



## **BOARD MEETING AGENDA**

Tuesday, December 17, 2019

5:30 – 7:30 p.m.

SCIDpda Main Offices

409 Maynard Ave. S. #P2

Seattle, WA 98104

5:30	Action	1. Call to Order – Jared Jonson Agenda Approval  Public Comment – <i>public may sign up to address the board for up to 2 minutes on matters on this agenda</i> Call to Order – Jared Jonson
5:40	Action/ Approval	2. Consent Agenda <ul style="list-style-type: none"> <li>• Approve November 2019 Meeting Minutes</li> <li>• Accept November 2019 Expenditure Memorandum</li> <li>• Accept December Concurrence Request</li> </ul> 3. Resolution – Credit Line Renewal, Vern Wood 4. Resolution – 401A Retirement Benefit, Vern Wood 5. Resolution – 2020 Meetings, Maiko Winkler-Chin
6:00	Discussion / Approval	6. 2020 Budget Presentation – SCIDpda Directors <ul style="list-style-type: none"> <li>• Resolution – Approve SCIDpda 2020 Budget</li> </ul>
7:00	Discussion / Approval	7. Board Business <ul style="list-style-type: none"> <li>• Executive Committee – Jared Jonson <ul style="list-style-type: none"> <li>• Resolution – Reappointment of Boardmembers</li> <li>• Resolution – Election of 2020 Officers &amp; At-Large Seat on Executive Committee</li> </ul> </li> <li>• Other Board Business</li> </ul>
7:30	Adjourn	Adjourn – Jared Jonson

### **Upcoming Dates:**

12/19 – SCIDpda Holiday Luncheon, 11:30 @ Tai Tung

1/6 – Real Estate Committee meeting, 5 – 630 pm

1/15 – Ad Hoc Strategic Planning Committee meeting, 12 – 1:30

1/8 – Executive Committee, 12 pm

1/11/2020 – Board Retreat – POSTPONED TO 4/4

**12/6 - Finance Committee, 2020 BUDGET REVIEW, noon – 2 pm**

1/21 – SCIDpda Board, 5:30 pm – 8 pm

### **\*\*Executive sessions may be held:**

- ☐ to consider site selection or real estate acquisition by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price;
- ☐ to consider the minimum price at which real estate will be offered for sale or lease public knowledge regarding such consideration would cause a likelihood of decreased price;
- ☐ to review negotiations on the performance of publicly bid contracts when public knowledge regarding such consideration would cause a likelihood of increased price;
- ☐ to receive and evaluate complaints/charges brought against a public officer or employee;
- ☐ to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee;
- ☐ to discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency is likely to become a party.

The mission of the Seattle Chinatown International District Preservation and Development Authority (SCIDpda) is to *preserve, promote, and develop the Seattle Chinatown International District as a vibrant community and unique ethnic neighborhood.*

## **Resolution 19-12-17-01**

### **RESOLUTION OF SEATTLE CHINATOWN INTERNATIONAL DISTRICT PRESERVATION AND DEVELOPMENT AUTHORITY**

We, the Board of the Seattle Chinatown International District Preservation and Development Authority, via consent agenda:

- Approve November 2019 Meeting Minutes
- Accept November 2019 Expenditure Memorandum
- Accept November 2019 Concurrence Requests

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Board President

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Date

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Board Secretary

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Date

**SCIDpda Board Meeting Minutes**  
November 19, 2019  
409 Maynard Ave S, Plaza Level Conference Room  
Seattle, WA 98104

**Board Present:** Jared Jonson, May Wu, Phillip Sit, David Della, Jerilyn Young, Miye Moriguchi, Michael Itti, Scott Yasui, Mindy Au, Jen Reyes, Casey Huang

**Staff Present:** Maiko Winkler-Chin, Vern Wood, Mike Omura, Jamie Lee, Janet Smith, MaryKate Ryan, Joseph Guanlao

**Guests Present:** Derek Lum, Donny Kwan, Elliot Sun

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## **1. Call to Order**

The meeting was called to order by Jared Jonson, Board Chair, at 5:33 p.m.

Maiko explained a briefing on Terminal 46 would be added to the Briefing / Discussion section of the agenda.

## **2. Board Action & Approval**

### **Consent Agenda**

**Resolution 19-12-19-01:** We, the Board of the Seattle Chinatown International District Preservation and Development Authority, via consent agenda:

- Approve September 2019 Meeting Minutes
- Approve August, September, October 2019 Expenditure Report
- Accept October Management Report

**Moved:** David Della

**Seconded:** Mindy Au

Board approved unanimously

### **Election of Elliot Sun to the Board of Directors**

**Resolution 19-12-19-02:** We, the Seattle Chinatown International District Preservation and Development Authority Board of Directors, elect Elliot Sun to the Board of Directors.

**Moved:** David Della

**Seconded:** Scott Yasui

Board approved unanimously

## **3. Video Camera System – Donny Kwan for Nora Chan, Seniors in Action**

Maiko explained the board packet contained two letters, one received by Board President Jared Jonson and another received by the Bush Hotel.

Donny Kwan, on the behalf of Nora Chan from Seniors in Action, explained he was the project manager for the project led by Seniors in Action to install a video monitoring system in the Chinatown International District. He explained the Quan family had donated over \$60K to the camera project. He explained a map showing the proposed locations of where the cameras would be installed; the project has raised \$150K of the \$350K they foresee they need, but Donnie explained Seniors in Action do not want to wait for full funding and will try to cover half the area with cameras with the funding they have; recorded video stored on servers would be used by law enforcement. Jared asked why the CIDBIA is not agreeing to take ownership of the newly proposed system. Donnie explained the current camera system does not cover a lot, and was not well maintained; the proposed system would be managed and maintained. Jamie, who is on the CIDBIA board, explained the BIA had several reasons for not wanting to own the new system, including concern for the organization's lack of capacity to manage the cameras; concern about liability for the equipment; concern for the upkeep of cameras year to year, and how to raise funds.

Donnie explained he had spoken to the vendor of the old system, and there are currently are no technicians who can maintain the old system. Mindy asked what will happen to the old system. Kwan said a new metal system would replace the old system. Michael asked how criteria would be developed to release footage. Donnie explained it needs to be a police case. David asked if there was an agreement with the Police Department. Donnie explained there was no formal agreement with the police: if a crime is reported, then access to the footage would be offered. Phil asked what the current protocol was with the current system. Jamie explained a request of a formal incident was required. May asked about other neighborhoods. Donnie explained camera systems existed in Bellevue and on University of Washington property. Maiko asked if Donnie's group had figured out who would own and manage the system, and who is on his committee. Donnie explained the vendor has management and maintenance services; his group is still looking for a non-profit organization to own the system. Jared asked about the ongoing costs of the system, and how long the system would last before it needed to be replaced. Donnie explained management is 10-15% of the general cost, and the system would last "five plus" years. Maiko asked if Nora's organization is going to fund the maintenance of the system, as it seems they are currently only fundraising for the capital cost of buying the cameras. May asked if cameras had been bought already. Donnie explained the money, design, and resources are ready, but they are still waiting for permission from five building owners.

The board had several more questions regarding ownership; the risk of high definition video and if upper floors where people are recorded will be masked; if demonstration examples of the video existed; the cost of replacing a new system in the future; whether or not Seniors in Action had explored other alternatives for public safety in the neighborhood; the actual effectiveness and deterrence to crime of video cameras.

Maiko asked what were the other five buildings, and if the Bush Hotel was not to participate, how the system would be run. Donnie explained the Bush Hotel is crucial to their project for the current and fiberoptics in the building. Maiko said the server can be moved. Donnie explained that if Bush Hotel does not allow the project to happen, the project will be dead. Jared explained there are still unanswered questions regarding ownership, alternatives for public safety explored by Seniors in Action, privacy, and compliance with public housing. Donnie explained he had a deadline and if the board doesn't want to go forward, please let him know so they can move on. Maiko explained the board would draft a letter to Nora.

#### **4. Briefing: Fall Fundraiser Debrief – Jamie Lee & Joseph Guanlao**

Joseph and Jamie gave an overview of the results from the 2019 Fundraiser, including total revenue from ticket sales, raffle, live auction, and Raise the Paddle, and additional donations.

Casey suggested the next fundraiser have a longer cocktail and a more realistic agenda for the evening, as this year we may have experienced some late starts and time over runs. Michael Itti suggested seeking out sponsorships earlier and highlighting the fact of the 45 year anniversary next year. Joseph explained sponsorship asks would be sent out in January of 2020. Maiko asked for a full list of attendees.

#### **5. Briefing / Discussion: Cruise Terminal Development of Terminal 46**

Michael explained the development of the cruise terminal at Terminal 46 on the waterfront will have impacts on the Chinatown International District neighborhood; the north end of the cruise ship terminal is Jackson Street. Maiko explained that, taking cues from a letter written by Alliance for Pioneer Square, she was working on a letter to communicate the historical and cultural significance of the waterfront in regards to the CID, as well as transportation issues. The letter is due November 22, as the public comment scoping period would end soon thereafter.

#### **5. Board Business**

##### **Executive Committee**

Maiko explained Michael Itti would complete his last term as a board member at the end of the year, and Casey and Phil would be renewing for a third term. She also explained that board member officer positions would need to be nominated for next year's positions, and those interested can talk to Jared.

##### **Real Estate Committee**

Casey explained a presentation was made to the Real Estate Committee from Plus Investments regarding a proposed 180 foot building to be built on 7<sup>th</sup> and Dearborn; the committee saw that there was no adjacent retail was nearby the proposed development, limited walkability, and that the developers recognized the challenges of the project.

Casey also reported back on a presentation given to the Real Estate Committee from the Fujimatsu project developers, which was a partnership between Da-Li and Tomio Moriguchi in which Da-Li is the operating partner and Tomio Moriguchi is the principal.

##### **Ad Hoc Strategic Planning Committee**

David explained that Wendy Watanabe is helping to facilitate the creation of the next strategic plan that will encompass five to 10 years; the committee is building on the current strategic plan while looking to the future, and discussing what the organization can anticipate internally and externally. Considerations will be made given changes in the community and landscape; organizational capacity; role in the community that is ever changing with preservation of history and culture in the neighborhood and ongoing development. Questions the committee is looking at also include: What will a cultural hub like the CID look like in the future? How will we like this neighborhood to look like in the 20 years? What is SCIDpda uniquely able to do? How is the community evolving and what is SCIDpda's role here? What is

our vision of the future, taking into consideration the legacy of the place? Further discussions will take place at the board retreat. Maiko explained the strategic plan doesn't expire until next year.

### **Other Board Business**

Maiko explained the SCIDpda Holiday Luncheon is at Tai Tung on December 19, and the board is invited. David also explained he is on the Mayor's Affordable Middle Income Advisory Committee, and he asked to do a report at a future meeting.

### **7. Adjourn**

The meeting was adjourned by Jared Jonson, Board Chair, at 7:30 p.m.

Seattle Chinatown International District Preservation and Development Authority  
409 Maynard Avenue S, Suite P2  
Seattle, WA 98114

**Expenditure Certification Memorandum**

DATE: 11/27/2019  
TO: Board of Directors  
FROM: Vern Wood, Deputy Director  
RE: November 2019 Expenditure Certification

I, Vern Wood, do hereby certify that the materials have been furnished, the services rendered or the labor performed herein; that the claims represented by the vouchers listed below were just obligations of the SCIDpda; and that I am authorized to authenticate and certify said claims.

  
Vern Wood, Deputy Director

Computer Run Checks	General Checking	1513	to	1522	\$	13,678.56
Electronic Funds Transfers	General Checking		eft		\$	35,750.00
				<b>Bush Hotel Commercial</b>	<b>\$</b>	<b>49,428.56</b>
Computer Run Checks	General Checking	1656	to	1659	\$	22,041.33
				<b>Bush Hotel Condo</b>	<b>\$</b>	<b>22,041.33</b>
Computer Run Checks	General Checking	187	to	187	\$	87,213.68
Electronic Funds Transfers	General Checking		eft		\$	15,700.76
				<b>Bush Hotel QalicB</b>	<b>\$</b>	<b>102,914.44</b>
Computer Run Checks	General Checking	668	to	687	\$	51,517.60
Electronic Funds Transfers	General Checking		eft		\$	4,064.00
				<b>Bush Hotel Residential</b>	<b>\$</b>	<b>55,581.60</b>
Computer Run Checks	General Checking	158	to	161	\$	6,409.94
Electronic Funds Transfers	General Checking		eft		\$	60,000.00
				<b>CIDpda</b>	<b>\$</b>	<b>66,409.94</b>
Computer Run Checks	General Checking	3364	to	3375	\$	38,731.45
Electronic Funds Transfers	General Checking		eft		\$	25,583.56
				<b>DVA</b>	<b>\$</b>	<b>64,315.01</b>
Computer Run Checks	Security Deposit Account	103	to	103	\$	450.00
Electronic Funds Transfers	General Checking		eft		\$	204.02
				<b>Hinghay</b>	<b>\$</b>	<b>654.02</b>
Computer Run Checks	General Checking	377	to	394	\$	71,156.32
				<b>IDVS1 Commercial</b>	<b>\$</b>	<b>71,156.32</b>
Computer Run Checks	General Checking	132	to	137	\$	31,254.17
				<b>IDVS2 Condo</b>	<b>\$</b>	<b>31,254.17</b>

Computer Run Checks	General Checking	233	to	239	\$	23,409.72
Electronic Funds Transfers	General Checking		eft		\$	1,932.72
Electronic Funds Transfers	Bond Revenue		eft		\$	30,000.00
<b>IDVS2 Library &amp; Parking</b>						<b>\$ 55,342.44</b>
Computer Run Checks	General Checking	347	to	356	\$	15,518.42
<b>IDVS2 Commercial</b>						<b>\$ 15,518.42</b>
Computer Run Checks	General Checking	615	to	630	\$	14,524.69
Electronic Funds Transfers	General Checking		eft		\$	22,582.86
<b>New Central Commercial</b>						<b>\$ 37,107.55</b>
Computer Run Checks	General Checking	204	to	205	\$	6,368.99
Electronic Funds Transfers	General Checking		eft		\$	20,680.40
<b>New Central Hotel</b>						<b>\$ 27,049.39</b>
Electronic Funds Transfers	General Checking		eft		\$	38,065.16
<b>New Central Master Tenant</b>						<b>\$ 38,065.16</b>
Computer Run Checks	General Checking	740	to	756	\$	8,311.42
Electronic Funds Transfers	General Checking		eft		\$	24,113.01
<b>New Central Residential</b>						<b>\$ 32,424.43</b>
Computer Run Checks	General Checking	851	to	884	\$	79,964.03
Electronic Funds Transfers	General Checking		eft		\$	5,885.06
EFT for Payroll	General Checking	11/07/19 & 11/21/2019			\$	159,031.88
Computer Run Checks	LH Replacement Reserves	107	to	107	\$	14,990.12
<b>SCIDpda</b>						<b>\$ 259,871.09</b>
						<b>\$ 929,133.87</b>

The above checks and electronic fund transfers are hereby approved by a majority of all members of the SCIDpda Board and signed by me in open session in authentication of their approval on this \_\_\_\_\_ day of \_\_\_\_\_ 2019.

\_\_\_\_\_  
Treasurer

\_\_\_\_\_  
Chair



## SCID Check Summary

Property=bhcomm,bhcondo,bhfund,bhmanagr,bhmaster,bhqalib,bhres,childpar,cidblock,cidpda,design,design01,design02,design03,design04,design05,design06,design07,design08,design09,design10,design11,design12,design13,design14,design15,design16,design17,design18,dva,ethbc,hinghay,idvs1com,idvs2com,idvs2con,idvs2lp,legaads,legacy,lhfoods,lhhouse,lhmarket,lhopera,lhwelln,littsaig,loumural,ncentcom,ncentres,nchotel,ncmanagr,ncmaster,nutri,pdacmmty,pdadev,pdamaint,pdaprop,scid,design19 AND mm/yy=11/2019-11/2019 AND All Checks=Yes

		Check	Total	
Check#	Vendor	Date	Check	Notes
<b>bhcommop - General Checking</b>				
1513	pdamaint - SCIDpda Maintenance Dept	11/7/2019	912.25	WOs
1514	smeinc - SME Inc of Seattle	11/7/2019	334.62	Maintenance - Other Vendors
1515	verwir - Verizon Wireless	11/7/2019	19.58	Telecomm
1516	bushcond - SCIDPDA Bush Hotel Condo Association	11/13/2019	3,967.78	Condo Billing
1517	eltsys - ELTEC Systems, LLC	11/13/2019	325.49	Elevator - Contract
1518	pdamaint - SCIDpda Maintenance Dept	11/13/2019	4,812.50	WOs
1519	wasman - Waste Management of Seattle	12/1/2019	2,996.84	Garbage/Waste Removal
1520	cedgro - Cedar Grove Organics Recycling	11/20/2019	124.80	Garbage/Waste Removal
1521	cenlin - CenturyLink	11/20/2019	57.60	Telecomm
1522	thepar - The Part Works, Inc.	11/20/2019	127.10	Supplies
ACH	bushqali - SCIDpda Bush Hotel QALICB LLC	11/7/2019	35,750.00	Rent
<b>Total bhcommop - General Checking</b>			<b>49,428.56</b>	
<b>bhcondop - General Checking</b>				
1656	ipfscorp - IPFS Corporation	11/13/2019	3,481.12	Insurance - #7 of 11
1657	tcms - TCMS of Seattle	11/13/2019	10,567.76	HVAC/Boiler Maint - Contract
1658	citseacu - City of Seattle-Combined Utilities	11/20/2019	5,470.14	Garbage/Waste Removal & Water/Sewer
1659	pugsou - Puget Sound Energy	11/20/2019	2,522.31	Natural Gas
<b>Total bhcondop - General Checking</b>			<b>22,041.33</b>	
<b>bhqalop - General Checking</b>				
187	scidpda - SCIDpda	11/7/2019	87,213.68	Loan Payment - based on surplus cash
ACH	bannymel - The Bank of New York Mellon Trust Co.	11/15/2019	10,600.76	Loan Payment - Monthly
ACH	thecomm - The Commerce Bank of WA	11/30/2019	5,100.00	Loan Payment - Monthly
<b>Total bhqalop - General Checking</b>			<b>102,914.44</b>	
<b>bhresope - General Checking</b>				
668	busimp - Business Impact NW	11/7/2019	1,604.68	Loan Payment - Monthly
669	orcinf - Orca Information Inc	11/7/2019	84.00	Credit Screening Fee
670	saipai - Sais Painting Company	11/7/2019	825.00	UTO - Other Vendors
671	seacitli - Seattle City Light	11/7/2019	892.41	Electricity
672	t0003087 - Li	11/7/2019	399.00	Move Out Refund
673	tcms - TCMS of Seattle	11/7/2019	4,012.96	HVAC/Boiler Maint - Contract
674	verwir - Verizon Wireless	11/7/2019	83.70	Telecomm
675	bushcond - SCIDPDA Bush Hotel Condo Association	11/13/2019	10,966.33	Condo Billing
676	eltsys - ELTEC Systems, LLC	11/13/2019	1,215.22	Elevator - Contract
677	mckser - McKinstry Service	11/13/2019	3,491.27	Fire Systems/Sprinklers - Contract
678	orcinf - Orca Information Inc	11/13/2019	462.00	Credit Screening Fee
679	pdamaint - SCIDpda Maintenance Dept	11/13/2019	4,098.50	WOs
680	scidpda - SCIDpda	11/13/2019	17,694.45	ID Billing
681	welfar - Wells Fargo	11/13/2019	80.32	Small Tools/Equipment

		Check	Total		
Check#	Vendor	Date	Check	Notes	
682	cenlin - CenturyLink	11/20/2019	62.44	Telecomm	
683	citseacu - City of Seattle-Combined Utilities	11/20/2019	68.63	Water/Sewer	
684	lowes - Lowe's	11/20/2019	661.93	Supplies & UTO - Other Vendors	
685	paclam - Pacific Lamp & Supply Company	11/20/2019	336.80	Supplies	
686	pmjans - Phnouk	11/20/2019	465.00	UTO - Other Vendors	
687	tcms - TCMS of Seattle	11/20/2019	4,012.96	HVAC/Boiler Maint - Contract	
ACH	thecomm - The Commerce Bank of WA	11/30/2019	4,064.00	Loan Payment - Monthly	
Total bhresope - General Checking			55,581.60		
cidpdao3 - General Checking					
158	caraud - Carlson Audio Systems	11/7/2019	1,340.03	Direct Fund Raising Expenses	
159	welfar - Wells Fargo	11/13/2019	1,175.05	Direct Fund Raising Expenses	
160	welfar - Wells Fargo	11/13/2019	3,758.84	Direct Fund Raising Expenses	
161	scidpda - SCIDpda	11/20/2019	136.02	ID Billing	
ACH	scidpda - SCIDpda	11/5/2019	60,000.00	Donation Distribution	
Total cidpdao3 - General Checking			66,409.94		
cobocap1 - Comm Bond Revenue					
ACH	idvs2lib - IDVS2 Library/Parking	11/7/2019	30,000.00	Transfer for Operating Expenses	
Total cobocap1 - Comm Bond Revenue			30,000.00		
dvaop - General Checking					
3364	idvs2lib - IDVS2 Library/Parking	11/7/2019	17,585.00	Loan Payment - Monthly	
3365	seacitli - Seattle City Light	11/7/2019	39.87	Electricity	
3366	t0001261 - Chen	11/7/2019	760.00	Move Out Refund	
3367	t0002733 - He	11/7/2019	468.00	Move Out Refund	
3368	verwir - Verizon Wireless	11/7/2019	58.78	Telecomm	
3369	eltsys - ELTEC Systems, LLC	11/13/2019	639.78	Elevator - Contract	
3370	mckser - McKinstry Service	11/13/2019	2,261.69	Plumbing	
3371	pdamaint - SCIDpda Maintenance Dept	11/13/2019	2,836.75	WOs	
3372	scidpda - SCIDpda	11/13/2019	13,543.30	ID Billing	
3373	lowes - Lowe's	11/20/2019	26.12	Supplies	
3374	shewil - Sherwin-Williams Co.	11/20/2019	461.76	Supplies	
3375	wavbro - WAVE	11/20/2019	50.40	Telecomm	
ACH	idvs2con - IDVS2 Condo Association	11/14/2019	23,213.19	Condo Billing	
ACH	idvsfh - IDVS 2 Family Housing LLC	11/15/2019	2,370.37	Replacement Reserve Deposit - Monthly	
Total dvaop - General Checking			64,315.01		
hingop2 - General Checking					
ACH	paypal - PayPal	11/20/2019	204.02	Bank Fees/Charges	
Total hingop2 - General Checking			204.02		
hingsd2 - Security Deposit					
103	balour - Balance Our Tax Code	11/20/2019	450.00	Security Deposit Refund	
Total hingsd2 - Security Deposit			450.00		
idvs2op4 - General Checking					
347	verwir - Verizon Wireless	11/7/2019	3.86	Telecomm	

		Check	Total	
Check#	Vendor	Date	Check	Notes
348	cenlin - CenturyLink	11/13/2019	59.30	Telecomm
349	idvs2con - IDVS2 Condo Association	11/13/2019	3,916.83	Condo Billing
350	mckser - McKinstry Service	11/13/2019	6,495.00	Fire Systems/Sprinklers - Contract
351	pdamaint - SCIDpda Maintenance Dept	11/13/2019	1,264.00	WOs
352	scidpda - SCIDpda	11/13/2019	864.60	ID Billing
353	wasman - Waste Management of Seattle	11/13/2019	1,605.87	Garbage/Waste Removal
354	welfar - Wells Fargo	11/13/2019	19.80	Maintenance - Other Vendors
355	repser - Republic Services	11/20/2019	1,166.17	Garbage/Waste Removal
356	thepar - The Part Works, Inc.	11/20/2019	122.99	Supplies
<b>Total idvs2op4 - General Checking</b>			<b>15,518.42</b>	
<b>legreres - Replacement Reserve</b>				
107	kone - Kone Inc.	11/13/2019	14,990.12	LH Elevator Repair Balance - OH Approved
<b>Total legreres - Replacement Reserve</b>			<b>14,990.12</b>	
<b>nccomop2 - General Checking</b>				
615	buihar - Builders' Hardware & Supply Co	11/7/2019	78.07	Locks/Keys
616	citseaci - City of Seattle	11/7/2019	297.35	Elevator - Contract
617	pdamaint - SCIDpda Maintenance Dept	11/7/2019	2,746.50	WOs
618	verwir - Verizon Wireless	11/7/2019	13.78	Telecomm
619	watsec - Watson Security	11/7/2019	33.31	Supplies
620	eltsys - ELTEC Systems, LLC	11/13/2019	261.72	Elevator - Contract
621	mckser - McKinstry Service	11/13/2019	1,971.00	Fire Systems/Sprinklers - Contract
622	pdamaint - SCIDpda Maintenance Dept	11/13/2019	4,310.50	WOs
623	wasman - Waste Management of Seattle	11/13/2019	28.60	Garbage/Waste Removal
624	welfar - Wells Fargo	11/13/2019	864.29	Plumbing
625	citseacu - City of Seattle-Combined Utilities	11/20/2019	2,203.18	Water/Sewer
626	hdsupp - HD Supply Facilities Maintenance, LTD	11/20/2019	477.35	Supplies
627	pmjans - Phnoux	11/20/2019	100.00	Janitorial - Contract
628	t0001735 - Community Alliance for Global Justice	11/20/2019	422.97	2018 NNN Reconciliation
629	tcms - TCMS of Seattle	11/20/2019	670.55	HVAC/Boiler Maint - Contract
630	thepar - The Part Works, Inc.	11/20/2019	45.52	Supplies
ACH	newcenmt - New Central Hotel Master Tenant LLC	11/7/2019	974.70	Insurance - #7 of 12 Package
ACH	newcenmt - New Central Hotel Master Tenant LLC	11/7/2019	1,046.78	Insurance - #11 of 12 Earthquake
ACH	newcenmt - New Central Hotel Master Tenant LLC	11/7/2019	19,870.83	Rent
ACH	scidpda - SCIDpda	11/14/2019	690.55	ID Billing
<b>Total nccomop2 - General Checking</b>			<b>37,107.55</b>	
<b>nchotop - General Checking</b>				
204	ipfscorp - IPFS Corporation	11/13/2019	1,777.33	Insurance - #7 of 11 Package
205	easwes - East-West Investment Co.	11/14/2019	4,591.66	Ground Lease Expense
ACH	welfar - Wells Fargo	11/10/2019	19,549.92	Loan Payment - Monthly
ACH	newcenth - New Central Hotel LLC	11/15/2019	1,130.48	Replacement Reserve Deposit - Monthly
<b>Total nchotop - General Checking</b>			<b>27,049.39</b>	
<b>ncmaster - General Checking</b>				
ACH	newcenth - New Central Hotel LLC	11/7/2019	1,744.64	Insurance - #11 of 12 Earthquake
ACH	newcenth - New Central Hotel LLC	11/7/2019	1,820.52	Insurance - #7 of 12 Package

		Check	Total		
Check#	Vendor	Date	Check	Notes	
ACH	newcenth - New Central Hotel LLC	11/7/2019	34,500.00	Rent	
Total ncmaster - General Checking			38,065.16		
ncresop - General Checking					
740	cenlin - CenturyLink	11/7/2019	58.82	Telecomm	
741	citseaci - City of Seattle	11/7/2019	297.35	Elevator - Contract	
742	pmjans - Phnouk	11/7/2019	560.00	Janitorial - Contract	
743	saipai - Sais Painting Company	11/7/2019	825.00	UTO - Other Vendors	
744	verwir - Verizon Wireless	11/7/2019	79.07	Telecomm	
745	wesext - Western Exterminator Company	11/7/2019	275.25	Pest Control	
746	eltsys - ELTEC Systems, LLC	11/13/2019	261.72	Elevator - Contract	
747	mckser - McKinstry Service	11/13/2019	1,971.00	Fire Systems/Sprinklers - Contract	
748	orcinf - Orca Information Inc	11/13/2019	84.00	Credit Screening Fee	
749	welfar - Wells Fargo	11/13/2019	28.59	Small Tools/Equipment	
750	citseacu - City of Seattle-Combined Utilities	11/20/2019	2,318.15	Garbage/Waste Removal & Water/Sewer	
751	hdsupp - HD Supply Facilities Maintenance, LTD	11/20/2019	114.42	Supplies	
752	lowes - Lowe's	11/20/2019	26.11	Supplies	
753	paclam - Pacific Lamp & Supply Company	11/20/2019	142.00	Supplies	
754	pugsou - Puget Sound Energy	11/20/2019	521.25	Natural Gas	
755	tcms - TCMS of Seattle	11/20/2019	726.43	HVAC/Boiler Maint - Contract	
756	thepar - The Part Works, Inc.	11/20/2019	22.26	Supplies	
ACH	newcenmt - New Central Hotel Master Tenant LLC	11/7/2019	697.86	Insurance - #11 of 12 Earthquake	
ACH	newcenmt - New Central Hotel Master Tenant LLC	11/7/2019	845.82	Insurance - #7 of 12 Package	
ACH	newcenmt - New Central Hotel Master Tenant LLC	11/7/2019	16,012.50	Rent	
ACH	scidpda - SCIDpda	11/14/2019	6,174.83	ID Billing	
ACH	newcentr - SCIDPDA New Central Apartments, Inc	11/15/2019	382.00	Replacement Reserve Deposit - Monthly	
Total ncresop - General Checking			32,424.43		
pdaopacc - General Checking					
851	hartfo - The Hartford	11/1/2019	848.05	Payroll Benefit - Life Insurance	
852	visser - Vision Service Plan	11/1/2019	307.55	Payroll Benefit - Vision	
853	wasden - Delta Dental of Washington	11/1/2019	1,905.05	Payroll Benefit - Dental	
854	wesext - Western Exterminator Company	11/1/2019	192.68	Pest Control	
855	bushcomm - SCIDpda Bush Hotel Commercial	11/7/2019	14,740.95	Rent	
856	intthi - Interpret This Inc	11/7/2019	467.50	CI--Translation/Interpreters	
857	kaifou - of Washington Options Inc	11/7/2019	19,872.11	Payroll Benefit - Medical	
858	locon - Locken Consulting LLC	11/7/2019	1,699.50	Professional Fees/Consulting	
859	louhot - Louisa Hotel Master Tenant LLC	11/7/2019	145.00	Employee Benefits Payable	
860	meetin - MeetingOne	11/7/2019	28.71	Telecomm	
861	offdep - Office Depot	11/7/2019	194.68	Office Supplies/Equipment	
862	phiins - Philadelphia Insurance Companies	11/7/2019	868.33	Insurance - #6 of 9	
863	ricusa - Ricoh USA, Inc	11/7/2019	243.54	Copier Lease/Maintenance	
864	thecopy - The Copy Company/TCC Printing & Imaging	11/7/2019	125.61	CI--Program - Printing	
865	verwir - Verizon Wireless	11/7/2019	1,112.09	Telecomm	
866	wavbro - WAVE	11/7/2019	132.45	Telecomm	
867	magcon - Magnum Construction Services, LTD.	11/13/2019	3,950.00	loumural--Program - Subcontracts	
868	nejul - Neilson	11/13/2019	225.00	Telecomm	
869	net2ph - Net2Phone Inc.	11/13/2019	661.12	Telecomm	

		Check	Total		
Check#	Vendor	Date	Check	Notes	
870	spalig - SparkLab Lighting Design, LLC	11/13/2019	8,500.00	CI--Program - Subcontracts	
871	welfar - Wells Fargo	11/13/2019	2,481.33	Travel & Training/Education	
872	welfar - Wells Fargo	11/13/2019	859.11	Dues, Office Supplies/Equipment & Advertising/Marketing	
873	welfar - Wells Fargo	11/13/2019	61.44	Supplies	
874	welfar - Wells Fargo	11/13/2019	198.07	Computer Software/Hardware & Office Supplies	
875	welfar - Wells Fargo	11/14/2019	1,692.00	pdadev--Permits	
877	aspcon - Aspect Consulting, LLC	11/20/2019	7,278.50	CI--Program - Professional Fee/Consulting	
878	casnet - Cascade Networks, Inc.	11/20/2019	107.17	Telecomm	
879	cenlin - CenturyLink	11/20/2019	132.35	Telecomm	
880	chiarc - Chihara Architect	11/20/2019	2,300.00	pdadev--Program - Professional Fee/Consulting	
881	panhotel - Panama Hotel	11/20/2019	6,579.22	CI--Program - Professional Fee/Consulting	
882	purpow - Purchase Power	11/20/2019	320.99	Postage	
883	tecave - Techie Avenger Inc	11/20/2019	1,629.33	Computer - Maintenance	
884	wesext - Western Exterminator Company	11/20/2019	104.60	Pest Control	
ACH	stwab&o - Department of Revenue	11/20/2019	284.56	B&O Taxes	
ACH	newcentc - SCIDPDA New Central Commercial, Inc	11/7/2019	754.00	Rent	
ACH	payloc - Paylocity Corporation	11/7/2019	80,346.37	Payroll	
ACH	payloc - Paylocity Corporation	11/8/2019	-1,623.21	Payroll	
ACH	pdamaint - SCIDpda Maintenance Dept	11/14/2019	2,580.00	WOs	
ACH	scidpda - SCIDpda	11/14/2019	79.00	lounmural--Program - Subcontract	
ACH	scidpda - SCIDpda	11/15/2019	2,187.50	LH Replacement Reserve Deposit - Monthly	
ACH	payloc - Paylocity Corporation	11/21/2019	80,308.72	Payroll	
<b>Total pdaopacc - General Checking</b>			<b>244,880.97</b>		

#### vs1op - General Checking

377	atlsup - Atlas Supply	11/7/2019	263.75	Supplies	
378	buihar - Builders' Hardware & Supply Co	11/7/2019	19.82	Locks/Keys	
379	seacitli - Seattle City Light	11/7/2019	16,251.54	Electricity	
380	tcms - TCMS of Seattle	11/7/2019	10,567.76	HVAC/Boiler Maint - Contract	
381	verwir - Verizon Wireless	11/7/2019	59.73	Telecomm	
382	cenlin - CenturyLink	11/13/2019	82.98	Telecomm	
383	citseaci - City of Seattle	11/13/2019	297.35	Elevator - Contract	
384	eltsys - ELTEC Systems, LLC	11/13/2019	2,716.57	Elevator - Contract	
385	mckser - McKinstry Service	11/13/2019	2,121.21	Plumbing	
386	pdamaint - SCIDpda Maintenance Dept	11/13/2019	2,468.00	WOs	
387	scidpda - SCIDpda	11/13/2019	17,339.84	ID Billing	
388	wasman - Waste Management of Seattle	11/13/2019	3,650.19	Garbage/Waste Removal	
389	citseacu - City of Seattle-Combined Utilities	11/19/2019	10,026.48	Water/Sewer	
390	buihar - Builders' Hardware & Supply Co	11/20/2019	11.18	Locks/Keys	
391	pugsou - Puget Sound Energy	11/20/2019	1,324.26	Natural Gas	
392	repser - Republic Services	11/20/2019	1,734.09	Garbage/Waste Removal	
393	thepar - The Part Works, Inc.	11/20/2019	271.57	Supplies	
394	usbank1 - US Bank	11/20/2019	1,950.00	Bond Admin Fees	

**Total vs1op - General Checking** **71,156.32**

#### vs2conop - General Checking

132	seacitli - Seattle City Light	11/7/2019	2,988.89	Electricity	
133	ipfscorp - IPFS Corporation	11/13/2019	4,555.62	Insurance - #7 of 11	

		Check	Total		
Check#	Vendor	Date	Check	Notes	
134	pdamaint - SCIDpda Maintenance Dept	11/13/2019	480.00	WOs	
135	tcms - TCMS of Seattle	11/13/2019	6,683.54	HVAC/Boiler Maint - Contract	
136	citseacu - City of Seattle-Combined Utilities	11/19/2019	14,212.94	Garbage/Waste Removal & Water/Sewer	
137	pugsou - Puget Sound Energy	11/20/2019	2,333.18	Nautral Gas	
<b>Total vs2conop - General Checking</b>			<b>31,254.17</b>		
<b>vs2lpop - General Checking</b>					
233	usbank - US Bank/TFM/97298300/Julie KammueLLer	11/7/2019	14,050.44	Loan Payment - Monthly	
234	verwir - Verizon Wireless	11/7/2019	51.03	Telecomm	
235	eltsys - ELTEC Systems, LLC	11/13/2019	293.22	Elevator - Contract	
236	offdep - Office Depot	11/13/2019	70.25	Office Supplies/Equipment	
237	pdamaint - SCIDpda Maintenance Dept	11/13/2019	503.00	WOs	
238	scidpda - SCIDpda	11/13/2019	8,248.06	ID Billing	
239	welfar - Wells Fargo	11/13/2019	193.72	Maintenance - Other Vendors	
ACH	citseafa - City of Seattle Finance & Admin Srvcs	11/20/2019	312.69	B&O Taxes	
ACH	idvs2con - IDVS2 Condo Association	11/14/2019	1,620.03	Condo Billing	
<b>Total vs2lpop - General Checking</b>			<b>25,342.44</b>		
			<b>929,133.87</b>		

Concurrence Requests:

*Staff are required to seek concurrence for items that:*

- *the consideration exchanged or received by the SCIDpda exceeds \$10,000, or*
- *the performance by the SCIDpda extends over a one year period.*

**December 2019 Items**

**Administration, Maiko Winkler-Chin lead**

Wendy Watanabe Consulting – \$42,300

Provide guidance, support and facilitation for a strategic planning process from September 2019 – December 2020. Scope includes:

- Meeting with a small strategic planning team (SPT) to co-design planning process elements, level of involvement and desired outcomes;
- Working with the SPT to define a stakeholder (internal and external) input gathering plan, relevant resource materials and a process for internal organizational assessment of strategies and priorities;
- Developing a strategic planning process workplan reflective of the SPT's input and updated as needed;
- Guiding, supporting and/or conducting stakeholder data collection as mutually agreed upon;
- Facilitating regular sessions with the SPT in order to plan, review, course correct and oversee the process;
- Designing and facilitating board/staff/SPT sessions through the strategic planning phases of preparation, assessing NEWMO'S situation, setting priorities and strategic decisions, and analyzing implications;
- Producing the content for a strategic plan document that is subsequently approved by the board (projected Fall 2020).

**Community Initiatives, Jamie Lee lead**

ACRS – SCIDpda receiving \$14,850

Census funding from Washington State's Office of Financial Management.

- Developing census promotional and educational materials in language
- Train-the-Trainers for sessions education to historically undercounted communities and property owners in the CID
- Trainings for volunteers to provide support to members of historically undercounted communities in their census participation
- Outreach to specific community groups and community meetings about the Census
- Providing "Census stations" with support on filing out the Census
- Support around connecting with property owners/managers for follow up

**Resolution 19-12-17-\_\_**

**RESOLUTION OF SEATTLE CHINATOWN INTERNATIONAL DISTRICT PRESERVATION AND  
DEVELOPMENT AUTHORITY**

We, the Governing body of the Seattle Chinatown International District Preservation and Development Authority ("SCIDpda"), authorize and approve the renewal of the line of credit between The Commerce Bank of Washington and SCIDpda in an amount up to \$500,000. The purpose of the credit line is to provide financing to bridge the timing gap between grants and contract payments received by borrower. Further, we authorize the Executive Director to sign loan documents with respect to the foregoing on behalf of the agency.

\_\_\_\_\_  
Board President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board Secretary

\_\_\_\_\_  
Date



**Resolution 19-12-17-\_\_**

**RESOLUTION OF SEATTLE CHINATOWN INTERNATIONAL DISTRICT  
PRESERVATION AND DEVELOPMENT AUTHORITY**

We, the Governing body of the Seattle Chinatown International District Preservation and Development Authority ("SCIDpda"), authorize and approve SCIDpda to set up a 401a Defined Contribution Savings Plan (Plan) to allow for Discretionary Employer Contributions to the Plan on behalf of SCIDpda's employees.

This Resolution replaces Resolution 19-05-21-02 passed by the Board in May whereby the Board authorized an amendment to SCIDpda's 457 Deferred Compensation Plan to allow for employer contributions. Upon discussion with SCIDpda's 457b plan administrator, Valic Financial Services, SCIDpda learned that the proper vehicle for an employer contribution to benefit employees is through a 401a plan.

Therefore, the Board affirms the Authority may set up a 401a Plan and, in its absolute discretion, make Employer Contributions to the Plan and may determine, in its absolute discretion, how any such Employer Contribution shall be allocated among Plan Participants. The Discretionary Employer Contribution may be a matching or non-matching contribution. Further, we authorize the Deputy Director to sign the Plan amendment documents with respect to the foregoing on behalf of the agency.

\_\_\_\_\_  
Board Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board Secretary

\_\_\_\_\_  
Date

## Resolution 19-12-17-\_\_\_\_\_

### RESOLUTION OF SEATTLE CHINATOWN INTERNATIONAL DISTRICT PRESERVATION AND DEVELOPMENT AUTHORITY

We, the Board of the Seattle Chinatown International District Preservation and Development Authority, approve the following 2020 meeting schedule, with all meetings to be held at SCIDpda Main Offices, 409 Maynard Ave. S., Plaza Level unless otherwise noted.

#### **Board Meetings** - *meetings begin at 5:30 unless otherwise noted*

January 21	July 21
February 25***	August 18
March 17	September 15
April 4th***	October 20
May 19	November 17
June 16	December 15

\*\*\*meeting not on third Tuesday of the month

#### **Executive Committee** - *meetings begin at noon unless otherwise noted*

January 8	July 8
February 5	August 5
March 4	September 2
April 8	October 7
May 6	November 4
June 3	December

#### **Finance Committee** - *meetings begin at 1 pm unless otherwise noted*

January 17	July 17
February 14	August 14
March 13	September 18
April 17	October 16
May 15	November 13
June 12	December 4, 12 – 2:00 pm

#### **Real Estate Development Committee** - *meetings begin at 1 pm unless otherwise noted*

January #	July #
February #	August #
March #	September #
April #	October #
May #	November #
June #	December #

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Board President

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Date

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Board Secretary

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Date

~~Board of International District Preservation and Development Authority, approve the 2020 Budget~~  
~~RESOLUTION OF SEATTLE CHINA TOWN INTERNATIONAL DISTRICT PRESERVATION AND DEVELOPMENT AUTHORITY~~

## PDA Reporting Comparative 2020 Budget to 2019 Forecast

	PDA Admin	Community Initiatives	HHC	Properties	Property Mgmt/Maint	Other Legal Holdings			Variance	% Variance
	2020 Budget	2020 Budget	2020 Budget	2020 Budget	2020 Budget	2020 Budget	2020 Budget	2019 Fcst	Fav/(Unfav)	
<b>REVENUE</b>										
RENT INCOME										
Rent (net of vacancies)			117,363	4,706,487		1,281,453	6,105,303	5,969,300	136,004	2%
Concessions and Bad Debt				(9,542)		-	(9,542)	(47,286)	37,744	80%
NET RENT INCOME			117,363	4,696,945		1,281,453	6,095,761	5,922,014	173,748	3%
TOTAL OTHER RENTAL INCOME				220,868			220,868	216,819	4,049	2%
TOTAL SERVICE INCOME	194,594			19,546	1,405,483		1,619,623	1,412,135	207,488	15%
TOTAL OTHER INCOME	364,739	2,500	5,000	30,918			403,157	109,466	293,691	268%
TOTAL INTEREST INCOME	107,362			137,080		1,203	245,645	248,438	(2,793)	-1%
Grants		584,653	7,500	-			592,153	726,113	(133,960)	-18%
LESS Grant Program Expense		(348,449)					(348,449)	(252,503)	(95,946)	-38%
Other Fundraising	213,000	90,000					303,000	191,331	111,669	58%
NET FUNDRAISING INCOME	213,000	326,204	7,500	-			546,704	664,941	(118,237)	-18%
<b>TOTAL REVENUE</b>	<b>879,695</b>	<b>328,704</b>	<b>129,863</b>	<b>5,105,357</b>	<b>1,405,483</b>	<b>1,282,656</b>	<b>9,131,758</b>	<b>8,573,813</b>	<b>557,945</b>	<b>7%</b>
<b>EXPENSES</b>										
ADMINISTRATIVE										
Professional Fees & Consulting	157,578	2,638	5,122	59,206	-	15,153	239,697	220,995	(18,702)	-8%
Rent Expense	47,948	14,160	40,890	809,163	8,996	405,814	1,326,971	1,309,880	(17,092)	-1%
Salaries, Wages, & Training	862,796	296,146	78,192	227,648	1,127,154		2,591,935	2,413,427	(178,508)	-7%
Other Admin Expenses	133,454	6,350	18,346	37,848	18,232	190	214,420	210,644	(3,776)	-2%
TOTAL ADMINISTRATIVE	1,201,776	319,293	142,549	1,133,865	1,154,382	421,157	4,373,023	4,154,947	(218,077)	-5%
TOTAL MANAGEMENT FEE	71,654	150	7,968	367,210	84,329		531,311	453,897	(77,415)	-17%
TOTAL MAINTENANCE	22,341	-	13,951	323,155	4,260	-	363,708	509,410	145,702	29%
TOTAL UTILITIES	21,361	-	23,048	388,687		-	433,097	417,000	(16,097)	-4%
TOTAL TAXES	7,185	48	296	26,777		-	34,306	31,014	(3,293)	-11%
TOTAL INSURANCE	20,521	-	2,438	95,978	40	-	118,978	105,777	(13,201)	-12%
TOTAL PROGRAM EXPENSES	25,000	5,000					30,000	34,947	4,947	14%
<b>TOTAL OPERATING EXPENSES</b>	<b>1,369,838</b>	<b>324,491</b>	<b>190,252</b>	<b>2,335,673</b>	<b>1,243,012</b>	<b>421,157</b>	<b>5,884,424</b>	<b>5,706,990</b>	<b>(177,434)</b>	<b>-3%</b>
NOI BEFORE DEBT SERVICE & GROUND LEASE	(490,143)	4,213	(60,389)	2,769,683	162,471	861,499	3,247,335	2,866,823	380,512	13%
TOTAL DEBT SERVICE & GROUND LEASE	-		-	393,028		252,607	645,635	687,811	42,176	6%
NOI AFTER DEBT SERVICE & GROUND LEASE	(490,143)	4,213	(60,389)	2,376,655	162,471	608,892	2,601,700	2,179,012	422,688	19%
TOTAL OTHER EXPENSES	(26,448)			(29,625)	-	3,000	(53,073)	(52,726)	347	-1%
<b>NET INCOME BEFORE DEPR &amp; AMORT</b>	<b>(463,695)</b>	<b>4,213</b>	<b>(60,389)</b>	<b>2,406,280</b>	<b>162,471</b>	<b>605,892</b>	<b>2,654,772</b>	<b>2,231,738</b>	<b>423,034</b>	<b>19%</b>
TOTAL DEPRECIATION & AMORTIZATION	92,649		44,484	1,076,708		347,913	1,561,754	1,559,073	(2,682)	0%
<b>NET INCOME</b>	<b>(556,344)</b>	<b>4,213</b>	<b>(104,873)</b>	<b>1,329,572</b>	<b>162,471</b>	<b>257,979</b>	<b>1,093,018</b>	<b>672,665</b>	<b>420,353</b>	<b>62%</b>

## PDA Reporting Comparative 2020 Budget to 2019 Forecast

	PDA Admin	Community Initiatives	HHC	Properties	Property Mgmt/Maint	Other Legal Holdings			Variance	% Variance
	2020 Budget	2020 Budget	2020 Budget	2020 Budget	2020 Budget	2020 Budget	2020 Budget	2019 Fcst	Fav/(Unfav)	
<b>CASH RECEIPTS/(DISBURSEMENTS AND RESTRICTION OF TDR FUNDS)</b>										
<b>NON-OPERATING/RESERVE AND CAPITAL ACCOUNTS</b>										
Operating Reserve Account #1				(7,985)			(7,985)			
Replacement Reserve Account #1				(77,206)			(77,206)			
Capital Activity	(1,028,944)			(520,000)			(1,548,944)			
Capital Payments From Reserves				520,000			520,000			
<b>TOTAL RESERVE AND CAPITAL</b>	<b>(1,028,944)</b>	<b>-</b>	<b>-</b>	<b>(85,191)</b>	<b>-</b>	<b>-</b>	<b>(1,114,136)</b>			
<b>DEBT</b>										
Loan Payable				(1,158,229)			(1,158,229)			
Pre-Development Funding Sources	1,028,944						1,028,944			
<b>TOTAL DEBT</b>	<b>1,028,944</b>	<b>-</b>	<b>-</b>	<b>(1,158,229)</b>	<b>-</b>	<b>-</b>	<b>(129,285)</b>			
<b>Total Cash Adjustments</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(1,243,420)</b>	<b>-</b>	<b>-</b>	<b>(1,243,420)</b>			
<b>Non Cash/Other Items</b>										
Due to/from/transfer related property							-			
Accrued Interest				40,158			40,158			
Other Non Cash							-			
Depreciation and Amortization	92,649	-	44,484	1,076,708	-	347,913	1,561,754			
<b>TOTAL NON CASH ITEMS ADDED BACK</b>	<b>92,649</b>	<b>-</b>	<b>44,484</b>	<b>1,116,866</b>	<b>-</b>	<b>347,913</b>	<b>1,601,912</b>			
<b>TOTAL ADJUSTMENTS FOR CASH FLOW</b>	<b>92,649</b>	<b>-</b>	<b>44,484</b>	<b>(126,554)</b>	<b>-</b>	<b>347,913</b>	<b>358,492</b>			
<b>CASH FLOW</b>	<b>(463,695)</b>	<b>4,213</b>	<b>(60,389)</b>	<b>1,203,018</b>	<b>162,471</b>	<b>605,892</b>	<b>1,451,510</b>			

# 2020 SCIDpda Budget Presentation

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TO THE SCIDPDA BOARD

DECEMBER 17, 2019



# Strategic Plan Accomplishments and Vision

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- 2020 Vision
- Strategic Plan Accomplishments
- Core Competencies Focus
- Beyond 2020 Vision





# 2019 Summary

Builds on the successes of the past few years, focuses on our core competencies, and stretches past the neighborhood footprint

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- More housing units and options
  - Louisa, SHA Site, Senior Services transition, North Lot, Goodwill
- CID properties better serve the community
  - Received funding to focus on underutilized properties
- More positive businesses
  - Almost completely leased Louisa Hotel
  - Assisted in return of beloved Legacy Business (Phnom Penh)
  - Continuing workshop series on business retention
- Stronger community connections
  - Continue to support public safety work
  - Continuing to implement recommendations of lighting study
  - Capitol projects for JCCCWW, Theater Off Jackson, Friends of Little Saigon
- PDA buildings financially sustainable
  - Commercial properties at 98% occupancy rate
  - Rent increases evaluated annually for optimal Community and PDA benefit
  - Triple Net process improvements implemented
- PDA's organizational sustainability strengthened
  - Developed and completed three year budgets
  - Created additional Key Performance Indicator metrics
  - Community Initiatives' staff transitions successfully implemented
  - Identified and hired key support staff in Property Operations
  - Continued salary/wage increases with additional benefits including 401a discretionary match.
  - Completed new payroll system installation and rollout
- Other Positive Business Results
  - HHC achieved highest memberships
  - Most successful fundraising event **ever!**

# 2020 Overview

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- 2017 was a year of revenue growth and debt consolidation
- 2018 prepared for future changes with continuing investments in Properties, Programs, and People
- 2019 built on the successes of the past few years for core competencies, and stretched past the neighborhood footprint
- 2020 is a year of transitional growth and looking towards the future
  - Building our bench as Property Operations and RE Development are major lines of business
  - Strategic plan development for 2021 - 2025
  - Compensation study to evaluate progress made towards reaching median wages
  - Small Business focus
  - Disaster Preparedness Training
  - Commercial Affordability
  - Property owner assistance for URM's
  - LS Park construction and neighborhood lighting improvements
  - 2020 Census

# Community Initiatives

## Jamie Lee

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- Additional growth in fundraising events and sponsorships
- Chair and support the Chinatown ID Complete Count Committee (Census)
- Sustain HHC memberships; raising rates to keep up with costs, still lowest prices in area
- Continue to support business development needs in the CID
- Assist Real Estate Development with outreach on projects
- Focus on underutilized properties, including URM policies
- Neighborhood safety and beautification progress; including implementing recommendations from lighting study



# Property Operations

## Vern Wood

- Staffing to anticipate increased Property Operations footprint
  - Organizational changes in key leadership roles
- Focus on PDA building improvements
  - New Bush roof, and painting
  - Hallway and Apartment upgrades – flooring, cabinetry, appliances
  - Security/safety projects including lighting, cameras, and updated intercoms
- Carefully planned rent increases for residential tenants
- Align commercial tenant selection with Community Initiatives
- Ensure accurate commercial billing
- Continue Emergency Preparedness planning, supplies, and communication

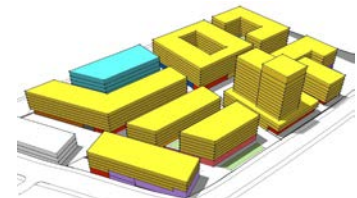


# Real Estate Development

## Mike Omura

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- Working with co-developer with Capitol Hill Housing for SHA Records Site
  - 158 units with 92 units 30% AMI, 66 units 60% AMI
  - 54% family units
  - Total estimated total development cost of \$79M
  - Anticipated construction start in Q4 of 2020
- North Lot
  - 262 units all 60% AMI and 61% family units (2, 3 and 4 bedrooms)
  - Total estimated total development cost \$135M
  - Anticipated building permit submittal Q4 2020
- Goodwill
  - 92 to 118 units all targeted at 60% AMI
  - Total estimated total development cost \$94M



# Finance and Administrative Services

## Vern Wood

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- New five year Strategic Plan
  - Hire consultant to assist with process
  - Planning team (Board and Staff) to focus on development of plan
  - Informs 2021+ budgeting and forecast
- Funding for development projects
  - Continue to loan funds for predevelopment of Big Village project
  - Assist with obtaining funds for Big Village construction
  - Secure funding for North Lot project
- Compensation and benefits
  - New strategic positions budgeted
  - Increase salaries/wages by 3%
  - Incentive opportunity based on organizational goals
  - Offer additional benefits (401a discretionary contribution, pretax transportation, benefits to employees working less than 30 hrs/wk)
  - Compensation study to evaluate progress towards reaching median wage targets
- Increased accountability with dashboards
  - Focus on analysis of reporting
  - Develop new metrics to provide information and focus

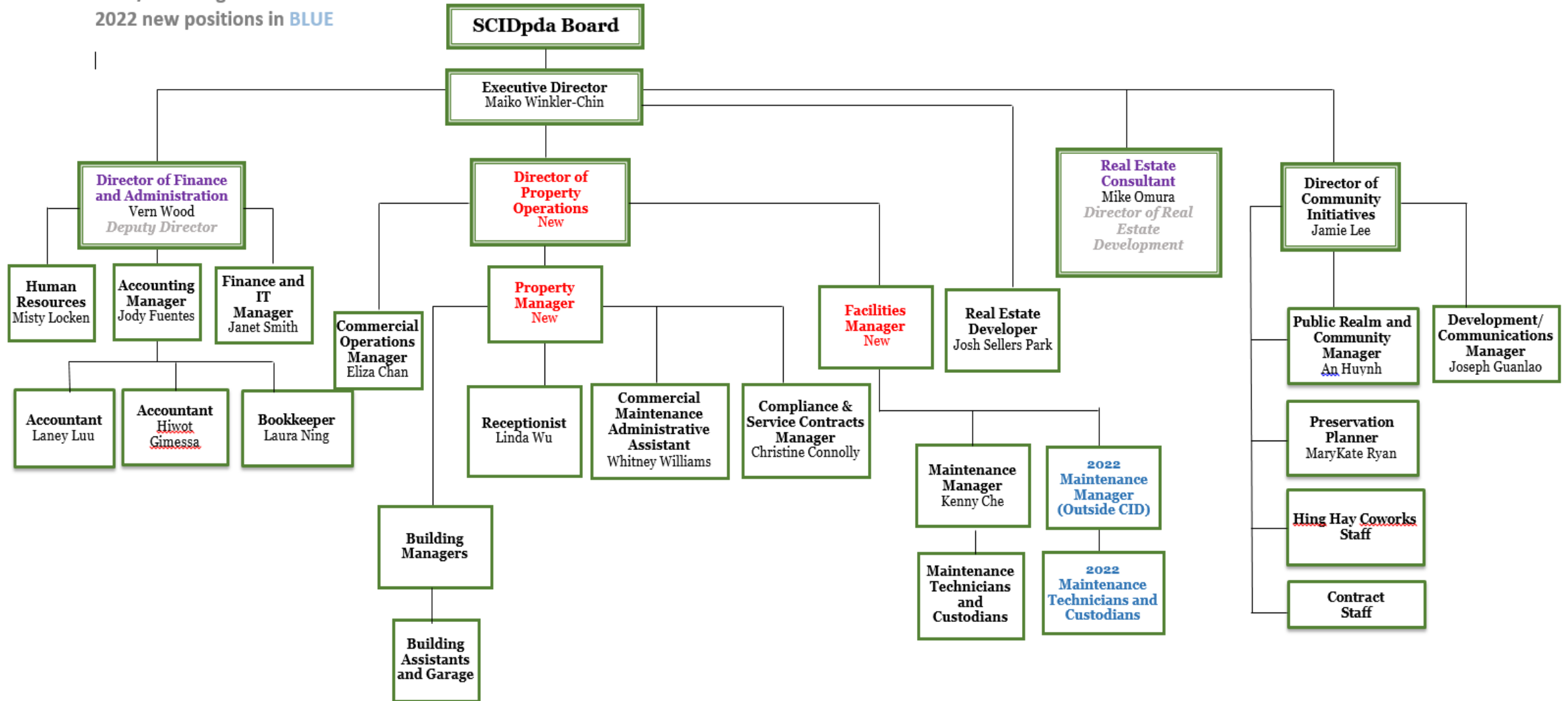


# SCIDpda Re-org

2020 new positions in **RED**

2020/21 Changes in **PURPLE**

2022 new positions in **BLUE**





# SCIDpda 2020 Budget Overview

by Business Segment

PDA Reporting Comparative 2020 Budget to 2019 Forecast

	PDA Admin 2020 Budget	Community Initiatives 2020 Budget	HHC 2020 Budget	Properties 2020 Budget	Property Mgmt/Maint 2020 Budget	Other Legal Holdings 2020 Budget	2020 Budget	2019 Fcst	Variance Fav/(Unfav)	% Variance
<b>REVENUE</b>										
RENT INCOME										
Rent (net of vacancies)			117,363	4,706,487		1,281,453	6,105,303	5,969,300	136,004	2%
Concessions and Bad Debt				(9,542)		-	(9,542)	(47,286)	37,744	80%
NET RENT INCOME			117,363	4,696,945		1,281,453	6,095,761	5,922,014	173,748	3%
TOTAL OTHER RENTAL INCOME				220,868			220,868	216,819	4,049	2%
TOTAL SERVICE INCOME	194,594			19,546	1,405,483		1,619,623	1,412,135	207,488	15%
TOTAL OTHER INCOME	364,739	2,500	5,000	30,918			403,157	109,466	293,691	268%
TOTAL INTEREST INCOME	107,362			137,080		1,203	245,645	248,438	(2,793)	-1%
Grants		584,653	7,500	-			592,153	726,113	(133,960)	-18%
LESS Grant Program Expense		(348,449)					(348,449)	(252,503)	(95,946)	-38%
Other Fundraising	213,000	90,000					303,000	191,331	111,669	58%
NET FUNDRAISING INCOME	213,000	326,204	7,500	-			546,704	664,941	(118,237)	-18%
<b>TOTAL REVENUE</b>	<b>879,695</b>	<b>328,704</b>	<b>129,863</b>	<b>5,105,357</b>	<b>1,405,483</b>	<b>1,282,656</b>	<b>9,131,758</b>	<b>8,573,813</b>	<b>557,945</b>	<b>7%</b>
<b>EXPENSES</b>										
ADMINISTRATIVE										
Professional Fees & Consulting	157,578	2,638	5,122	59,206	-	15,153	239,697	220,995	(18,702)	-8%
Rent Expense	47,948	14,160	40,890	809,163	8,996	405,814	1,326,971	1,309,880	(17,092)	-1%
Salaries, Wages, & Training	862,796	296,146	78,192	227,648	1,127,154		2,591,935	2,413,427	(178,508)	-7%
Other Admin Expenses	133,454	6,350	18,346	37,848	18,232	190	214,420	210,644	(3,776)	-2%
TOTAL ADMINISTRATIVE	1,201,776	319,293	142,549	1,133,865	1,154,382	421,157	4,373,023	4,154,947	(218,077)	-5%
TOTAL MANAGEMENT FEE	71,654	150	7,968	367,210	84,329		531,311	453,897	(77,415)	-17%
TOTAL MAINTENANCE	22,341	-	13,951	323,155	4,260	-	363,708	509,410	145,702	29%
TOTAL UTILITIES	21,361	-	23,048	388,687		-	433,097	417,000	(16,097)	-4%
TOTAL TAXES	7,185	48	296	26,777		-	34,306	31,014	(3,293)	-11%
TOTAL INSURANCE	20,521	-	2,438	95,978	40	-	118,978	105,777	(13,201)	-12%
TOTAL PROGRAM EXPENSES	25,000	5,000					30,000	34,947	4,947	14%
<b>TOTAL OPERATING EXPENSES</b>	<b>1,369,838</b>	<b>324,491</b>	<b>190,252</b>	<b>2,335,673</b>	<b>1,243,012</b>	<b>421,157</b>	<b>5,884,424</b>	<b>5,706,990</b>	<b>(177,434)</b>	<b>-3%</b>
NOI BEFORE DEBT SERVICE & GROUND LEASE	(490,143)	4,213	(60,389)	2,769,683	162,471	861,499	3,247,335	2,866,823	380,512	13%
TOTAL DEBT SERVICE & GROUND LEASE	-		-	393,028		252,607	645,635	687,811	42,176	6%
NOI AFTER DEBT SERVICE & GROUND LEASE	(490,143)	4,213	(60,389)	2,376,655	162,471	608,892	2,601,700	2,179,012	422,688	19%
TOTAL OTHER EXPENSES	(26,448)			(29,625)	-	3,000	(53,073)	(52,726)	347	-1%
<b>NET INCOME BEFORE DEPR &amp; AMORT</b>	<b>(463,695)</b>	<b>4,213</b>	<b>(60,389)</b>	<b>2,406,280</b>	<b>162,471</b>	<b>605,892</b>	<b>2,654,772</b>	<b>2,231,738</b>	<b>423,034</b>	<b>19%</b>
TOTAL DEPRECIATION & AMORTIZATION	92,649		44,484	1,076,708		347,913	1,561,754	1,559,073	(2,682)	0%
<b>NET INCOME</b>	<b>(556,344)</b>	<b>4,213</b>	<b>(104,873)</b>	<b>1,329,572</b>	<b>162,471</b>	<b>257,979</b>	<b>1,093,018</b>	<b>672,665</b>	<b>420,353</b>	<b>62%</b>





# SCIDpda 2020 Budget Overview

## Additional Cash Flows

	PDA Admin	Community Initiatives	HHC	Properties	Property Mgmt/Maint	Other Legal Holdings	
	2020 Budget	2020 Budget	2020 Budget	2020 Budget	2020 Budget	2020 Budget	2020 Budget
CASH RECEIPTS/(DISBURSEMENTS AND RESTRICTION OF TDR FUNDS)							
NON-OPERATING/RESERVE AND CAPITAL ACCOUNTS							
Operating Reserve Account #1				(7,985)			(7,985)
Replacement Reserve Account #1				(77,206)			(77,206)
Capital Activity	(1,028,944)			(520,000)			(1,548,944)
Capital Payments From Reserves				520,000			520,000
<b>TOTAL RESERVE AND CAPITAL</b>	<b>(1,028,944)</b>	<b>-</b>	<b>-</b>	<b>(85,191)</b>	<b>-</b>	<b>-</b>	<b>(1,114,136)</b>
DEBT							
Loan Payable				(1,158,229)			(1,158,229)
Pre-Development Funding Sources	1,028,944						1,028,944
<b>TOTAL DEBT</b>	<b>1,028,944</b>	<b>-</b>	<b>-</b>	<b>(1,158,229)</b>	<b>-</b>	<b>-</b>	<b>(129,285)</b>
<b>Total Cash Adjustments</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(1,243,420)</b>	<b>-</b>	<b>-</b>	<b>(1,243,420)</b>
<b>Non Cash/Other Items</b>							
Due to/from/transfer related property							-
Accrued Interest				40,158			40,158
Other Non Cash							-
Depreciation and Amortization	92,649	-	44,484	1,076,708	-	347,913	1,561,754
<b>TOTAL NON CASH ITEMS ADDED BACK</b>	<b>92,649</b>	<b>-</b>	<b>44,484</b>	<b>1,116,866</b>	<b>-</b>	<b>347,913</b>	<b>1,601,912</b>
<b>TOTAL ADJUSTMENTS FOR CASH FLOW</b>	<b>92,649</b>	<b>-</b>	<b>44,484</b>	<b>(126,554)</b>	<b>-</b>	<b>347,913</b>	<b>358,492</b>
<b>CASH FLOW</b>	<b>(463,695)</b>	<b>4,213</b>	<b>(60,389)</b>	<b>1,203,018</b>	<b>162,471</b>	<b>605,892</b>	<b>1,451,510</b>

- Reserve payments
  - Payments for Operating and Replacement Reserves are \$85K
- Capital costs
  - \$1m budgeted for RE Development expected to be reimbursed through pre-development funding sources
  - \$520K in building improvements funded by replacement reserves
- Loan payments
  - \$1.2M in note and loan payments
- Net Cash Flow \$1.45m

# Appendix

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# SCIDpda Budget Presentation

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- Strategic Plan Accomplishments and Vision
- 2019 Summary
- 2020 Overview
- Business Segments
  - Community Initiatives
  - Property Operations
  - Real Estate Development
  - Finance and Administrative Services
- Organization Changes
- 2021-22 Overview
- Wrap Up

# SCIDpda 2019 Financial Highlights

## Forecast vs Budget

### Comparison of forecast to original 2019 budget

	Revenue \$000's	All Expenses \$000's	NOI before Dep/Amort \$000's
2019 Forecast	\$8,574	\$5,144	\$3,430
2019 Budget	\$8,249	\$5,201	\$3,048
Variance			<b>\$383</b>

- Revenue \$325K better than budget
  - \$65k more in Net Rents through focused tenant management
  - \$46k more in Interest Income due to new investment policy
  - \$45k higher in Grants (net); \$25k higher in fundraising and donations
- Operating Expenses \$72K under budget
  - \$34k savings in Legal Costs anticipated in the budget were not required
  - \$64k less in Salaries & Wages as new staff hires were delayed
  - \$63k less in rent expense from Deferred Rents budget
  - Offset by \$124k over budget in Maintenance for Recoveries
- Net Operating Income Before Depreciation and Amortization (NOIbda) expected \$383k better than budget – Yeah!

# 2020 Financial Overview

## Budget vs 2019 Forecast

	Revenue \$000's	All Expenses \$000's	NOI before Dep/Amort \$000's
2020 Budget	\$9,132	\$6,477	\$2,655
2019 Forecast *	\$8,574	\$6,342	\$2,232
Change			<b>\$423</b>

\* 2019 Forecast normalized to remove TDR  
for comparison to 2020 Budget

### Comparison of 2020 budget to the 2019 forecast

- Revenues increase \$558k
  - Rent Income growth for Property Operations @ 3%
  - Service Income increases as maintenance staff working for managed properties now charged a full year (Louisa), and at full compensation (InterIm)
  - Other Income jumps \$294k as Developer Fees planned for North Lot and SHA are received
- Operating costs growing \$177k as Employee Benefits and Property Insurance have significant rate increases, and 3 new hires in Property Operations added
- NOIbda of \$2.6m is \$423k better than 2019

# 2019 to 2022 Cumulative Growth

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	Revenue \$000's	All Expenses \$000's	NOI before Dep/Amort \$000's
2020 Budget	\$9,132	\$6,477	\$2,655
2021 Budget	\$9,564	\$6,834	\$2,730
2022 Budget	\$9,777	\$6,936	\$2,841
2019 -22 Cumulative Change	<b>\$1,203</b>	<b>\$594</b>	<b>\$609</b>
Cumulative Growth Rate	14%	9%	27%

- Revenue grows \$1.2m from 2019 to 2022 largely due to North Lot and SHA Developer Fees keeping SCIDpda with a good financial position prior to new properties opening 2023/24.
- Expenses grow \$594k or 9% from 2019
  - Compensation increases include continued raises (avg 3%), 401a contributions, and other benefits growth
- NOIbda cumulative growth of \$609k

# Total SCIDpda Summary

## 2020 Budget vs 2019 Forecast

	Budget 2020	Forecast 2019 9x3	2019-2020 Variance Fav/(Unfav)	2019-2020 Var %
<b>REVENUE</b>				
NET RENT INCOME	\$6,095,761	\$5,922,014	\$173,748	3%
TOTAL PARKING INCOME	\$220,868	\$216,819	\$4,049	2%
TOTAL SERVICE INCOME	\$1,619,623	\$1,412,135	\$207,488	15%
TOTAL OTHER INCOME	\$403,157	\$109,466	\$293,691	268%
TOTAL INTEREST INCOME	\$245,645	\$248,438	(\$2,793)	-1%
NET FUNDRAISING INCOME	\$546,704	\$664,941	(\$118,237)	-18%
<b>TOTAL REVENUE</b>	<b>\$9,131,758</b>	<b>\$8,573,813</b>	<b>\$557,945</b>	<b>7%</b>
<b>EXPENSES</b>				
Professional Fees & Consulting	\$239,697	\$220,995	(\$18,702)	-8%
Rent	\$1,326,971	\$1,309,880	(\$17,092)	-1%
Salaries, Wages, Training	\$2,591,935	\$2,413,427	(\$178,508)	-7%
Other Admin	\$214,420	\$210,644	(\$3,776)	-2%
<b>TOTAL ADMINISTRATIVE</b>	<b>\$4,373,023</b>	<b>\$4,154,947</b>	<b>(\$218,077)</b>	<b>-5%</b>
TOTAL MANAGEMENT FEE	\$531,311	\$453,897	(\$77,415)	-17%
TOTAL MAINTENANCE	\$363,708	\$509,410	\$145,702	29%
TOTAL UTILITIES	\$433,097	\$417,000	(\$16,097)	-4%
TOTAL TAXES	\$34,306	\$31,014	(\$3,293)	-11%
TOTAL INSURANCE	\$118,978	\$105,777	(\$13,201)	-12%
TOTAL PROGRAM EXPENSES	\$30,000	\$34,947	\$4,947	14%
<b>TOTAL OPERATING EXPENSES</b>	<b>\$5,884,424</b>	<b>\$5,706,990</b>	<b>(\$177,434)</b>	<b>-3%</b>
TOTAL DEBT SERVICE & GROUND L	\$645,635	\$687,811	\$42,176	6%
TOTAL OTHER EXPENSES	(\$53,073)	(\$52,726)	\$347	-1%
<b>NI before Dep &amp; Amort</b>	<b>\$2,654,772</b>	<b>\$2,231,738</b>	<b>\$423,034</b>	<b>19%</b>

- 2019 Forecast normalized in Other Expenses to remove TDR for comparison to 2020 Budget

# Administration, RE Development, Fundraising

## 2020 Budget vs 2019 Forecast

	Budget	Forecast	2019-2020	2019-2020
	2020	2019 9x3	Variance Fav/(Unfav)	Var %
<b>REVENUE</b>				
NET RENT INCOME	\$0	\$0	\$0	0%
TOTAL PARKING INCOME	\$0	\$0	\$0	0%
TOTAL SERVICE INCOME	\$194,594	\$160,220	\$34,373	21%
TOTAL OTHER INCOME	\$364,739	\$47,716	\$317,023	664%
TOTAL INTEREST INCOME	\$107,362	\$104,235	\$3,127	3%
NET FUNDRAISING INCOME	\$213,000	\$255,755	(\$42,755)	-17%
<b>TOTAL REVENUE</b>	<b>\$879,695</b>	<b>\$567,926</b>	<b>\$311,768</b>	<b>55%</b>
<b>EXPENSES</b>				
Professional Fees & Consulting	\$157,578	\$132,592	(\$24,986)	-19%
Rent	\$47,948	\$35,692	(\$12,256)	-34%
Salaries, Wages, Training	\$862,796	\$846,654	(\$16,142)	-2%
Other Admin	\$133,454	\$128,375	(\$5,079)	-4%
<b>TOTAL ADMINISTRATIVE</b>	<b>\$1,201,776</b>	<b>\$1,143,313</b>	<b>(\$58,463)</b>	<b>-5%</b>
TOTAL MANAGEMENT FEE	\$71,654	\$15,688	(\$55,966)	-357%
TOTAL MAINTENANCE	\$22,341	\$20,990	(\$1,351)	-6%
TOTAL UTILITIES	\$21,361	\$20,305	(\$1,056)	-5%
TOTAL TAXES	\$7,185	\$1,162	(\$6,022)	-518%
TOTAL INSURANCE	\$20,521	\$18,024	(\$2,498)	-14%
TOTAL PROGRAM EXPENSES	\$25,000	\$25,234	\$234	1%
<b>TOTAL OPERATING EXPENSES</b>	<b>\$1,369,838</b>	<b>\$1,244,715</b>	<b>(\$125,122)</b>	<b>-10%</b>
TOTAL DEBT SERVICE & GROUN	\$0	\$0	\$0	0%
TOTAL OTHER EXPENSES	(\$26,448)	(\$24,939)	\$1,509	-6%
<b>NI before Dep &amp; Amort</b>	<b>(\$463,695)</b>	<b>(\$651,850)</b>	<b>\$188,155</b>	<b>29%</b>

- Revenue increase from Developer Fees
- Fundraising income declines to reflect a conservative estimate
- Professional Fees addition includes Strategic Plan development
- Salaries/Wages increasing 401a contributions, 3% merit, and growth in benefits



# Community Initiatives

## 2020 Budget vs 2019 Forecast

	Budget 2020	Forecast 2019 9x3	2019-2020 Variance Fav/(Unfav)	2019- 2020 Var %
<b>REVENUE</b>				
NET RENT INCOME	\$0	\$0	\$0	0%
TOTAL PARKING INCOME	\$0	\$0	\$0	0%
TOTAL SERVICE INCOME	\$0	\$0	\$0	0%
TOTAL OTHER INCOME	\$2,500	\$10,579	(\$8,079)	-76%
TOTAL INTEREST INCOME	\$0	\$0	\$0	0%
NET FUNDRAISING INCOME	\$326,204	\$390,086	(\$63,882)	-16%
<b>TOTAL REVENUE</b>	<b>\$328,704</b>	<b>\$400,665</b>	<b>(\$71,961)</b>	<b>-18%</b>
<b>EXPENSES</b>				
Professional Fees & Consulting	\$2,638	\$2,512	(\$126)	-5%
Rent	\$14,160	\$13,200	(\$960)	-7%
Salaries, Wages, Training	\$296,146	\$302,836	\$6,691	2%
Other Admin	\$6,350	\$5,407	(\$943)	-17%
<b>TOTAL ADMINISTRATIVE</b>	<b>\$319,293</b>	<b>\$323,955</b>	<b>\$4,662</b>	<b>1%</b>
TOTAL MANAGEMENT FEE	\$150	\$1,045	\$895	86%
TOTAL MAINTENANCE	\$0	\$0	\$0	0%
TOTAL UTILITIES	\$0	\$0	\$0	0%
TOTAL TAXES	\$48	\$314	\$266	85%
TOTAL INSURANCE	\$0	\$0	\$0	0%
TOTAL PROGRAM EXPENSES	\$5,000	\$9,713	\$4,713	49%
<b>TOTAL OPERATING EXPENSES</b>	<b>\$324,491</b>	<b>\$335,027</b>	<b>\$10,535</b>	<b>3%</b>
TOTAL DEBT SERVICE & GROUN	\$0	\$0	\$0	0%
TOTAL OTHER EXPENSES	\$0	\$0	\$0	0%
<b>NI before Dep &amp; Amort</b>	<b>\$4,213</b>	<b>\$65,638</b>	<b>(\$61,426)</b>	<b>94%</b>

- Fundraising income reflects conservative estimate for Private Grants and Annual Auction target

# Hinghay CoWorks

## 2020 Budget vs 2019 Forecast

	Budget 2020	Forecast 2019 9x3	2019-2020 Variance Fav/(Unfav)	2019- 2020 Var %
<b>REVENUE</b>				
NET RENT INCOME	\$117,363	\$118,787	(\$1,424)	-1%
TOTAL PARKING INCOME	\$0	\$0	\$0	0%
TOTAL SERVICE INCOME	\$0	\$0	\$0	0%
TOTAL OTHER INCOME	\$5,000	\$4,787	\$213	4%
TOTAL INTEREST INCOME	\$0	\$0	\$0	0%
NET FUNDRAISING INCOME	\$7,500	\$100	\$7,400	7400%
<b>TOTAL REVENUE</b>	<b>\$129,863</b>	<b>\$123,674</b>	<b>\$6,189</b>	<b>5%</b>
<b>EXPENSES</b>				
Professional Fees & Consulting	\$5,122	\$4,878	(\$244)	-5%
Rent	\$40,890	\$39,478	(\$1,412)	-4%
Salaries, Wages, Training	\$78,192	\$67,928	(\$10,264)	-15%
Other Admin	\$18,346	\$18,590	\$245	1%
<b>TOTAL ADMINISTRATIVE</b>	<b>\$142,549</b>	<b>\$130,874</b>	<b>(\$11,675)</b>	<b>-9%</b>
TOTAL MANAGEMENT FEE	\$7,968	\$7,588	(\$380)	-5%
TOTAL MAINTENANCE	\$13,951	\$21,933	\$7,982	36%
TOTAL UTILITIES	\$23,048	\$20,845	(\$2,203)	-11%
TOTAL TAXES	\$296	\$292	(\$4)	-1%
TOTAL INSURANCE	\$2,438	\$2,032	(\$406)	-20%
TOTAL PROGRAM EXPENSES	\$0	\$0	\$0	0%
<b>TOTAL OPERATING EXPENSES</b>	<b>\$190,252</b>	<b>\$183,565</b>	<b>(\$6,687)</b>	<b>-4%</b>
TOTAL DEBT SERVICE & GROUND	\$0	\$0	\$0	0%
TOTAL OTHER EXPENSES	\$0	\$0	\$0	0%
<b>NI before Dep &amp; Amort</b>	<b>(\$60,389)</b>	<b>(\$59,891)</b>	<b>(\$498)</b>	<b>-1%</b>

- Minor rate changes planned for Hinghay CoWorks
- National CAPACD Grant added in 2020

# Properties

## 2020 Budget vs 2019 Forecast

	Budget 2020	Forecast 2019 9x3	2019-2020 Variance Fav/(Unfav)	2019- 2020 Var %
<b>REVENUE</b>				
NET RENT INCOME	\$4,696,945	\$4,536,374	\$160,572	4%
TOTAL PARKING INCOME	\$220,868	\$216,819	\$4,049	2%
TOTAL SERVICE INCOME	\$19,546	\$20,773	(\$1,227)	-6%
TOTAL OTHER INCOME	\$30,918	\$46,384	(\$15,466)	-33%
TOTAL INTEREST INCOME	\$137,080	\$142,999	(\$5,919)	-4%
NET FUNDRAISING INCOME	\$0	\$19,000	(\$19,000)	-100%
<b>TOTAL REVENUE</b>	<b>\$5,105,357</b>	<b>\$4,982,348</b>	<b>\$123,008</b>	<b>2%</b>
<b>EXPENSES</b>				
Professional Fees & Consulting	\$59,206	\$66,271	\$7,065	11%
Rent	\$809,163	\$806,876	(\$2,287)	0%
Salaries, Wages, Training	\$227,648	\$252,655	\$25,007	10%
Other Admin	\$37,848	\$37,795	(\$53)	0%
<b>TOTAL ADMINISTRATIVE</b>	<b>\$1,133,865</b>	<b>\$1,163,597</b>	<b>\$29,732</b>	<b>3%</b>
TOTAL MANAGEMENT FEE	\$367,210	\$355,706	(\$11,503)	-3%
TOTAL MAINTENANCE	\$323,155	\$464,079	\$140,923	30%
TOTAL UTILITIES	\$388,687	\$375,849	(\$12,838)	-3%
TOTAL TAXES	\$26,777	\$29,245	\$2,468	8%
TOTAL INSURANCE	\$95,978	\$85,681	(\$10,297)	-12%
TOTAL PROGRAM EXPENSES	\$0	\$0	\$0	0%
<b>TOTAL OPERATING EXPENSES</b>	<b>\$2,335,673</b>	<b>\$2,474,157</b>	<b>\$138,484</b>	<b>6%</b>
TOTAL DEBT SERVICE & GROUND	\$393,028	\$427,116	\$34,088	8%
TOTAL OTHER EXPENSES	(\$29,625)	(\$29,625)	\$0	0%
<b>NI before Dep &amp; Amort</b>	<b>\$2,406,280</b>	<b>\$2,110,699</b>	<b>\$295,581</b>	<b>14%</b>

- Triple Net (NNN) reconciliations for accurate billing reduces variability in maintenance, utilities, taxes, and insurance, however utilities are anticipated to grow >5% in 2020
- 2019 Forecast normalized to remove TDR in Other Expenses for comparison to 2020 Budget

# Property Management & Maintenance

## 2020 Budget vs 2019 Forecast

	Budget 2020	Forecast 2019 9x3	2019-2020 Variance Fav/(Unfav)	2019- 2020 Var %
<b>REVENUE</b>				
NET RENT INCOME	\$0	\$0	\$0	0%
TOTAL PARKING INCOME	\$0	\$0	\$0	0%
TOTAL SERVICE INCOME	\$1,405,483	\$1,231,141	\$174,342	14%
TOTAL OTHER INCOME	\$0	\$0	\$0	0%
TOTAL INTEREST INCOME	\$0	\$0	\$0	0%
NET FUNDRAISING INCOME	\$0	\$0	\$0	0%
<b>TOTAL REVENUE</b>	<b>\$1,405,483</b>	<b>\$1,231,141</b>	<b>\$174,342</b>	<b>14%</b>
<b>EXPENSES</b>				
Professional Fees & Consulting	\$0	\$30	\$30	100%
Rent	\$8,996	\$8,820	(\$176)	-2%
Salaries, Wages, Training	\$1,127,154	\$943,354	(\$183,800)	-19%
Other Admin	\$18,232	\$20,202	\$1,970	10%
<b>TOTAL ADMINISTRATIVE</b>	<b>\$1,154,382</b>	<b>\$972,407</b>	<b>(\$181,976)</b>	<b>-19%</b>
<b>TOTAL MANAGEMENT FEE</b>	<b>\$84,329</b>	<b>\$73,869</b>	<b>(\$10,461)</b>	<b>-14%</b>
<b>TOTAL MAINTENANCE</b>	<b>\$4,260</b>	<b>\$2,408</b>	<b>(\$1,852)</b>	<b>-77%</b>
<b>TOTAL UTILITIES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>
<b>TOTAL TAXES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>
<b>TOTAL INSURANCE</b>	<b>\$40</b>	<b>\$40</b>	<b>\$0</b>	<b>0%</b>
<b>TOTAL PROGRAM EXPENSES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>\$1,243,012</b>	<b>\$1,048,724</b>	<b>(\$194,288)</b>	<b>-19%</b>
TOTAL DEBT SERVICE & GROUN	\$0	\$0	\$0	0%
TOTAL OTHER EXPENSES	\$0	\$3,057	\$3,057	100%
<b>NI before Dep &amp; Amort</b>	<b>\$162,471</b>	<b>\$179,360</b>	<b>(\$16,888)</b>	<b>-9%</b>

- Revenue 14% growth in R&M fees
  - Work Order billing rate increases 3.5% for PDA properties
  - Improved procedures to categorize, track, and complete Work Orders.
  - Full year of Louisa and full compensation covered by InterIm in 2020
- Compensation increases from new staff, incentive programs, raises, and benefits

# Other Legal Entities

## 2020 Budget vs 2019 Forecast

	Budget 2020	Forecast 2019 9x3	2019-2020 Variance Fav/(Unfav)	2019- 2020 Var %
<b>REVENUE</b>				
NET RENT INCOME	\$1,281,453	\$1,266,853	\$14,600	1%
TOTAL PARKING INCOME	\$0	\$0	\$0	0%
TOTAL SERVICE INCOME	\$0	\$0	\$0	0%
TOTAL OTHER INCOME	\$0	\$0	\$0	0%
TOTAL INTEREST INCOME	\$1,203	\$1,204	(\$1)	0%
NET FUNDRAISING INCOME	\$0	\$0	\$0	0%
<b>TOTAL REVENUE</b>	<b>\$1,282,656</b>	<b>\$1,268,058</b>	<b>\$14,599</b>	<b>1%</b>
<b>EXPENSES</b>				
Professional Fees & Consulting	\$15,153	\$14,712	(\$441)	-3%
Rent	\$405,814	\$405,814	\$0	0%
Salaries, Wages, Training	\$0	\$0	\$0	0%
Other Admin	\$190	\$275	\$85	31%
<b>TOTAL ADMINISTRATIVE</b>	<b>\$421,157</b>	<b>\$420,801</b>	<b>(\$356)</b>	<b>0%</b>
TOTAL MANAGEMENT FEE	\$0	\$0	\$0	0%
TOTAL MAINTENANCE	\$0	\$0	\$0	0%
TOTAL UTILITIES	\$0	\$0	\$0	0%
TOTAL TAXES	\$0	\$0	\$0	0%
TOTAL INSURANCE	\$0	\$0	\$0	0%
TOTAL PROGRAM EXPENSES	\$0	\$0	\$0	0%
<b>TOTAL OPERATING EXPENSES</b>	<b>\$421,157</b>	<b>\$420,801</b>	<b>(\$356)</b>	<b>0%</b>
TOTAL DEBT SERVICE & GROUND	\$252,607	\$260,695	\$8,088	3%
TOTAL OTHER EXPENSES	\$3,000	\$3,000	\$0	0%
<b>NI before Dep &amp; Amort</b>	<b>\$605,892</b>	<b>\$583,562</b>	<b>\$22,330</b>	<b>4%</b>

- Contains BHCondo, Bhqalib, IDVS2Condo, NCHotel, and NHMaster legal entities

# SCIDpda Budget Trends

## 2019 Forecast through 2022

	Budget 2022	Budget 2021	Budget 2020	Forecast 2019 9x3	4 yr Growth Cumulative	Cumulative Growth %
<b>REVENUE</b>						
NET RENT INCOME	\$6,276,529	\$6,201,117	\$6,095,761	\$5,908,716	\$367,813	6%
TOTAL PARKING INCOME	\$227,489	\$224,146	\$220,868	\$216,819	\$10,671	5%
TOTAL SERVICE INCOME	\$1,773,971	\$1,711,596	\$1,619,623	\$1,411,112	\$362,858	26%
TOTAL OTHER INCOME	\$769,507	\$702,524	\$403,157	\$110,463	\$659,044	597%
TOTAL INTEREST INCOME	\$230,760	\$238,533	\$245,645	\$248,438	(\$17,678)	-7%
NET FUNDRAISING INCOME	\$498,811	\$485,980	\$546,704	\$664,941	(\$166,130)	-25%
<b>TOTAL REVENUE</b>	<b>\$9,777,066</b>	<b>\$9,563,896</b>	<b>\$9,131,758</b>	<b>\$8,560,489</b>	<b>\$1,216,577</b>	14%
<b>EXPENSES</b>						
Professional Fees & Consulting	\$206,266	\$261,519	\$239,697	\$220,995	(\$14,729)	-7%
Rent	\$1,344,286	\$1,335,547	\$1,326,971	\$1,309,880	\$34,407	3%
Salaries, Wages, Training	\$2,853,265	\$2,727,171	\$2,591,935	\$2,413,427	\$439,838	18%
Other Admin	\$218,555	\$207,066	\$214,420	\$210,644	\$7,911	4%
<b>TOTAL ADMINISTRATIVE</b>	<b>\$4,622,373</b>	<b>\$4,531,303</b>	<b>\$4,373,023</b>	<b>\$4,154,947</b>	<b>\$467,426</b>	11%
TOTAL MANAGEMENT FEE	\$598,979	\$579,150	\$531,311	\$454,557	\$144,423	32%
TOTAL MAINTENANCE	\$489,766	\$472,573	\$363,708	\$509,410	(\$19,644)	-4%
TOTAL UTILITIES	\$490,900	\$470,579	\$433,097	\$417,000	\$73,900	18%
TOTAL TAXES	\$44,080	\$42,142	\$34,306	\$31,014	\$13,067	42%
TOTAL INSURANCE	\$161,706	\$147,009	\$118,978	\$105,777	\$55,929	53%
TOTAL PROGRAM EXPENSES	\$31,827	\$30,900	\$30,000	\$34,947	(\$3,120)	-9%
<b>TOTAL OPERATING EXPENSES</b>	<b>\$6,439,631</b>	<b>\$6,273,657</b>	<b>\$5,884,424</b>	<b>\$5,707,650</b>	<b>\$731,981</b>	13%
TOTAL DEBT SERVICE & GROUND L	\$552,387	\$615,028	\$645,635	\$687,257	(\$134,870)	-20%
TOTAL OTHER EXPENSES	(\$55,897)	(\$54,492)	(\$53,073)	(\$52,726)	(\$3,171)	6%
<b>NI before Dep &amp; Amort</b>	<b>\$2,840,945</b>	<b>\$2,729,703</b>	<b>\$2,654,772</b>	<b>\$2,218,309</b>	<b>\$622,636</b>	28%

- 2019 Forecast normalized in Other Expenses to remove TDR for comparison to budget trends
- Also, Senior Services removed from 2019 Forecast

# Capital Projects

	2019 Forecast	2020 Budget	2021 Budget	2022 Budget	2023 Budget
Administrative	\$157,537	\$1,028,944	\$751,642	\$421,862	\$351,552
Bush	\$13,912	\$396,000	\$0	\$0	\$200,000
IDVS1	\$0	\$0	\$2,250,000	\$0	\$0
IDVS2	\$7,487	\$76,000	\$165,000	\$0	\$336,000
New Central	\$19,619	\$48,000	\$48,500	\$42,000	\$12,000
Total	\$198,555	\$1,548,944	\$3,215,142	\$463,862	\$899,552

Highlights
NL Construction and Design Fees
2020: Roof, Electric Panel 2023: Paint Exterior
2021: Deck Replacement, Windows Replacement, Roof Replacement
2020: Security/Lighting Updates 2021: Hallway Refresh, Window Caulking
2023: Roof
2020: Signage, Commercial Hallway painting 2021: Repaint Windows, Residential Hallway painting, Security/Lighting Updates

# SCIDpda Wrap Up

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- Change is here!
- Building our Bench
- Development Projects in Pipeline
- Advancing our Core Values – Collaboration, Equity, Integrity, Stewardship
- Financial Sustainability



## **Program Overview**

The Community Initiatives (CI) Department (the program formerly known as IDEA Space) does community engagement and development in the CID, runs Hing Hay Coworks, and includes the marketing, communications and fundraising work for the SCIDpda. There are currently 5.5 (Sheena Wu, An Huynh, Jamie Lee, MaryKate Ryan, Miran Kim, and Joseph Guanlao) employees in this workgroup, although the program area also staffs with volunteers, work-study students, and interns when available and based on program needs. We continue to administer the salary for the public safety coordinator (Sonny Nguyen) and that person's expenses and income are reflected in the CI budget. Note, Sonny is leaving their position as public safety coordinator at the end of 2019 and we anticipate a new hire into the position at the beginning of the year.

### **Community Initiatives – work external to the SCIDpda**

We continue to support public space projects in the neighborhood – currently the implementing the Maynard Alley concept plan stewarding completion of the Little Saigon Park, and continuing to implement multiple recommendations of the CID Lighting study. (*Supports “Stronger community connections” and “more positive businesses”*). We continue to manage the CID Spring Clean in partnership with the CIDBIA. We are a key partner and work closely with the CID Business Development Consultant (Shanti Breznau)—as well as manage that contract—for retention, recruitment, and support for the small businesses in the neighborhood (*Supports “More positive businesses”*). We are continuing to work on financing options for unreinforced masonry projects and hope (contingent on funding) that we will be able to continue work directly with property owners. (*Supports CID properties better serve community*).

We are leading the CID Complete Count Committee, which will ramp up in early 2020. Through funding from the Seattle Foundation and the State Office of Financial Management, we are increasing Sheena's hours on average 10 hours a week for the first six months of the year to ensure our residents are more aware of the Census (*Supports “Stronger community connections”*).

Jamie will continue to split her time between supporting real estate development on community outreach and partnerships and the development and communications work. This is reflected in the staffing.

### **Hing Hay Coworks**

2019 was a year of transition for Hing Hay Coworks as well as a year of great revenue! Our membership levels have evened out – we budgeted conservatively for 2020. Not much is changing at HHC in 2020, we continue to have loyal members and a good flow day to day. We are seeing the wear and tear of our equipment – it's been four years with daily use – so I put a little extra in the budget in case more things break (we bought a new microwave this year, had to fix a part of the fridge). Our AAPI Arts and Crafts Fair continues to be a success and we plan to continue that twice a year. *(Supports "Stronger community connections, more positive businesses").*

### **Development and Communications**

By nature of the work and sharing a staff member, Community Initiatives staff have become more involved in the in development and communications work at the SCIDpda. The SCIDpda Bash is staffed through our staff and the fundraiser is a group effort by the CI staff. Additionally, the freshness and knowledge of social media by our CI staff has helped in the branding and outward image of our organization.

This upcoming year, this department will first focus on executing a donor appreciation event, followed by the execution of many of the auction items offered by the 2019 signature event, the SCIDpda Bash in the summer, and rounding out the year with the 2020 signature event (Oct 2, 2020!). In between the events, we will continue to grant write, work on marketing and communications for the organization, and stay up to date with donations. *(Supports "PDAs organizational sustainability strengthened and better community connections").*

## **Revenue**

**Community Initiative's revenue is generally grants and contracts.**

\$372K is identified and pending:

- Office of Economic Development: we currently have an application in for a grant of \$164K. \$74K of which is contracted out and \$90K stays in CI. We have received this grant for many years, and I am confident we will again next year. The amount might be less, but likely just for the contracted portion. **(Supports "Identify positive tenant types and develop resources to incentivize property owners to lease, "Advocate for continued funding for retail recruiter," and " Promote business TA network and business affordability" in strategic plan)**
- COO: We are asking for roughly \$100K from the Communities of Opportunity to do work around the unreinforced masonry work. We have moved up to the next step in the grant process, with a site visit at the end of November. **(Supports "Involvement with real estate development projects")**
- COO - YCC: This grant is to support staff to do work around policy related to housing. This grant is a joint grant with the Yesler Community Collaborative and has also moved to the next round. **(Supports "CID properties better serve the community")**

### **Hing Hay Coworks Revenue - \$129863**

- Revenue is mainly from memberships – expecting around 35-40 per month throughout the year.
- Raising the rents at HHC to keep up with increasing costs – first raise since 2017, still affordable in comparison with other spaces.
- Some revenue from random events, room rentals, and fees from AAPI Arts and Crafts Fair.

## **Development and Communications**

- The gross budgeted revenue amount for the annual/signature fundraiser is raised to \$145K. Our fundraiser has consistent support, however growth is largely determined by sponsorships and the strength of the Raise the Paddle (RTP) presentation in concert with crowd participation. Previous RTPs have capitalized on testimonials from timely success stories for SCIDpda (20 year anniversary of International Village District Square in 2018, and the successful re-opening of Phnom Penh Noodle House in 2019).
- To maintain, or even grow, our signature fundraiser is reliant on the dedication of board and staff members with connections to sponsorship and loyal supporters to SCIDpda.
- Target revenue for general operating grants is 10K, as general operating grant funds are difficult to obtain and less predictable.
- \$2k in Contributions – other revenue comprised of unsolicited donations.

## **Expenses**

### **Community Initiatives**

- Salaries, Wages, and Training
  - We are budgeting 70% of Jamie's time in the CI budget – 20% to PDAComm and 10% to PDADev (specifically SHA).
  - Sheena is part time, half of that is in the HHC budget, a quarter with PDAComm, and a quarter in CI.
  - \$2.4k for An and Jamie to get new computers.

## 2020 Narrative Real Estate Development

### Goals for 2020

- Get beyond pre-construction on YFH and move into construction in 2020 with the goal of completion by Q1 2022
- Get into pre-construction with the North Lot
- Move forward with Goodwill into funding application
- MO to transition to focus on single project and less time
- JSP to take lead on North Lot and Goodwill
- Complete all projects on time and within budget
- Work closely with other departments Community Initiative and Property Management to provide technical assistance and guidance

### Known/Probable Development Projects

- Pre-construction and construction of the YFH. Pre-construction through Q3 of 2020 with construction slated to start in Q4 of 2020 **(Meets “More housing units and options” objective in Strategic Plan)**
- Pre-development and management of the 262 Affordable Housing at the PHPDA North Lot. A re-design process to run through 2021 with construction anticipated in 2021. **(Meets “More housing units and options” objective in Strategic Plan)**
- Pre-development and management of the 92 Affordable Housing at Good will site. A re-design process to run through 2020 with a CFA due in September 2020. **(Meets “More housing units and options” objective in Strategic Plan)**
- Technical assistance with the URM projects in CID **(Meets “CID properties are better maintained” objective in Strategic Plan)**
- Assist Community Initiative endeavors, including façade/neighborhood improvement/business plan projects. **(Meets “CID properties are better maintained” objective in Strategic Plan)**
- Implementation CNA projects and other asset management projects for PDA owned buildings including procurement of contractors for projects. **(Meets “CID properties are better maintained” objective in Strategic Plan)**

### Possible Prospects

Potential projects with Edge

Secure a site for Little Saigon Landmark Project and establish PDA’s role

### Projected developer fee revenues for 2020

- Pre-construction development services for SHA KC Records site \$1.1M in Q4 of 2020
- Pre-construction development services for PHPDA North Lot site none anticipated
- Pre-construction development services for Goodwill - none anticipated

**Resolution 19-12-17-\_\_\_\_\_**

**RESOLUTION OF SEATTLE CHINATOWN INTERNATIONAL DISTRICT PRESERVATION AND  
DEVELOPMENT AUTHORITY**

We, the Board of the Seattle Chinatown International District Preservation and Development Authority (SCIDpda), approve the following individuals be reappointed to the SCIDpda Board:

- May Wu, completing the remainder of a term and thus starting her first official term;
- Casey Huang, starting her 3<sup>rd</sup> term
- Phillip Sit, starting his 3<sup>rd</sup> term
- Lanzi Li, starting her 2<sup>nd</sup> term

\_\_\_\_\_  
Board President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board Secretary

\_\_\_\_\_  
Date

**Resolution 19-12-17-\_\_\_\_\_**

**RESOLUTION OF SEATTLE CHINATOWN INTERNATIONAL DISTRICT PRESERVATION AND  
DEVELOPMENT AUTHORITY**

We, the Board of the Seattle Chinatown International District Preservation and  
Development Authority, approve the slate of officers for 2020.

Board President \_\_\_\_\_

Vice President \_\_\_\_\_

Secretary \_\_\_\_\_

Treasurer \_\_\_\_\_

At-Large \_\_\_\_\_

\_\_\_\_\_  
Board President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board Secretary

\_\_\_\_\_  
Date