

BOARD MEETING AGENDA

Tuesday, May 19, 2020

5:30 – 6:45 p.m.

**In person:**

SCIDpda Main Offices
409 Maynard Ave. S. #P2
Seattle, WA 98104

Virtual:

<https://zoom.us/j/359459577>
(669) 900.6833, 359459577#
(346) 248.7799, 359459577#

5:30	Action	1. Call to Order – Mindy Au Agenda Approval Public Comment – <i>public may sign up to address the board for up to 2 minutes on matters on this agenda</i>
5:40	Action / Approval	2. Consent Agenda <ul style="list-style-type: none"> • Approve April 2020 Meeting Minutes • Approve April 2020 Expenditure Report • Accept May 2020 Concurrence Request • Accept May 2020 Management Report
5:50	Discussion / Approval	3. Staff Briefing <ul style="list-style-type: none"> • Incentive Plan 2020 – Vern Wood • Covid 19 updates – Staff
6:30	Discussion	4. Board Business <ul style="list-style-type: none"> • Fundraising / Community Initiatives – Jerilyn Young • Resolution to Approve Community Initiatives Charter • 2020 SCIDpda Annual Fundraiser • Executive Session (performance of public employee) - Mindy • Other Committee Reports
6:45	Action	5. Adjourn – Mindy Au

Upcoming Dates:

6/3 – Executive Committee, 12 pm TO BE SCHEDULED
6/3 – Real Estate Committee meeting, 5 pm
6/11 – Community Initiatives Committee meeting, 4 pm
6/12 – Finance Committee, 1 pm
6/16 – SCIDpda Board, 5:30 pm

TBD – Donor Appreciation Event (postponed)
TBD - Mahjong Night (postponed)
TBD – SCIDpda Summer Bash (postponed)

8/29 – Spring Clean (new name TBD)

10/2 – SCIDpda Fundraiser

****Executive sessions may be held:**

- | | |
|--|---|
| <input type="checkbox"/> Lease or purchase of real estate if there's a likelihood that disclosure would increase the price | <input type="checkbox"/> Consideration of the minimum offering price for sale or lease of real estate if there's a likelihood that disclosure would decrease the price. |
| <input type="checkbox"/> Negotiations on the performance of a publicly bid contract | <input type="checkbox"/> Complaints or charges brought against a public officer or employee |
| <input type="checkbox"/> Qualifications of an application for public employment | <input type="checkbox"/> Performance of a public employee |
| <input type="checkbox"/> Agency enforcement actions (requires legal counsel present) | <input type="checkbox"/> Current or potential litigation (requires legal counsel present) |
| <input type="checkbox"/> Legal risks of current or proposed action (requires presence of legal counsel) | |

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 20-05-19-01

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 April 2020 Meeting Minutes
- Approve April 2020 Expenditure Report
- Accept May 2020 Concurrence Request
- Accept May 2020 Management Report

Board President

Date

Board Secretary

Date

SCIDpda Board Meeting Minutes

April 21, 2020

In person:

409 Maynard Avenue South – Plaza Level Conference Room
Seattle, WA 98104

Virtual:

<https://zoom.us/j/359459577>
(669) 900.6833, 359459577#
(346) 248.7799, 359459577#

The April 2020 SCIDpda board meeting was hosted virtually via a Zoom conference room. All attendees attended virtually, with exception to the staff members who attended in-person where the virtual call was hosted.

Board Present: Mindy Au, Casey Huang, Wayne Lau, Jerilyn Young, Jen Reyes, Elliot Sun, David Della, May Wu, Miye Moriguchi, Aileen Balahadia, Tiernan Martin, Scott Yasui

Staff Present: Maiko Winkler-Chin (in-person), Vern Wood (in-person), Jamie Lee, Mike Omura, Jared Jonson (in-person), Janet Smith (in-person), Joseph Guanlao, MaryKate Ryan, Jody McCorkle (in-person), Julie Yuan

1. Call to Order

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

Public Comment – there were no public comments

2. Board Action & Approval

Consent Agenda

Maiko explained that an updated concurrence request was emailed to the board earlier in the day. Jamie explained the addition was a grant from King County for the Hate & Bias Response Fund and community tracking program.

Jamie explained that the Bank of American grant for \$500,000 is to help restaurants in the International District Chinatown neighborhood.

Resolution 20-04-21-01: We, the Seattle Chinatown International District Preservation and Development Authority Board of Directors, via consent agenda:

- Approve March 2020 Meeting Minutes
- Approve February and March 2020 Expenditure Report
- Accept April 2020 Concurrence Request
- Accept April 2020 Management Report

Moved: Wayne Lau
Seconded: David Della
Board approved unanimously

Predevelopment Loan for North Lot

Mike explained the PDA will need an estimated 2 million dollars in 2020 for this project. The loan from Impact capital will be for the pre-development cost; the bulk of the cost will be on architecture & engineering.

Resolution 20-04-21-01: We, the Governing Body of the Seattle Chinatown International District Preservation and Development Authority (SCIDpda), authorize staff to pursue predevelopment financing, not to exceed \$2,000,000, with Impact Capital for the North Lot Development located at 1200 12th Avenue South, Seattle, WA. This Governing Body previously authorized staff to pursue financing for this project through Board Resolution 18-08-21-02.

The project will be constructed in phases. The first phase is going through public affordable housing financing, and will consist of approximately 158 affordable family units affordable to households earning at below 80% of Area Median Income; approximately 24,000 sq. ft. for a Program of All Inclusive Care for the Elderly (AiPACE to occupy), approximately 10,000 sq. ft. for an Early Childhood Education Center (El Centro del la Raza to occupy) and below-grade parking.

FURTHER RESOLVED that any and all documents hereby authorized to be executed on behalf of SCIDpda are authorized to be executed by any one of the following, each acting alone (the "Authorized Representative"):

Maiko Winkler-Chin, Executive Director
Vern Wood, Deputy Director
Mindy Au, Board President

FURTHER RESOLVED that any Authorized Representative is authorized, empowered, and directed to execute and deliver all documents and furnish all materials necessary to form the SCIDpda and complete and submit funding applications, and that any previous execution and delivery or furnishing of documents and materials by any Authorized Representative in furtherance of the foregoing is hereby authorized, confirmed and ratified;

FURTHER RESOLVED that this resolution shall supersede any prior resolutions of the SCIDpda with respect to the Project to the extent such prior resolutions are inconsistent with the terms hereunder.

Moved: Casey Huang
Seconded: Jen Reyes
Board approved unanimously

Application for City of Seattle HSD (North Lot Childcare)

Mike explained this application is for the childcare component of North Lot Project, through the Seattle Human Services Department.

Resolution 20-04-21-01: We, the Governing Body of the Seattle Chinatown International District Preservation and Development Authority (SCIDpda), authorize staff to pursue financing for the development of the childcare facility, not to exceed \$3,000,000, with the City of Seattle's Human Services Department (HSD) for the North Lot Development located at 1200 12th Avenue South, Seattle, WA. This Governing Body previously authorized staff to pursue financing for this project through Board Resolution 18-08-21-02.

The project will be constructed in phases. The first phase is going through public affordable housing financing, and will consist of approximately 158 affordable family units affordable to households earning at below 80% of Area Median Income; approximately 24,000 sq. ft. for a Program of All Inclusive Care for the Elderly (AiPACE to occupy), approximately 10,000 sq. ft. for an Early Childhood Education Center (El Centro del la Raza to occupy) and below-grade parking.

FURTHER RESOLVED that any and all documents hereby authorized to be executed on behalf of SCIDpda are authorized to be executed by any one of the following each acting alone (the "Authorized Representative"):

Maiko Winkler-Chin, Executive Director
Vern Wood, Deputy Director
Mindy Au, Board President

FURTHER RESOLVED that any Authorized Representative is authorized, empowered, and directed to execute and deliver all documents and furnish all materials necessary to form the SCIDpda and complete and submit funding applications, and that any previous execution and delivery or furnishing of documents and materials by any Authorized Representative in furtherance of the foregoing is hereby authorized, confirmed and ratified;

FURTHER RESOLVED that this resolution shall supersede any prior resolutions of the SCIDpda with respect to the Project to the extent such prior resolutions are inconsistent with the terms hereunder.

Moved: David Della
Seconded: Wayne Lau
Board approved unanimously

3. Staff Briefing

End of Year Financials and 1st Quarter Dashboard

Vern explained SCIDpda's year-end budget for 2019 was positive by \$136,000 one hundred thirty six thousand dollars. SCIDpda entered 2020 in a strong position. Eight hundred eighty-nine thousand dollars was added to our cash position. Citing the commercial dashboard document, we have more risk on our commercial side compared to residential. Residential side is strong for SCIDpda because of the low AR, low vacancy, and good collectability on rent. With the closing of Hing Hay Coworks, memberships and revenues are down. HHC is about seven thousand dollars unfavorable mostly due to the decrease in memberships and less revenue. Payroll is \$9,400 dollars over budget (about a 1% variance). Admin is over budget; she explained this is because it is not easy to take time off right now. We have delayed bringing in our housing manager, which helps payroll for now. We will bring in the housing manager in June. We were paying some overtime for cleaning due to Covid-19. The increased pay for hazard pay will not be counted until April.

When looking at SCIDpda's investments, because of the reduction of interest rates, we are getting less in our investments. We gained about 18 thousand dollars in interest in our investments.

Covid19 Updates

Mike explained there is not very much impact with development projects, though there has been some impacts on the timing of projects.

Jared explained management has completed the second round of wellness checks. There are currently no reported cases of COVID-19 cases. He believes this is partly because of the services to residents. SCIDpda has delivered close to 13,000 grocery bags and cooked food. Shifting attention to supporting the learning needs of students in our buildings, we have distributed 70 art bags and will be distributing work packets. We are working on distributing laptops to middle and high school students. Overall, we're doing a good job keeping our buildings clean and offering services to our residents to help them stay indoors.

In terms of maintenance, we have been doing emergency work in units and preventive maintenance in common areas and building exteriors. We are following public health guidelines when doing all maintenance work.

For rent, we are following guidance from state – no evictions and granting rent deferrals as they are requested. We only have a small outstanding balance due to high number of subsidies. It is not looking as good for our managed buildings, due to the fact that a lot of the residents are in the working group.

For the commercial side, vacancies (roughly 3) remain the same as last month. 36 out of 49 tenants have closed their doors; a handful are open during limited hours. We're doing regular commercial tenant checks. We let one tenant out of their lease early; a new tenant will take over sometime in June.

Hazard pay was implemented on March 25th, and we're waiting on the exact number of hours. So far we've paid an estimate of \$5600 for hazard pay. The second part of the hazard pay will be a pooled amount, distributed after the COVID-19 crisis. The amount will be approved by the board. Front line workers appreciate the support, and PTO requests from front line workers have been low.

Jamie explained the Small Business Relief Fund has raised over two hundred thousand dollars with seed fund from Vulcan. We have sent out \$1500 checks to close to 90 small businesses; we will be sending out more checks this week. The second round of checks will start next month. We will continue getting grant money from other sources.

Questions Asked by Board Members

David: What is the criteria used for determining rent deferrals?

Jared explained anyone who asks for one will get a rent deferral.

Wayne: Are owners of Louisa pushing hard on rent collections?

Jared explained the owners have not been pushing very hard. They have been checking in regularly.

May: How will the deferred rent payments be collected when "this" is all over?

Jared explained we have been developing 6 month payment plans. We may need to adjust if this prolongs. We're still trying to figure this out.

Jamie explained we assist in connecting small businesses to OED and different small business grants. Our outreach is not in person.

Executive Session

The board went into executive session between 6:45PM and 7:03 to review the performance of a public employee. Staff was removed from the conference line during executive session and placed in a Zoom waiting room.

4. Board Business

Fundraising / Community Initiatives

The board moved the update and resolution from Community initiatives to next month.

Achieving Excellence

Maiko explained Achieving Excellence is a 16 month leadership program, and it costs \$14,000.

Maiko explains we could really grow if we take part in this program. It will be great for our organization. We will have to figure out how to incorporate the program into our strategic plan. Achieving Excellence will bring leadership development and a whole organizational transformation. Maiko will apply and the SCIDpda directors and board members don't have any issues with this plan. This will show up as a concurrence report in the future.

5. Adjourn

The meeting was adjourned by Mindy Au, Board Chair, at 7:10 p.m.

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

Expenditure Certification Memorandum

DATE: 4/28/2020
TO: Board of Directors
FROM: Vern Wood, Deputy Director
RE: April 2020 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	1574	to	1590	\$	21,825.46
Electronic Funds Transfers	General Checking		eft		\$	36,750.00
				Bush Hotel Commercial	\$	58,575.46
Computer Run Checks	General Checking	1678	to	1680	\$	13,472.50
				Bush Hotel Condo	\$	13,472.50
Computer Run Checks	General Checking	191	to	191	\$	1,690.00
Electronic Funds Transfers	General Checking		eft		\$	13,338.28
				Bush Hotel QalicB	\$	15,028.28
Computer Run Checks	General Checking	779	to	803	\$	53,439.65
Electronic Funds Transfers	General Checking		eft		\$	1,996.25
				Bush Hotel Residential	\$	55,435.90
Computer Run Checks	General Checking	178	to	180	\$	1,902.78
Electronic Funds Transfers	General Checking		eft		\$	135,000.00
				CIDpda	\$	136,902.78
Computer Run Checks	General Checking	3446, 3456	to	3471	\$	64,632.75
Electronic Funds Transfers	General Checking		eft		\$	2,441.48
				DVA	\$	67,074.23
Electronic Funds Transfers	General Checking		eft		\$	63.25
				Hinghay	\$	63.25
Computer Run Checks	General Checking	464	to	481	\$	68,288.77
Electronic Funds Transfers	Bond Revenue		eft		\$	150,000.00
				IDVS1 Commercial	\$	218,288.77
Computer Run Checks	General Checking	166	to	171	\$	21,784.85
				IDVS2 Condo	\$	21,784.85

Computer Run Checks	General Checking	278	to	286	\$	28,521.86
					IDVS2 Library & Parking	\$ 28,521.86
Computer Run Checks	General Checking	392	to	401	\$	7,250.47
Electronic Funds Transfers	General Checking		eft		\$	1,041.75
					IDVS2 Commercial	\$ 8,292.22
Computer Run Checks	General Checking	690	to	704	\$	9,601.52
Electronic Funds Transfers	General Checking		eft		\$	22,261.39
					New Central Commercial	\$ 31,862.91
Computer Run Checks	General Checking	219	to	220	\$	5,773.99
Electronic Funds Transfers	General Checking		eft		\$	24,207.51
					New Central Hotel	\$ 29,981.50
Electronic Funds Transfers	General Checking		eft		\$	38,261.75
					New Central Master Tenant	\$ 38,261.75
Computer Run Checks	General Checking	827	to	838	\$	8,665.80
Electronic Funds Transfers	General Checking		eft		\$	24,497.53
					New Central Residential	\$ 33,163.33
Computer Run Checks	General Checking	1074	to	1203	\$	352,209.61
Electronic Funds Transfers	General Checking		eft		\$	5,253.51
Computer Run Checks	Construction	110	to	110	\$	200,000.00
Electronic Funds Transfers	Construction		eft		\$	280,543.73
					SCIDpda	\$ 838,006.85
						\$ 1,594,716.44

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 _____ 2020.

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,design20 AND mm/yy=04/2020-04/2020 AND All Checks=Yes

		Check	Total	
Check#	Vendor	Date	Check	Note
bhcommop - General Checking				
1574	cedgro - Cedar Grove Organics Recycling	4/9/2020	129.65	Garbage/Waste Removal - 02/2020
1575	citseaci - City of Seattle	4/9/2020	405.00	Permits
1576	kinco - King County Finance	4/9/2020	557.74	Real Estate Tax
1577	offdep - Office Depot	4/9/2020	79.16	Janitorial - Supplies
1578	pdamaint - SCIDpda Maintenance Dept	4/9/2020	6,052.65	WOs
1579	pmjans - Phnook	4/9/2020	150.00	Janitorial - Contract
1580	lowes - Lowe's	4/16/2020	104.65	Supplies
1581	verwir - Verizon Wireless	4/16/2020	10.65	Telecomm
1582	welfar - Wells Fargo	4/16/2020	55.91	Janitorial - Supplies
1583	welfar - Wells Fargo	4/16/2020	2.22	Telecomm
1584	bushcond - SCIDPDA Bush Hotel Condo Association	4/22/2020	6,234.91	Condo Billing
1585	cedgro - Cedar Grove Organics Recycling	4/22/2020	129.65	Garbage/Waste Removal - 03/2020
1586	eltsys - ELTEC Systems, LLC	4/22/2020	325.49	Elevator - Contract
1587	hdsupp - HD Supply Facilities Maintenance, LTD	4/22/2020	84.14	Janitorial - Supplies
1588	repser - Republic Services	4/22/2020	2,041.74	Garbage/Waste Removal
1589	seacitli - Seattle City Light	4/22/2020	2,417.06	Electricity
1590	wasman - Waste Management of Seattle	4/22/2020	3,044.84	Garbage/Waste Removal
ACH	bushqali - SCIDpda Bush Hotel QALICB LLC	4/6/2020	36,750.00	Rent
Total bhcommop - General Checking			58,575.46	
bhcondop - General Checking				
1678	citseacu - City of Seattle-Combined Utilities	4/9/2020	5,375.65	Garbage/Waste Removal & Water/Sewer
1679	pugsou - Puget Sound Energy	4/22/2020	3,923.32	Natural Gas
1680	tromorfs - Trotter & Morton Facility Service of PNW, Inc.	4/22/2020	4,173.53	HVAC/Boiler Maint - Contract
Total bhcondop - General Checking			13,472.50	
bhqalop - General Checking				
191	finnei - Finney Neill & Co. P.S.	4/22/2020	1,690.00	Audit Fees
ACH	bannymel - The Bank of New York Mellon Trust Co.	4/15/2020	10,040.37	Loan Payment - Monthly
ACH	bushqali - SCIDpda Bush Hotel QALICB LLC	4/15/2020	3,297.91	Replacement Reserve Deposit - Quarterly
Total bhqalop - General Checking			15,028.28	
bhresope - General Checking				
779	citseacu - City of Seattle-Combined Utilities	4/9/2020	142.56	Water/Sewer
780	eltsys - ELTEC Systems, LLC	4/9/2020	1,215.22	Elevator - Contract
781	hdsupp - HD Supply Facilities Maintenance, LTD	4/9/2020	159.18	Supplies
782	kinco - King County Finance	4/9/2020	557.74	Real Estate Tax
783	pdamaint - SCIDpda Maintenance Dept	4/9/2020	11,918.00	WOs
784	scidpda - SCIDpda	4/9/2020	15,768.01	ID Billing
785	seacitli - Seattle City Light	4/9/2020	1,367.39	Electricity

		Check	Total	
Check#	Vendor	Date	Check	Note
786	shewil - Sherwin-Williams Co.	4/9/2020	259.12	UTO - Other Vendors
787	wesext - Western Exterminator Company	4/9/2020	1,101.00	Pest Control
788	lowes - Lowe's	4/16/2020	2,011.87	Supplies, UTO - Vendors & Appliances
789	verwir - Verizon Wireless	4/16/2020	98.25	Telecomm
790	welfar - Wells Fargo	4/16/2020	0.00	Voided
791	welfar - Wells Fargo	4/16/2020	0.00	Voided
792	welfar - Wells Fargo	4/16/2020	0.00	Voided
793	welfar - Wells Fargo	4/16/2020	0.00	Voided
794	welfar - Wells Fargo	4/16/2020	2,683.14	Supplies
795	welfar - Wells Fargo	4/16/2020	105.56	Supplies
796	bushcond - SCIDPDA Bush Hotel Condo Association	4/22/2020	11,825.79	Condo Billing
797	cenlin - CenturyLink	4/22/2020	61.38	Telecomm
798	citsea - City of Seattle	4/22/2020	840.66	BIA Assessment
799	citseacu - City of Seattle-Combined Utilities	4/22/2020	215.56	Water/Sewer
800	eltsys - ELTEC Systems, LLC	4/22/2020	1,215.22	Elevator - Contract
801	finnei - Finney Neill & Co. P.S.	4/22/2020	1,260.00	Audit Fees
802	seacitli - Seattle City Light	4/22/2020	12.00	Electricity
803	t0002191 - Li	4/22/2020	622.00	Move Out Refund
ACH	bushot2 - Bush Hotel Limited Partnership	4/15/2020	1,996.25	Operating Reserve Deposit - Quarterly
Total bhresope - General Checking			55,435.90	
cidpdao3 - General Checking				
178	blackb - Blackbaud, Inc	4/9/2020	951.13	Computer Software/Hardware/Licenses
179	welfar - Wells Fargo	4/16/2020	751.65	Direct Fund Raising Expenses
180	merron - Ronald Meriales	4/22/2020	200.00	Direct Fund Raising Expenses
ACH	scidpda - SCIDpda	4/6/2020	135,000.00	Transfer from CIDpda - Biz Relief Fund
Total cidpdao3 - General Checking			136,902.78	
dvaop - General Checking				
3446	idvs2lib - IDVS2 Library/Parking	4/1/2020	17,585.00	Loan Payment - Monthly
3456	cenlin - CenturyLink	4/9/2020	402.78	Telecomm
3457	hdsupp - HD Supply Facilities Maintenance, LTD	4/9/2020	746.57	Supplies
3458	kinco - King County Finance	4/9/2020	431.62	Real Estate Tax
3459	pdamaint - SCIDpda Maintenance Dept	4/9/2020	2,242.50	WOs
3460	scidpda - SCIDpda	4/9/2020	14,301.20	ID Billing
3462	lowes - Lowe's	4/16/2020	176.68	UTO Carpet/Flooring/Window Coverings
3463	verwir - Verizon Wireless	4/16/2020	65.76	Telecomm
3464	welfar - Wells Fargo	4/16/2020	12.65	Telecomm
3465	eltsys - ELTEC Systems, LLC	4/22/2020	639.78	Elevator - Contract
3466	hdsupp - HD Supply Facilities Maintenance, LTD	4/22/2020	79.24	Janitorial - Supplies
3467	pugsou - Puget Sound Energy	4/22/2020	3,594.35	Natural Gas
3468	thepar - The Part Works, Inc.	4/22/2020	32.24	Supplies
3469	wavbro - WAVE	4/22/2020	90.00	Telecomm
3470	wesext - Western Exterminator Company	4/22/2020	825.75	Pest Control
3471	idvs2con - IDVS2 Condo Association	4/23/2020	23,406.63	Condo Billing
ACH	idvsfh - IDVS 2 Family Housing LLC	4/15/2020	2,441.48	Replacement Reserve Deposit - Monthly
Total dvaop - General Checking			67,074.23	

		Check	Total	
Check#	Vendor	Date	Check	Note
hingop2 - General Checking				
ACH	paypal - PayPal	4/10/2020	63.25	Bank Fees/Charges
Total hingop2 - General Checking			63.25	
idvs2op4 - General Checking				
392	kincou - King County Finance	4/9/2020	431.62	Real Estate Tax
393	pdamaint - SCIDpda Maintenance Dept	4/9/2020	1,716.00	WOs
394	scidpda - SCIDpda	4/9/2020	817.36	ID Billing
395	verwir - Verizon Wireless	4/16/2020	2.10	Telecomm
396	welfar - Wells Fargo	4/16/2020	1.33	Telecomm
397	lowes - Lowe's	4/16/2020	44.02	Supplies
398	btcmech - BTC Mechanical LLC	4/22/2020	899.07	Plumbing
399	mearoo - Mears Roofing LLC	4/22/2020	467.93	Maintenance - Other Vendors
400	repser - Republic Services	4/22/2020	1,241.17	Garbage/Waste removal
401	wasman - Waste Management of Seattle	4/22/2020	1,629.87	Garbage/Waste removal
ACH	idvs2com - IDVS 2 Commercial	4/15/2020	1,041.75	Replacement Reserve Deposit - Quarterly
Total idvs2op4 - General Checking			8,292.22	
idvsreve - Revenue Account-Trust				
ACH	idvs1co - IDVS 1 Commercial	4/23/2020	150,000.00	Transfer for Operating Expenses
Total idvsreve - Revenue Account-Trust			150,000.00	
nccomop2 - General Checking				
690	hdsupp - HD Supply Facilities Maintenance, LTD	4/9/2020	308.17	Supplies
691	kincou - King County Finance	4/9/2020	753.72	Real Estate Tax
692	offdep - Office Depot	4/9/2020	39.58	Janitorial - Supplies
693	pdamaint - SCIDpda Maintenance Dept	4/9/2020	4,441.20	Wos
694	verwir - Verizon Wireless	4/16/2020	7.50	Telecomm
695	welfar - Wells Fargo	4/16/2020	63.33	Permits & Telecomm
696	lowes - Lowe's	4/16/2020	44.03	Supplies
697	citseacu - City of Seattle-Combined Utilities	4/22/2020	2,216.33	Water/Sewer
698	eltsys - ELTEC Systems, LLC	4/22/2020	261.72	Elevator - Contract
699	hdsupp - HD Supply Facilities Maintenance, LTD	4/22/2020	84.13	Janitorial - Supplies
700	newcentr - SCIDPDA New Central Apartments, Inc	4/22/2020	273.57	HVAC/Boiler Maint - Contract coded in error
701	seacitli - Seattle City Light	4/22/2020	321.82	Electricity
702	tromorfs - Trotter & Morton Facility Service of PNW, Inc.	4/22/2020	647.72	HVAC/Boiler Maint - Contract
703	wasman - Waste Management of Seattle	4/22/2020	28.60	Garbage/Waste Removal
704	wesext - Western Exterminator Company	4/22/2020	110.10	Pest Control
ACH	newcenmt - New Central Hotel Master Tenant LLC	4/6/2020	1,081.90	Insurance
ACH	newcenmt - New Central Hotel Master Tenant LLC	4/6/2020	19,983.33	Rent
ACH	newcenmt - New Central Hotel Master Tenant LLC	4/13/2020	575.07	Insurance
ACH	scidpda - SCIDpda	4/15/2020	621.09	ID Billing
Total nccomop2 - General Checking			31,862.91	

		Check	Total	
Check#	Vendor	Date	Check	Note
nchotop - General Checking				
219	easwes - East-West Investment Co.	4/9/2020	4,310.99	Ground Lease Expense
220	finnei - Finney Neill & Co. P.S.	4/22/2020	1,463.00	Audit Fees
ACH	welfar - Wells Fargo	4/10/2020	19,549.92	Loan Payment - Monthly
ACH	newcenth - New Central Hotel LLC	4/15/2020	4,657.59	Replacement Reserve Deposit - Quarterly
Total nchotop - General Checking			29,981.50	
ncmaster - General Checking				
ACH	newcenth - New Central Hotel LLC	4/6/2020	2,020.73	Insurance
ACH	newcenth - New Central Hotel LLC	4/6/2020	35,167.00	Rent
ACH	newcenth - New Central Hotel LLC	4/13/2020	1,074.02	Insurance
Total ncmaster - General Checking			38,261.75	
ncresop - General Checking				
827	cenlin - CenturyLink	4/9/2020	58.43	Telecomm
828	hdsupp - HD Supply Facilities Maintenance, LTD	4/9/2020	417.93	Supplies
829	kincou - King County Finance	4/9/2020	376.86	Real Estate Tax
830	pugsou - Puget Sound Energy	4/9/2020	374.66	Natural Gas
831	seacitli - Seattle City Light	4/9/2020	3,810.89	Electricity
832	verwir - Verizon Wireless	4/16/2020	82.21	Telecomm
833	welfar - Wells Fargo	4/16/2020	57.71	Supplies
834	welfar - Wells Fargo	4/16/2020	6.22	Telecomm
835	citseacu - City of Seattle-Combined Utilities	4/22/2020	2,374.41	Garbage/Waste Removal & Water/Sewer
836	eltsys - ELTEC Systems, LLC	4/22/2020	261.72	Elevator - Contract
837	hdsupp - HD Supply Facilities Maintenance, LTD	4/22/2020	39.62	Janitorial - Supplies
838	tromorfs - Trotter & Morton Facility Service of PNW, Inc.	4/22/2020	805.14	HVAC/Boiler Maint - Contract
ACH	newcenmt - New Central Hotel Master Tenant LLC	4/6/2020	938.83	Insurance
ACH	newcenmt - New Central Hotel Master Tenant LLC	4/6/2020	16,350.00	Rent
ACH	newcenmt - New Central Hotel Master Tenant LLC	4/13/2020	498.95	Insurance
ACH	newcentr - SCIDPDA New Central Apartments, Inc	4/15/2020	405.00	Replacement Reserve Deposit - Monthly
ACH	scidpda - SCIDpda	4/15/2020	6,304.75	ID Billing
Total ncresop - General Checking			33,163.33	
pdabhcon - Construction				
110	scidpda - SCIDpda	4/9/2020	200,000.00	Transfer for Cash Flow
ACH	scidpda - SCIDpda	4/21/2020	29,699.85	Transfer to LGIP for Investment
ACH	bigvil - Big Village LLLP	4/24/2020	250,843.88	Note Receivable - Draw #6; \$878,663 to date
Total pdabhcon - Construction			480,543.73	
pdaopacc - General Checking				
1074	kaifou - of Washington Options Inc	4/1/2020	21,202.69	Payroll Benefit - Medical
1075	visser - Vision Service Plan	4/1/2020	363.34	Payroll Benefit - Vision
1076	wasden - Delta Dental of Washington	4/1/2020	2,115.45	Payroll Benefit - Dental
1077	impcap - Impact Capital	4/2/2020	1,500.00	Development Project - North Lot Housing
1078	aplukit - A Plus Kitchen Inc	4/9/2020	1,500.00	Program Expenses - Biz Relief Round 1
1079	asibbq - Asia Barbeque & Fastfood, Inc.	4/9/2020	1,500.00	Program Expenses - Biz Relief Round 1
1080	blukoi - Blue Koi Fish, LLC	4/9/2020	1,500.00	Program Expenses - Biz Relief Round 1

		Check	Total	
Check#	Vendor	Date	Check	Note
1081	bre - bregopa	4/9/2020	1,500.00	Program Expenses - Biz Relief Round 1
1082	bubtea - Bubble Tea and Fresh Fruit Juice	4/9/2020	1,500.00	Program Expenses - Biz Relief Round 1
1083	bunoc - Bun & OC Resturant	4/9/2020	1,500.00	Program Expenses - Biz Relief Round 1
1084	busgar - Bush Garden Restaurant	4/9/2020	1,500.00	Program Expenses - Biz Relief Round 1
1085	bushcomm - SCIDpda Bush Hotel Commercial	4/9/2020	7,011.40	Rent
1086	cakhou - Cake House LLC	4/9/2020	1,500.00	Program Expenses - Biz Relief Round 1
1087	canwon - Canton Wonton House	4/9/2020	1,500.00	Program Expenses - Biz Relief Round 1
1088	chuchu - Chung Chun Rice Hot Dog	4/9/2020	1,500.00	Program Expenses - Biz Relief Round 1
1089	chumin - Chu Minh Tofu and Vegetarian Deli	4/9/2020	1,500.00	Program Expenses - Biz Relief Round 1
1090	congeez - Congeez, Inc.	4/9/2020	1,500.00	Program Expenses - Biz Relief Round 1
1091	dandan - Dang Dang Cha Cha & Restaurant	4/9/2020	1,500.00	Program Expenses - Biz Relief Round 1
1092	dimsum - Dim Sum King	4/9/2020	1,500.00	Program Expenses - Biz Relief Round 1
1093	dynroo - Dynasty Room	4/9/2020	1,500.00	Program Expenses - Biz Relief Round 1
1094	eascaf - Eastern Café	4/9/2020	1,500.00	Program Expenses - Biz Relief Round 1
1095	forgar - Fortune Garden Restaurant	4/9/2020	1,500.00	Program Expenses - Biz Relief Round 1
1096	forres - Fortuna Cafe	4/9/2020	1,500.00	Program Expenses - Biz Relief Round 1
1097	forstgeo - Fort St George Restaurant	4/9/2020	1,500.00	Program Expenses - Biz Relief Round 1
1098	fujbak - Fuji Bakery	4/9/2020	1,500.00	Program Expenses - Biz Relief Round 1
1099	fujsus - Fuji Sushi	4/9/2020	1,500.00	Program Expenses - Biz Relief Round 1
1100	gopoke - goPoke	4/9/2020	1,500.00	Program Expenses - Biz Relief Round 1
1101	gounoo - Gourmet Noodle Bowl	4/9/2020	1,500.00	Program Expenses - Biz Relief Round 1
1102	grelea - Green Leaf Vietnamese Restaurant	4/9/2020	1,500.00	Program Expenses - Biz Relief Round 1
1103	harcit - Harbor City Restaurant Inc	4/9/2020	1,500.00	Program Expenses - Biz Relief Round 1
1104	hentai - Henry's Taiwan Plus	4/9/2020	1,500.00	Program Expenses - Biz Relief Round 1
1105	hohose - HO HO Seafood Restaurant	4/9/2020	1,500.00	Program Expenses - Biz Relief Round 1
1106	homdimsum - Homestyle Dim Sum LLC	4/9/2020	1,500.00	Program Expenses - Biz Relief Round 1
1107	honkonbis - Hong Kong Bistro	4/9/2020	1,500.00	Program Expenses - Biz Relief Round 1
1108	hotpotkin - Hot Pot King Inc.	4/9/2020	1,500.00	Program Expenses - Biz Relief Round 1
1109	houhon - House of Hong Restaruant	4/9/2020	1,500.00	Program Expenses - Biz Relief Round 1
1110	humpie - Humble Pie	4/9/2020	1,500.00	Program Expenses - Biz Relief Round 1
1111	huynan - Huynh	4/9/2020	57.62	Travel/Permit
1112	ilgross - I.L. Gross Structural Engineers	4/9/2020	4,000.00	CI/Program - Prof Fees & Consulting
1113	jadgar - Jade Garden Restaurant Inc	4/9/2020	1,500.00	Program Expenses - Biz Relief Round 1
1114	jasgribar - Jasmine's Grill and Bar	4/9/2020	1,500.00	Program Expenses - Biz Relief Round 1
1115	jjg663 - JJ GDS LLC dba 663 Bistro	4/9/2020	1,500.00	Program Expenses - Biz Relief Round 1
1116	joysea - Joyale Seafood Restaurant	4/9/2020	1,500.00	Program Expenses - Biz Relief Round 1
1117	kaukau - Kau Kau BBQ Market & Restaurant	4/9/2020	1,500.00	Program Expenses - Biz Relief Round 1
1118	kinbar - King's Barbecue House, Inc	4/9/2020	1,500.00	Program Expenses - Biz Relief Round 1
1119	kinra - Crawfish King	4/9/2020	1,500.00	Program Expenses - Biz Relief Round 1
1120	kinnoo - King Noodle, LLC	4/9/2020	1,500.00	Program Expenses - Biz Relief Round 1
1121	lanhue - Lan Hue Bakery	4/9/2020	1,500.00	Program Expenses - Biz Relief Round 1
1122	luonoo - Vital T Leaf Dessert LLC	4/9/2020	1,500.00	Program Expenses - Biz Relief Round 1
1123	manjap - Maneki	4/9/2020	1,500.00	Program Expenses - Biz Relief Round 1
1124	miknoo - Fang LLC	4/9/2020	1,500.00	Program Expenses - Biz Relief Round 1
1125	milacay - Mi La Cay Restaurant	4/9/2020	1,500.00	Program Expenses - Biz Relief Round 1
1126	mus - Musashi	4/9/2020	1,500.00	Program Expenses - Biz Relief Round 1
1127	navben - Navia Benefit Solutions	4/9/2020	101.50	Payroll Benefit

		Check	Total	
Check#	Vendor	Date	Check	Note
1128	newcentc - SCIDPDA New Central Commercial, Inc	4/9/2020	754.00	Rent
1129	nwiglo - NWI Global	4/9/2020	792.24	CI/Program - Translation/Interpreters
1130	oastea - Oasis Tea Zone	4/9/2020	1,500.00	Program Expenses - Biz Relief Round 1
1131	ocesta - Star Golden Inc	4/9/2020	1,500.00	Program Expenses - Biz Relief Round 1
1132	pachkcaf - BEZZ Group LLC dba Pacific Cafe	4/9/2020	1,500.00	Program Expenses - Biz Relief Round 1
1133	panhot - Panama International Corp.	4/9/2020	1,500.00	Program Expenses - Biz Relief Round 1
1134	phnpen - Phnom Penh Noodle House LLC	4/9/2020	1,500.00	Program Expenses - Biz Relief Round 1
1135	phohoa - Pho Hoa	4/9/2020	1,500.00	Program Expenses - Biz Relief Round 1
1136	purdot - Purple Dot Cafe	4/9/2020	1,500.00	Program Expenses - Biz Relief Round 1
1137	ricusa - Ricoh USA, Inc	4/9/2020	370.66	Copier Lease/Maintenance
1138	seabes - Seattle Best Tea	4/9/2020	1,500.00	Program Expenses - Biz Relief Round 1
1139	sprrol - SPRING ROLL HOUSE DELI INC	4/9/2020	1,500.00	Program Expenses - Biz Relief Round 1
1140	susrol - Susu LLC	4/9/2020	1,500.00	Program Expenses - Biz Relief Round 1
1141	szenoo - Huang's Noodle LLC	4/9/2020	1,500.00	Program Expenses - Biz Relief Round 1
1142	taitun - Tai Tung Inc.	4/9/2020	1,500.00	Program Expenses - Biz Relief Round 1
1143	tamtire - Tamarind Tree Vietnamese Restaurant	4/9/2020	1,500.00	Program Expenses - Biz Relief Round 1
1144	tensus - TEN SUSHI LLC	4/9/2020	1,500.00	Program Expenses - Biz Relief Round 1
1145	tharest - Thanh Vi Restaurant	4/9/2020	1,500.00	Program Expenses - Biz Relief Round 1
1146	thason - Thanh Son Bakery Inc.	4/9/2020	1,500.00	Program Expenses - Biz Relief Round 1
1147	tsures - TSUKUSHINBO RESTAURANT	4/9/2020	1,500.00	Program Expenses - Biz Relief Round 1
1148	viehou - VIETNAM HOUSE LLC	4/9/2020	1,500.00	Program Expenses - Biz Relief Round 1
1149	watsec - Watson Security	4/9/2020	72.78	Locks & Keys
1150	wavbro - WAVE	4/9/2020	132.45	Telecomm
1151	webtho - Weber Thompson	4/9/2020	76,005.90	Development Project - North Lot Housing
1152	wesext - Western Exterminator Company	4/9/2020	104.60	Pest Control
1153	worpiz - WORLD PIZZA LLC	4/9/2020	1,500.00	Program Expenses - Biz Relief Round 1
1154	youtea - YOUNG TEA	4/9/2020	1,500.00	Program Expenses - Biz Relief Round 1
1155	ricusa - Ricoh USA, Inc	4/16/2020	243.54	Copier Lease/Maintenance
1156	verwir - Verizon Wireless	4/16/2020	844.24	Telecomm
1157	welfar - Wells Fargo	4/16/2020	39.99	Training/Education
1158	welfar - Wells Fargo	4/16/2020	397.74	Travel, Employee Meals & Computer Hardware
1159	welfar - Wells Fargo	4/16/2020	3,104.65	Computer Hardware & Telecomm
1160	welfar - Wells Fargo	4/16/2020	503.72	Office Supplies/Equipment & Computer Hardware
1161	welfar - Wells Fargo	4/16/2020	1,223.50	pdadev/Permits
1162	welfar - Wells Fargo	4/16/2020	143.12	Supplies
1163	alopla - Aloha Plates, APHG LLC	4/22/2020	1,500.00	Program Expenses - Biz Relief Round 1
1164	ame - Amerosia 88 LLC	4/22/2020	1,500.00	Program Expenses - Biz Relief Round 1
1165	aplukkit - A Plus Hong Kong Kitchen, Inc.	4/22/2020	1,500.00	Program Expenses - Biz Relief Round 1
1166	beapap - Beard Papa	4/22/2020	1,500.00	Program Expenses - Biz Relief Round 1
1167	binhuo - Huong Binh Corporation	4/22/2020	1,500.00	Program Expenses - Biz Relief Round 1
1168	casnet - Cascade Networks, Inc.	4/22/2020	202.28	Telecomm
1169	finnei - Finney Neill & Co. P.S.	4/22/2020	4,020.00	Audit Fees
1170	ganbei - Gan Bei Eatery & Bar (DDA) y & A 338 Inc.	4/22/2020	1,500.00	Program Expenses - Biz Relief Round 1
1171	hbis - H Bistro	4/22/2020	1,500.00	Program Expenses - Biz Relief Round 1
1172	honcousea - Honey Court Seafood Restaurant	4/22/2020	1,500.00	Program Expenses - Biz Relief Round 1
1173	ilgross - I.L. Gross Structural Engineers	4/22/2020	4,000.00	CI/Program - Prof Fees & Consulting
1174	intpark - Interim Parking Services	4/22/2020	980.00	Employee Parking

		Check	Total	
Check#	Vendor	Date	Check	Note
1175	jsus - Zeng, Corp	4/22/2020	1,500.00	Program Expenses - Biz Relief Round 1
1176	konson - Yummy Tasty Song Phang Kong	4/22/2020	1,500.00	Program Expenses - Biz Relief Round 1
1177	loccon - Locken Consulting LLC	4/22/2020	4,835.85	Professional Fees & Consulting
1178	lovhut - Happy Veggie LLC	4/22/2020	1,500.00	Program Expenses - Biz Relief Round 1
1179	luulan - Laney Luu	4/22/2020	32.99	Supplies
1180	magcon - Magnum Construction Services, LTD.	4/22/2020	1,989.69	Ioumural/Program - Prof Fees & Consulting
1181	malpet - Peter Malarkey Painting Conversation Inc	4/22/2020	12,911.59	Ioumural/Program - Subcontracts
1182	meetin - MeetingOne	4/22/2020	227.20	Telecomm
1183	net2ph - Net2Phone Inc.	4/22/2020	650.78	Telecomm
1184	newstares - New Star Restaurant	4/22/2020	1,500.00	Program Expenses - Biz Relief Round 1
1185	nwiglo - NWI Global	4/22/2020	292.93	CI/Program - Translation/Interpreters
1186	offdep - Office Depot	4/22/2020	152.46	Office Supplies/Equipment
1187	paclaw - Pacifica Law Group	4/22/2020	357.00	Development Project - North Lot Housing
1188	phoso1 - Pho So 1	4/22/2020	1,500.00	Program Expenses - Biz Relief Round 1
1189	ricusa - Ricoh USA, Inc	4/22/2020	36.20	Copier Lease/Maintenance
1190	saibis - Saigon Bistro at Uwajimaya	4/22/2020	1,500.00	Program Expenses - Biz Relief Round 1
1191	saivie - Saigon Vietnam Deli	4/22/2020	1,500.00	Program Expenses - Biz Relief Round 1
1192	seacitli - Seattle City Light	4/22/2020	139.00	HHC/Electricity
1193	sizpot - SIZZLING POT KING INC.	4/22/2020	1,500.00	Program Expenses - Biz Relief Round 1
1194	sunbak - SUN BAKERY & CAFE	4/22/2020	1,500.00	Program Expenses - Biz Relief Round 1
1195	swefre - Sweet & Fresh Bakery	4/22/2020	1,500.00	Program Expenses - Biz Relief Round 1
1196	tamtha - THANH TAM RESTAURANT	4/22/2020	1,500.00	Program Expenses - Biz Relief Round 1
1197	tecave - Techie Avenger Inc	4/22/2020	3,206.36	Computer - Maintenance
1198	thapla - Thai Place	4/22/2020	1,500.00	Program Expenses - Biz Relief Round 1
1199	toules - Tous Les Jours Bakery	4/22/2020	1,500.00	Program Expenses - Biz Relief Round 1
1200	webtho - Weber Thompson	4/22/2020	56,102.44	Development Project - North Lot Housing
1201	winluk - Wing Luke Asian Museum	4/22/2020	8,150.00	CI/Program - Subcontracts
1202	woocom - Woodburn Company	4/22/2020	818.96	HHC/Office Supplies/Equipment
1203	watcon - Watanabe Consultation	4/23/2020	1,518.75	Professional Fees/Consulting
ACH	stwab&o - Department of Revenue	4/23/2020	335.95	B&O Tax
ACH	citsearc - City of Seattle	4/28/2020	476.86	B&O Tax
ACH	pdamaint - SCIDpda Maintenance Dept	4/15/2020	2,253.20	WOs
ACH	scidpda - SCIDpda	4/15/2020	2,187.50	LH Replacement Reserve Deposit - Monthly
Total pdaopacc - General Checking			357,463.12	

vs1op - General Checking

464	cenlin - CenturyLink	4/9/2020	80.99	Telecomm
465	kincou - King County Finance	4/9/2020	2,969.46	Real Estate Tax
466	verwir - Verizon Wireless	4/16/2020	32.49	Telecomm
467	welfar - Wells Fargo	4/16/2020	1.33	Telecomm
468	btcmec - BTC Mechanical LLC	4/22/2020	1,798.14	Plumbing
469	chaeli - Chan	4/22/2020	5.95	Postage
470	citseacu - City of Seattle-Combined Utilities	4/22/2020	8,141.25	Water/Sewer
471	contec - Convergent Technologies LLC	4/22/2020	495.45	Fire Systems/Sprinklers - Service Call
472	eltsys - ELTEC Systems, LLC	4/22/2020	1,302.89	Elevator- Contact
473	hdsupp - HD Supply Facilities Maintenance, LTD	4/22/2020	16.47	Janitorial - Supplies
474	pdamaint - SCIDpda Maintenance Dept	4/22/2020	1,446.00	WOs

		Check	Total	
Check#	Vendor	Date	Check	Note
475	pugsou - Puget Sound Energy	4/22/2020	2,003.69	Natural Gas
476	repser - Republic Services	4/22/2020	1,455.64	Garbage/Waste Removal
477	rthood - R&T Hood and Duct Services, Inc	4/22/2020	33.03	Fire Systems/Sprinklers - Service Call
478	scidpda - SCIDpda	4/22/2020	18,605.50	ID Billing
479	seacitli - Seattle City Light	4/22/2020	15,260.14	Electricity
480	tromorfs - Trotter & Morton Facility Service of PNW, Inc.	4/22/2020	10,990.46	HVAC/Boiler Maint - Contract
481	wasman - Waste Management of Seattle	4/22/2020	3,649.89	Garbage/Waste Removal
Total vs1op - General Checking			68,288.77	
vs2conop - General Checking				
166	offdep - Office Depot	4/9/2020	39.58	Janitorial - Supplies
167	pdamaint - SCIDpda Maintenance Dept	4/9/2020	2,904.00	WOs
168	cenlin - CenturyLink	4/22/2020	58.62	Telecomm
169	citseacu - City of Seattle-Combined Utilities	4/22/2020	15,360.55	Water/Sewer
170	mckser - McKinstry Service	4/22/2020	605.56	Plumbing
171	seacitli - Seattle City Light	4/22/2020	2,816.54	Electricity
Total vs2conop - General Checking			21,784.85	
vs2lpop - General Checking				
278	usbank - US Bank/TFM/97298300/Julie KammueLLer	4/15/2020	14,378.13	Loan Payment - Monthly
279	cenlin - CenturyLink	4/9/2020	233.16	Telecomm
280	guasec - Guardian Security Systems, Inc	4/9/2020	374.23	WOs
281	kincoy - King County Finance	4/9/2020	863.24	Real Estate Tax
282	scidpda - SCIDpda	4/9/2020	9,091.28	ID Billing
283	verwir - Verizon Wireless	4/16/2020	49.41	Telecomm
284	welfar - Wells Fargo	4/16/2020	5.33	Telecomm
285	eltsys - ELTEC Systems, LLC	4/22/2020	293.22	Elevator - Contract
286	idvs2con - IDVS2 Condo Association	4/23/2020	3,233.86	Condo Billing
Total vs2lpop - General Checking			28,521.86	
			1,594,716.44	

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.*

May 2020 Items

Administration, Vern Wood lead

ICHS: \$200,000 Loan to ICHS

SCIDpda is required, as part of its loan covenants with the City of Seattle, to maintain operating reserves in the amount of \$500,000 for the housing related to IDVS1 Commercial (Legacy House). ICHS has taken over the management of Legacy House and requested use of operating reserves due to the impact of Covid-19. SCIDpda made a request to the City of Seattle to use \$200,000 of the operating reserves to offset operating losses for Legacy House. Permission was granted by the City. SCIDpda then loaned the money to ICHS with the requirement they pay back the reserves as stipulated by the City of Seattle – monthly payments beginning January 2021 at \$8,333/month until paid in full.

Commercial Property Management, Jared Jonson lead

Aleks Martin Clinical Services: IDVS2 Two Year Lease

Commercial Property Management is requesting concurrence of a new, two-year lease. It is an IDVS2 lease for Suite A with Aleks Martin Clinical Services, PLLC, DBA Aleks Martin/Aleksa Manila. It will be a two-year lease with a two-year renewal option. The lease terms are \$7110 gross lease for year 1, and \$7465.56 gross lease for year 2.

SCIDpda Staff Reports – May 2020

Executive Director

Maiko Winkler-Chin

Kudos to **Janet Smith** – who has been dealing with all kinds of technology issues at this time. It seems that all internet providers are having difficulty keeping up with the demand for service and our provider is no exception. When internet goes down, our phone system goes down as well.

External Work

We have 2 growing **homeless encampments** in the District that have been there for about 6 weeks. The first is under I-5 on King Street, while the other runs on Weller Street between 12th and Rainier. Both Jamie and I were on a call with community organizations, Public Defenders' Association, and CM Mosqueda. It appears there may be no community consensus on whether to wait and give the PDA time to pull together a new program with new funding, or to do the sweep. I am leaning towards doing the sweep as scheduled next week, at least for 12th and Weller, because there is no guarantee that they can get operational on a program in that time, much less find the funding. The sidewalk along Weller is impassable at this time.

PDA meeting with City – Vern and I met with City staff from the Central Budget Office to discuss how Covid-19 is having a material impact on our operational revenue. It was a pleasant meeting, but the PDAs are looking for grants, while the City may give loans (but they are unsure how to do that). We are lucky that we do not need their assistance right now, but may want it in the future.

Sound Transit met recently with the City and Historic South Downtown, the Alliance for Pioneer Square and us to determine next steps in how it tries to move forward with neighborhood requests for coordination and a more integrated planning approach as we said the small station area planning work that Sound Transit was planning to do did not take into account all the transportation infrastructure happening within a 10 min. walk of Union Station. This was requested last fall, the agencies were interested (including King County, and even the Port) and somewhat committed, the city and sound transit added community engagement in on this process... and then Covid hit. King County disappeared to deal with Covid, West Seattle Bridge has crept in for the City, and Sound Transit seems to be working on its Draft EIS timeline, although it appears the board is providing some new direction in September.

United Way Rental Assistance – Bellwether, Mercy Housing, Capitol Hill Housing and the pda, besides the Bank of America grant that Jamie mentions, was working with the United Way of King County on potentially accessing rental assistance for our residents. This came out of disappointments surrounding their rental assistance program. Our group felt we could work together towards a better system for the next round, but UWKC received a very small amount of funding from the Seattle City Council so there is no next round.

Internal

Achieving Excellence – thank you very much for allowing me to participate. The deadline, which was May 15th, has now been extended to October. The program was to start with a week in Boston in September at Harvard, which may not be feasible due to covid.

PTO – we are trying to get people to take their vacation time because many have not, and several (including myself) need to because I am unbearable.

What is Phase 2 - we are internally determining what this may look like for us. We are an essential business so we have been open throughout, but workteams have shifted to some degree. Life does not return to normal at Phase 2, maybe

not even Phase 4. Because of the diversity of our staff, and how we live, we are not requiring those who can work from home to come into the office. At the same time, we are being mindful of where people occupy space – e.g. cubicle, shared office, individual office. Initial thoughts:

- It would be prudent to keep the Zoom option open for our Board meetings, and plan on remote meetings until we are in Phase 4. We can reassess then.
- We will work out a work schedule/seating plan for our accounting team who sit together in a room with minimal air circulation.
- For Property Operations
 - Front line Hazard pay will stop at the end of Phase I; if we do end up reverting back to Phase I, we plan to offer it again.
 - In-unit work orders will resume following the procedures outlined in our Covid-19 Operations Guide (dated March 31, 2020).
 - Enhanced common area cleaning (3 – 4 times a day for high touch areas, 7 days a week) will adjust to somewhere less than that
 - Operations staff will continue wearing gloves and masks during work.
- Hing Hay Coworks anticipates opening during Phase 2 – but with a limited number of spaces, no in person meetings, and sofas hidden away.

As for the neighborhood, I am not sure.

- I anticipate free street parking going away
- Restaurants will probably still do take out, and I know some are not opening until Phase 4
- Facemasks will continue to be worn – I think even when the order goes away, at least until there's a vaccine.

Community Initiatives

Jamie Lee

Business Assistance and Relief

The **CID Small Business Relief Team** (joint effort between the CIDBIA, Friends of Little Saigon, SCIDpda and neighborhood consultant Shanti Breznau) continues to translate, outreach, and support businesses in applying for the numerous amounts of aid that is coming from private and public (including local and federal) sources. We did a bit of outreach and support when the PPP loan re-opened a few weeks ago and we supported a grant opportunity from Craft 3 where 37 businesses in the CID were awarded small business grants. We are turning our attention to advocating for easy-to-read and translated materials of the different phases of re-opening in Washington State.

As of 5/13, the **CID Restaurants and other Small Businesses Relief Fund** (managed/administered? by the CID Small Business Relief Team) has raised about \$413K, including the \$100K seed money from Vulcan. We were able to give out \$130,500K in Round 1 and have opened Round 2 on May 12. We are in the process of contacting businesses for Round 2 as we speak. We will most certainly have a Round 3 of this fund and we are finalizing Round 2 before deciding on how Round 3 will be disbursed.

We partnered with Mercy Housing, Bellwether Housing, and Capitol Hill Housing on a variety of initiatives, and Bank of America awarded a grant to pay our restaurants to feed our **residents**. We are now in week three of this program and have worked with Pho Bac and Dim Sum King to provide 150 meals to residents a week. HoHo will be on for week three and we are getting ready to solidify with 663 Bistro. Our aim was to support our commercial tenants while also feeding our residents. Note, we have received \$30k for staffing and plan to spend about \$43K on meals over a four month period (The \$500k is split between the four organizations).

Lastly, we have received numerous large donations of cloth masks. In addition to distributing them to residents, we distributed about 500 to our local grocery stores and will be continuing on to our restaurants in the neighborhood.

Hing Hay Coworks

Hing Hay Coworks itself continues to be there, as command central for our food delivery efforts. The Spring HHC AAPI Arts and Crafts Fair was set to be on May 9, 2020. As you know, this did not happen. Our staff did a great job of bringing it online and it will be available for the month of May, in celebration of AAPI heritage month. Check it out here: <https://hhccraftsfair.squarespace.com/>

We are currently working on a plan to re-open Hing Hay Coworks during Phase 2 of the reopening of Washington State.

Census 2020

Our Census work has completely shifted from the plans that we have made over the past few years. Instead of assisting residents in person to take the Census to assisting over the phone. We have also increased ad buys in the NW Asian Weekly, Seattle Chinese Times, and the Seattle Chinese Post. The Census deadline has delayed – folks are able to take it up to October 31.

EVENTS

Joseph and Jamie are exploring options for our Fall Fundraiser and have brought it to the Community Initiatives committee – they will give you updates. JamFest, which is usually mid-July, is exploring a virtual aspect, also more to be determined.

GRANTS

A number of funding opportunities have come to us during this time. These are all grants that are general operations or for staff time that are COVID-19 related - you have gotten some of these through concurrence requests, but here they are all together (note: I have pulled out program dollars). This is in addition to the funding that we are raising for the CID Small Business Relief Fund, which flows through CIDpda.

Bank of America	\$ 30,000	Staff – Community Initiatives
JP Morgan Chase	\$ 5,000	GEN OPS
King County Office of Equity and Social Justice	\$ 15,000	Staff - Community Initiatives
Schultz Family Foundation (CIDpda)	\$ 7,500	Staff – admin
Seattle Foundation	\$ 100,000	GEN OPS
Wells Fargo	\$ 30,000	GEN OPS
TOTAL	\$ 187,500	

Real Estate Development

Michael Omura

Bold text with ** following indicates new information about the project.

SCIDpda Direct Involvement

Pacific Medical North Lot

The current design contemplates buildings that are comprised of a Program of All Inclusive Care for the Elderly (23,000 sq. ft.), 270 affordable units, and 9,500 sq. ft. of childcare. Currently it is planned that we will develop and own the building and then condominiumize the AiPACE portion of the building. ***The project is moving into the Design Development phase and we have brought on board Edge Development to provide us consultation. We went through a process where we contacted 8 firms to gauge their interest and 6 replied and were sent an RFQ. We sent out the RFQ and limited the scope by not including construction management services for the consultant. We received only one response to the RFQ and we are now negotiating with Edge on a contract.*****



	Studio	1 BR	2 BR	3 BR	4 BR	
Bldg A	30	45	52	29	4	160
Bldg B	23	36	32	19	4	114
Total	53	81	84	48	8	274

**affordability levels not set yet

SHA King County Records Site

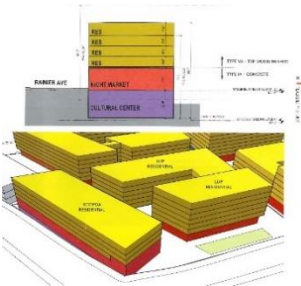
*Design Development package has been submitted by the design team and Marpac is pricing. Building permit documents to be submitted on June 11th. Application for WSHFC bonds are due on June 17th and RFPs for lenders and equity investors to be issued later in June. We have submitted to OH for exemption from ADR for the project.***



	Studio	1 BR	2 BR	3 BR	4 BR	
30%	0	30	43	15	4	92
60%	0	17	25	8	2	52
80%	8	2	2	2	0	14
Total	8	49	70	25	6	158

Goodwill Site

The SCIDpda has entered into a MOU with Goodwill, Lake Union Partners, and Capitol Hill Housing to create a feasibility analysis of the nearly 8 acre site. The program for the site will include a new flagship store for Goodwill and relocation of the warehousing and fleet parking, SCIDpda and CHH will develop affordable housing and community facilities.



Hing Hay Park Restroom at Bush Hotel

SPR presented the project to ISRD on 7/9/2019 and there were no significant issues. An amendment to the condo agreement has been given to the City and they are to review. Construction is slated for fall of 2020.

LS Gathering Cultural Space & FLS Office TI

Finalizing pricing for the project in order to start construction now that construction has been allowed proceed.**



Future Projects/Opportunities

SCIDpda Direct Involvement

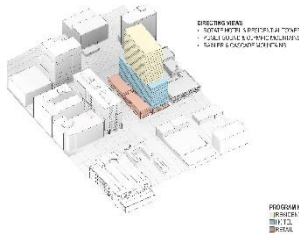
URM/Historic Core Renovation

A group led by Peter Nitze has been meeting to identify issues surrounding displacement, permit processing, technical solutions, and funding sources for URM's. We have been participating along with folks from the City.

Other Projects in the Neighborhood

5th & Jackson (Fujimatsu)

Dali and Tomio Moriguchi with their architect MG2 presented early concepts to develop this site develop this site for a mixed use development with residential rental units, hotel and retail. This concept is revised from earlier schemes that was presented at earlier at ISRD.



Development Type	Unit Type	Affordable Requirements?
Residential – 215 units	1 and 2 BR	Unknown
Hotel – 211 units		Pay fee
Retail – ground floor		

7th & Dearborn

RED Ad Hoc Committee met with Plus Investments and their architect Hewitt who presented early concepts for the 7th & Dearborn site (the former Pang Warehouse). They plan to develop 180 ft. residential condos with some 3 bedroom units. They were seeking advice and gaging the community reaction to such a development.



Development Type	Unit Type	Affordable Requirements?
Residential – 400 units	1, 2 and 3 BR	On site performance 28 units
Retail – ground floor		

Bush Garden Site (Jasmine)

There was another contentious ISRD meeting on 10/29 where the development team was asked to provide more information about saving the existing building.



Development Type	Unit Type	Affordable Requirements?
Residential – 200 units TBD apartments or condos	Studio, 1 and 2 BR	Unknown Using MFTE program
Retail – ground floor		

206 5th Avenue S. (*Origin 206*)

A 66 market rate apartment units (originally discussed as condos with the SCIDpda board) with some retail on the street. There will be 53 studio units and 13 one bedroom units and MHA will be met through payment in-lieu. Construction is slated to start in mid-May.



Development Type	Unit Type	Affordable Requirements?
Residential – 66 units	53 studio 13 1- BR	Payment in lieu
Retail – ground floor		

Uncle Bob's Place

The project did not receive bond/tax credit award in the last round so the project has been further delayed.



Rising Sun Produce Site-1712 S. King St.

King Property Holdings is planning a 125 unit mixed use project with a proposal for 10 units to be affordable and approximately 4,200 sq. ft. of commercial. The project is planned to be 8 stories above grade with 2 levels below grade for 76 stalls. ***This property just went on the market. We are not pursuing as the asking price is very high.***



Linc's Tackle Site

Plymouth Housing will be developing a mixed use project on this site with 105 studio units. One concern expressed by some community members is that the majority of the commercial space will be for Plymouth Housing Maintenance. **Project is complete****



Jackson Steps (formerly Asian Plaza)

The project has been approved with conditions by the Director of SDCI since the Board was split on this. The entire project is now on the market for sale to potential developers. No sale of the project/property to date.

Hotel on 8th Ave. S

A representative for the Owner and the architects presented a revised program and massing for the project. The project is now proposed as a market rate rental apartments approximately 120 to 150 units with about 5,500 sq. ft. of retail on the ground level. The development team is seeking input from the community and will present to ISRD in the fall.

CURRENT DESIGN

RESPONSE TO BOARD COMMENTS

- 150,881 SF & 13 Stories
- 5,208 SF of retail
- Changed entire building use from hotel to apartment
- Building has been modified to reduce overall permitted scale
- Corner has been opened up to create a small entry plaza
- Corner spaces are located on the podium and the roof deck
- Window pattern has been modified to reduce the apparent scale of the massing and to differentiate other portions of the building
- Windows were modified to reduce the amount of glass used to prevent roof from having an office building appearance



Koda (DA-LI Development)

Under construction with completion slated for late 2020.

Site on Main and Maynard

Hotel Concepts has purchase the site on the SE corner of Maynard and Main and plans to develop a residential high rise. They are the same developers as the 8th & Lane hotel across from Legacy House that had caused controversy in the CID

Site on 5th and Washington

Toyoko Inn has purchased the ¼ block site directly north of the Da-Li development. The purchase price quoted in the DJC was over \$10M.

Development Activity on the Periphery of CID

Yesler Terrace

New 23 story high rise apartment tower located at 7th & Yesler proposed by Su Development, approximately 365 units.



“S” Project – A 990,000 SF office development on 6th Ave. S and Airport Way just south of Dearborn. The project has had 2 Early Design Guidance reviews through the South East Review District. One building of the complex is located in the ISRD and will go through the ISRD process.

Westcoast Printing site – A 200 unit six story residential development is proposed for the old West Coast Printing site and was presented at the SE DRB on 9/27. No minutes of the EDG meeting is available at this time.

Property Operations

Jared Jonson

Dealing with impacts associated with COVID-19 continues to be a challenge for Property Operations. I am extremely proud of our team who are performing admirably under the circumstances and Property Operations staff (who are able) have been highly encouraged to take mental days/PTO. Over the last month we've received 2000+ cloth mask donations and have been provided to SRO residents and essential businesses. We will focus on distributing additional donations to all residents and businesses in the neighborhood. You may have noticed the WO/Maintenance Dashboard is missing from this month's Board Packet. We are temporarily suspending this dashboard while our team implements (previously mentioned) process improvements to improve accuracy of information being reported to the board.

Jared Paternity Leave Schedule

On a personal note, I wanted to share that Baby Jonson is due August 5th, at which point I will be on paternity leave until October. I will return for 6 weeks to finalize the Property Ops 2021 Budget. From mid-November until January 1, I will be on PTO and then return full time in 2021.

Residential Property Management

We completed our latest round of resident wellness checks in late April and continue to provide services such as groceries, pre-cooked meals, and coordination w/ Seattle Public Schools. To date, 2000+ bags of groceries and as many meals have been delivered to residents. We had one resident who confirmed they had contracted COVID-19 through their work place. Our team followed the protocols (adopted in late March), immediately sanitized the entire building overnight and provided the resident with services (groceries, rent assistance resources, etc.). The resident complied with their quarantine order and is close to a full recovery. We are also particularly worried about mental health and potential for DV impacts among our residents. We've reached out to Interim and CISC for help with materials and contact information to provide.

AR for PDA properties in April looks great at 98% of rents collected, managed properties is at 91%. Only a handful of residents have received rent assistance from outside sources. As reported last month, there are still outstanding balances due to COVID-19 impacts. We are communicating with residents to ensure mutual understanding of rent owed, but also sharing opportunities for rent assistance as opportunities pop up. We have a total of 7 vacancies. Two units at NP have been kept purposely vacant, but we are looking to lease those in June. The other vacant units are expected to be leased by the end of May.

Senior Housing Manager Hired

Included in our 2020 Budget plans and overall organization restructuring included the hiring of a housing manager position. This is part of a longer-term strategy to improve our overall property management services and also evolve our team to meet the forthcoming challenges of new (and larger) buildings at the Yesler and N. Lot projects. Hiring this position allows our team to focus more on our commercial property management and ongoing issues with maintenance. I had hoped to hire for this position sooner, but COVID-19 made timing difficult. I am pleased to share we have identified a candidate and extended an offer for the position of Senior Housing Manager. His name is Marc Le and he is an experienced property manager with Seattle Housing Authority, managing a portfolio of several buildings in north Seattle. Before SHA, Marc spent several years in clinical support and residential services at DESC. He has a Bachelor's in Sociology from UC Davis ('13) and is finishing an MPA program at Seattle University. Marc and I began working at SHA around the same time in 2016. He is highly recommended by Housing Operations staff at SHA as an effective property manager and leader; and has expressed a desire to be more connected to community and more directly serving residents. We are all very excited to have him on board. Marc's start date is June 1.

Commercial Property Management

In April, 32 of 49 tenants were able to pay rent. Our collection rate across all owned or managed properties for the month is 82%. Our collected rent for this month is high due to getting caught up with NNN reconciliation and reissuance of a \$91k check from one of our tenants (which was missing last month). A large outstanding amount for one of our Bush tenants (21 Progress) should be resolved by next month as their new lease is out for approval by their Board. We are also expecting a new tenant at IDVS2 in June. While marketing and leasing of our vacant spaces is challenging at this time, our team is beginning to plan for potential permanent shutdown of businesses and what our long-term strategy for marketing and leasing should look like.

Working closely with relief efforts being led by Community Initiatives, several of our restaurant tenants are participating in a program being funded by a BofA grant being used to fund restaurants to pay for pre-cooked meals for residents.

There have been several break-ins of commercial tenants in the neighborhood, including PDA tenants. We've asked Building Managers and staff to be vigilant about what they are seeing. We're also working with SPD, CIDBIA, and the Public Safety Council on improving security measure for our buildings and emphasis patrols.

Resolution 20-05-19-__

INCENTIVE COMPENSATION PLAN 2020

Seattle Chinatown International District Preservation and Development Authority (SCIDpda), a Washington public authority (Authority), currently employs approximately 43 full and part-time individuals. The SCIDpda Board (Board) has long recognized and valued the SCIDpda skilled and committed staff. An employee must be a permanent employee who works full or part-time and has worked for SCIDpda over six (6) months in order to be eligible to participate in this Incentive Plan.

The Board established a strategic plan for the years 2017-2020. A goal of the strategic plan is to improve employee benefits. To that end, the Board is authorizing SCIDpda to make a contribution on behalf of each eligible employee to the Authority's 401a plan. The amount contributed per eligible employee will be maximum of 4% of the employee's salary/wages. Vesting of the SCIDpda contribution will be over a 5 five (5) year period. The award date will be December 31, 2020 to employees who are employed as of that date. The amount will be funded into the 401a plan by March 31, 2021.

Additionally, the Board desires to reward positive performance of the staff by providing an incentive to permanent staff for meeting and/or exceeding the specified Authority goals outlined in the strategic plan. The Board wishes to provide incentive compensation to all permanent eligible employees as of the award date.

For 2020, the award date will be December 31, 2020. The Board wishes to provide incentive compensation if the following goals are met:

- **More Housing Units/Options**
 - Move forward with construction for the Yesler Family Housing Project (156 units) and the permit submittal for the North Lot Project (160 units).
- **CID Properties Better Serve the Community**
 - Complete work with property owners on URM work begun in 2019.
- **More positive businesses**
 - Create commercial leasing standards in line with SCIDpda Mission & Values.
 - Create Commercial Property Management policies, protocols, and procedures with clear guidance on lease renewal and marketing vacant spaces. Implement before end of 2020.
 - Educate small businesses on incoming developments in the CID.
 - Provide direct technical assistance to at least 3-5 businesses on accessing assistance for impacts of COVID-19.

- Community Initiatives and Property Operations work collaboratively to addressing positive businesses in vacant spaces (specifically in Bush Hotel, Jackson Apartments, IDVS I, and the Louisa Hotel).
- **Stronger Community Connections**
 - Community Initiatives and Property Management work collaboratively to address COVID-19 impacts – specifically food insecurity, wellness checks and school access.
 - Community Initiatives and Property Operations work towards completing phase 1 of disaster preparedness plan (R3).
 - Further implement recommendations of the CID Neighborhood lighting study and alley projects (as much as is possible post COVID 19).
 - Chair the CID Complete Count Committee and assist residents for the 2020 Census.
- **PDA Buildings Financially Sustainable**
 - Mitigate budget impact to COVID-19 crisis:
 - Evaluate debt refinancing or deferral.
 - Work with other PDA entities to get City aid.
 - NNN reconciliation transferred from Accounting to Property Management. Smooth handoff with accurate and timely billings.
- **PDA's Organization Sustainability Strengthened**
 - Review and evaluate current Key Performance Indicators for Property Operations (Residential, Commercial and Maintenance) for value provided.
 - Identify new KPIs or evolve current KPIs to achieve meaningful buy-in and measurable progress.
 - Hire Director of Property Operations and evaluate the addition and timing of other Senior Property Management Staff.
 - Implement Annual Performance Reviews for all Property Operations staff.
 - Compare compensation targets with agencies reporting on Archbright survey. Evaluate progress towards meeting compensation equity.
 - Network optimization: server and email efficiencies, new conferencing capabilities, security training.
 - Execute 45th year fundraiser – determine best format in light of covid-19 impact.
 - Continue to seek grant funding to support the organization.

The amount of award will be allocated based on a percentage of each employee's salary/wages. A maximum of 6% of the employee's salary/wages may be distributed as incentive compensation to each employee.

The amount of the contribution to the 401a retirement plan and the incentive award for 2020 will be determined by recommendation of the Deputy Director to the Finance Committee who will review performance against goals and available cash for award payment.

We the Governing body of the SCIDpda, authorize and approve the Incentive Compensation Plan (Plan) for 2020 as outlined above. Further, we authorize the Deputy Director and the Finance Committee of the Board to make recommendations on the amount of award to be granted as of the award date listed in the Plan.

Board Chair

Date

Board Treasurer

Date

Resolution 20-05-19-_____

**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 charter of the Community Initiatives Committee of the Board.

Board President

Date

Board Secretary

Date

SCIDpda Community Initiatives Committee

Purpose:

The purpose of the SCIDpda Community Initiatives (CI) Committee is to assist the SCIDpda Board in fulfilling its responsibilities related to external projects (related to the Community Initiatives department¹), fundraising, marketing, and communications, to provide guidance for the organization and serve as a resource for the staff and Board.

Membership:

The Board of Directors shall approve all members of the Community Initiatives Committee. At least three (3) members of the Board of Directors must participate on the CI Committee. Other non-Board members can be invited to participate on the CI Committee by a staff or Board member but must be approved by the Board. The designation of the Chair will be made at the beginning of each calendar year. Committee membership will be for a one (1) year term with the option to continue each year without affirmation by the Board. The committee will be staffed by the Director of Community Initiatives or their designee.

Responsibilities:

- Set and conduct regularly scheduled meetings to review the organization's fundraising activities as well as external projects related to the CI department
- Review monthly program updates and recommending topics to be discussed at the board level
- Guide and support development of fundraising, including signature fundraiser, donor appreciation, and annual ask events
- Guide overall marketing strategy for the organization
- Guide communications strategy for the organization
- Help identify potential community problems that impact the CI department's focus areas and serve as a resource to staff working to resolve those problems
- Review, steward and stay current on CI projects in CID
- Ensure CI projects are in accordance with vision, mission, and strategic plan
- Periodically invite individuals that are working on projects that impact the CID to share their work with the committee and, if appropriate, recommend review by the full board

Meeting Frequency:

The CIC meets monthly in advance of the Board meeting.

Duration:

Perpetual, as determined from time to time by the board

¹ The focus areas of the Community Initiatives department include: [list focus areas here]