total monthly visitor numbers, return of office workers, hotel room demand, proposed and under construction residential units, incidents of violent crime, tent counts on downtown sidewalks, and Narcan deployments. He also provided data regarding the number of local visitors downtown.

**MID MOMENT**  
**Jenn Casillas, VP Public Realm and Ambassador Operations**

Jenn provided the MID Moment for September.

**MID PROGRAM REPORT**  
**Jennifer Casillas, VP Public Realm & Ambassador Operations**

She highlighted the recent wrap of the Downtown Summer Sounds concert series and noted the recent installation of lighting on a block of 3<sup>rd</sup> Ave. Finally, she provided an update on security staffing.

**NEW BUSINESS**

None.

**ADJOURN**

9:00 a.m.

**DBIA SERVICES**  
Statement of Revenue and Expenses  
July 1-Sep 30, 2024

|                                    | YTD Sep 2024     |                  |                            | Full Year Fcst vs Budget |                    |                            |
|------------------------------------|------------------|------------------|----------------------------|--------------------------|--------------------|----------------------------|
|                                    | Actual           | Budget           | better/(worse) than budget | Forecast                 | Budget             | better/(worse) than budget |
| <b>Income</b>                      |                  |                  |                            |                          |                    |                            |
| Assessment Net                     | 5,358,878        | 5,288,707        | 70,171                     | 19,451,399               | 19,451,399         | 0                          |
| Voluntary                          | 110,656          | 105,388          | 5,268                      | 210,776                  | 210,776            | 0                          |
| Unrestricted Partner Funding       |                  |                  | 0                          |                          |                    | 0                          |
| Donor Restricted Partner Funding   | 83,005           | 83,000           | 5                          | 166,000                  | 166,000            | 0                          |
| Sponsorship                        | 135,406          | 171,000          | (35,594)                   | 239,500                  | 239,500            | 0                          |
| Fees for Services Private          | 50,255           | 110,077          | (59,822)                   | 201,912                  | 201,912            | 0                          |
| Fees for Service Public            | 129,100          | 97,911           | 31,189                     | 453,648                  | 453,648            | 0                          |
| Other Income                       | 77               |                  | 77                         |                          |                    | 0                          |
| <b>Total Income</b>                | <b>5,867,378</b> | <b>5,856,083</b> | <b>11,295</b>              | <b>20,723,235</b>        | <b>20,723,235</b>  | <b>0</b>                   |
| <b>Expense</b>                     |                  |                  |                            |                          |                    |                            |
| Salaries & Benefits                | 3,483,813        | 3,822,342        | 338,529                    | 14,712,658               | 14,712,658         | 0                          |
| Professional Services              | 591,110          | 611,742          | 20,632                     | 2,480,654                | 2,480,654          | 0                          |
| General & Administrative incl Depr | 306,063          | 324,839          | 18,776                     | 1,272,921                | 1,272,921          | 0                          |
| Program Expenses                   | 1,352,379        | 1,564,090        | 211,711                    | 4,910,184                | 4,910,184          | 0                          |
| <b>Total Expense</b>               | <b>5,733,364</b> | <b>6,323,013</b> | <b>589,649</b>             | <b>23,376,417</b>        | <b>23,376,417</b>  | <b>0</b>                   |
| <b>CHANGE IN NET ASSETS</b>        | <b>134,014</b>   | <b>(466,930)</b> | <b>600,944</b>             | <b>(2,653,182)</b>       | <b>(2,653,182)</b> | <b>0</b>                   |

| <u>FUND BALANCE SUMMARY</u>                      |                | <u>YTD Actual Exp by Program</u> |                  |               |                  |             |
|--|----------------|----------------------------------|------------------|---------------|------------------|-------------|
| Uncommitted DBIA Services Fund balance @ 6/30/24 |                | <b>Actual</b>                    | <b>%</b>         | <b>Budget</b> | <b>%</b>         |             |
| Uncommitted City Held Fund balance @ 6/30/24     |                | Clean 205                        | 2,066,442        | 36%           | 2,365,385        | 37%         |
| Total Fund Balance @ 6/30/24                     | 5,241,894      | Sfty, Hsp & Outrch 210/215       | 1,000,398        | 17%           | 1,009,736        | 16%         |
| Forecast net gain/loss @ 6/30/25                 | (2,653,182)    | Econ Dev 110                     | 113,378          | 2%            | 179,545          | 3%          |
| less capital exp                                 | (262,000)      | Comm 105                         | 136,519          | 2%            | 142,708          | 2%          |
|  |                | Park & Trans 115                 | 64,998           | 1%            | 64,998           | 1%          |
|  |                | Events/Pub Space                 | 838,049          | 15%           | 977,804          | 15%         |
| <u>COMMITTED FUNDS SUMMARY</u>                   |                | WLP,OCC,Bell St, Pioneer Parks   | 543,201          | 9%            | 658,271          | 10%         |
| Fund Reserve Policy-Operating expenses 9%        | (1,641,923)    | Downtown Activation Plan         | 30,129           | 1%            | 0                | 0%          |
| Add back current year depreciation               | 222,643        | Operations 100                   | 449,621          | 8%            | 438,281          | 7%          |
|  |                | Management                       | 490,630          | 9%            | 486,285          | 8%          |
| <b>FORECAST UNCOMMITTED FUND BALANCE 6/30/24</b> | <b>907,432</b> |                                  | <b>5,733,364</b> | <b>100%</b>   | <b>6,323,013</b> | <b>100%</b> |

**Balance Sheet Prev Year Comparison (unaudited)**  
As of Sep 30, 2024

|                                       | 9/30/24          | 9/30/23          | 2023 vs 2024 |                | Jun 30, 2024 (unaudited) |
|---------------------------------------|------------------|------------------|--------------|----------------|--------------------------|
|                                       |                  |                  |              | \$ Change      |                          |
| <b>ASSETS</b>                         |                  |                  |              |                |                          |
| Cash                                  | 1,299,928        | 1,028,675        |              | 271,253        | 1,177,653                |
| Accounts Receivable                   | 2,817,926        | 1,394,020        |              | 1,423,906      | 2,947,419                |
| Other Current Assets                  | 208,471          | 1,048,564        |              | (840,093)      | 218,054                  |
| Fixed Assets                          | 339,077          | 396,316          |              | (57,239)       | 310,673                  |
| <b>TOTAL ASSETS</b>                   | <b>4,665,403</b> | <b>3,867,576</b> |              | <b>797,827</b> | <b>4,653,799</b>         |
| <b>LIABILITIES &amp; EQUITY</b>       |                  |                  |              |                |                          |
| <b>Liabilities</b>                    |                  |                  |              |                |                          |
| Accounts Payable                      | 746,456          | 522,221          |              | 224,236        | 992,703                  |
| Deferred Revenue + Refundable Advance | 354,489          | 77,957           |              | 276,533        | 73,221                   |
| Liabilities + Payroll                 | 586,331          | 577,217          |              | 9,113          | 712,601                  |
| <b>Total Current Liabilities</b>      | <b>1,687,277</b> | <b>1,177,395</b> |              | <b>509,881</b> | <b>1,778,525</b>         |
| Long term Liabilities                 | 1,635            | 30,447           |              | (28,812)       | 8,838                    |
| <b>Total Liabilities</b>              | <b>1,688,911</b> | <b>1,207,842</b> |              | <b>481,069</b> | <b>1,787,363</b>         |
| <b>Equity</b>                         |                  |                  |              |                |                          |
| Retained Earnings + Temp Restricted   | 2,842,478        | 2,722,799        |              | 119,679        | 2,647,798                |
| Net Income                            | 134,014          | (63,065)         |              | 197,079        | 218,638                  |
| <b>Total Equity</b>                   | <b>2,976,492</b> | <b>2,659,734</b> |              | <b>316,758</b> | <b>2,866,436</b>         |
| <b>TOTAL LIABILITIES &amp; EQUITY</b> | <b>4,665,403</b> | <b>3,867,576</b> |              | <b>797,827</b> | <b>4,653,799</b>         |

# MID Ratepayer Advisory Board Bylaws Update

November 19, 2024

TO: MID Ratepayer Advisory Board  
FR: Sabrina Villanueva, Chair  
RE: MID Ratepayer Advisory Board Bylaws

**A summary of the recommended updates to the MID Ratepayer Advisory Board Bylaws is below.**

The MID Board bylaws were last revised in April 2013. To ensure that board governance is compliant with both the current (2023) MID ordinance and the City of Seattle's BIA policies, we recommend the below changes. A complete red-line version and clean version will be distributed electronically upon request.

- Article 1
  - Technical updates to dates and ordinance numbers
- Article 2
  - Notice of ratepayer meetings to be posted on DSA website
- Article 3
  - Board members obligation to sign a document prepared by the City Office of Economic Development
  - Updates to board member selection process to reflect city BIA policies
  - Includes language about OPMA requirements per city BIA policies
  - Updates to committee structure
    - Creation of MID executive committee to review financials and program operations, meeting as necessary
    - Creation of Public Realm Operations Committee to discuss MID clean, community safety and hospitality and public space programming and activation