

BOARD MEETING AGENDA

Tuesday, March 15, 2022

5:30 – 6:30 pm


<https://us02web.zoom.us/j/88609861641?pwd=VThPbGMzb1lGaWhkYjVEW>
Virtual:[WoiVnptQTo9](#)

Meeting ID: 886 0986 1641

Passcode: 306267

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Due to the extraordinary public health circumstances related to the ongoing COVID-19 (coronavirus) outbreak, participation in this meeting will be telephonic. All board members will participate remotely, as will any members of the public who wish to attend.

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>
5:32	Approval	2. Consent Agenda Resolution <ul style="list-style-type: none"> • Approve February Meeting Minutes • Accept February 2022 Expenditure Reports • Accept December 2021 Financial Reports 3. Affordable Housing Committee <ul style="list-style-type: none"> • Landmark Project Resolution – Jamie Lee • Update – impacts of concrete strike – Jared Jonson
6:00	Discussion/ Approval	4. Board Business <ul style="list-style-type: none"> • Finance Committee – May Wu • Community Initiatives – Tiernan Martin <ul style="list-style-type: none"> • Resolution to Approve Public Disclosure Request Policy • Committee Updates <ul style="list-style-type: none"> • Sound Transit 3 – Tiernan Martin • Transition Committee – Cindy Ju • Community Initiatives – Lisa Nitze • Committee work plans • Good of the Order – Mindy Au
6:30	Action	5. Adjourn – Mindy Au

****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) | |

Resolution 22-03-15-01

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 February Meeting Minutes
- Accept February 2022 Expenditure Reports
- Accept December 2021 Financial Reports

Board President

Date

Board Secretary

Date

SCIDpda Board Meeting Minutes

February 16th, 2022

Virtual:

<https://zoom.us/j/88609861641>

+1 (253) 215.8782 , 88609861641#

+1 (669) 900.6833 , 88609861641#

The February 2022 SCIDpda board meeting was hosted virtually via a Zoom conference.

Board Present (via Phone Conference Call-in): Mindy Au, Jerilyn Young, Wayne Lau, David Della, Aileen Balahadia, Phillip Sit, Miye Moriguchi, Elliot Sun, Tiernan Martin, Lisa Nitze, Cindy Ju

Staff Present: Maiko Winkler-Chin, Jamie Lee, Jared Jonson, Vern Wood, Jody McCorkle, Christine Connolly, Naomi Saito, Jackelin Jimenez, Janet Smith

1. Call to Order

The meeting was called to order by Mindy Au, Board Chair, at 12:03 PM.

Public Comment – public may sign up to address the board for up to 2 minutes on matters on this agenda. No public comments were submitted to the board.

2. Consent Agenda Resolution

Resolution 22-02-16-01: We, the Board of the Seattle Chinatown International District Preservation and Development Authority Board, via consent agenda:

- Approve January Meeting Minutes
- Accept January 2022 Expenditure Report
- Accept Meeting Schedule (Full, Finance, Executive)
- Approve Resolution re: LGIP Authorized individuals

Moved: Jerilyn Young

Seconded: David Della

Board Approved: Mindy Au, Jerilyn Young, Wayne Lau, David Della, Aileen Balahadia, Phillip Sit, Miye Moriguchi, Elliot Sun, Tiernan Martin, Lisa Nitze, Cindy Ju

Abstained: 0

Absent: 2

Resolution was approved.

3. Board Business

- **Finance Committee** – Wayne Lau gave a brief description of the resolution and the finance committee’s recommendation for approval.

- **Resolution – 2022 Incentive Plan**

Resolution 22-02-16-04: We, the Governing body of the SCIDpda, authorize and approve an incentive compensation plan for 2022 as outlined above. Further, we authorize the Director of Finance and the Finance Committee of the Board to make recommendations on the total amount of the award to be granted.

Moved: David Della

Seconded: Elliot Sun

Board Approved: Mindy Au, Jerilyn Young, Wayne Lau, David Della, Aileen Balahadia, Phillip Sit, Miye Moriguchi, Elliot Sun, Tiernan Martin, Lisa Nitze, Cindy Ju

Abstained: 0

Absent: 2

Resolution was approved.

- **Committee Structure – Mindy Au**
 - Mindy Au reviewed committee structure and changes, confirmed committee balance and membership, and reminded committees to submit work plans.
- **Ad Hoc Transition Committee – Cindy Ju**

Executive Session – to discuss the performance of a public employee

- Executive meeting discussion for 25 minutes began at 12:17 pm.
 - **Resolution – Transition Committee Charter**

Resolution 22-02-16-05: We, the Seattle Chinatown International District Preservation and Development Authority (“SCIDpda”) Board of Directors (1) authorize and approve the formation of the SCIDpda Transition Committee for the purposes set forth in the SCIDpda Transition Committee Charter (the “Charter”), and (2) appoint the persons listed below as members of the SCIDpda Transition Committee, and (3) authorize the SCIDpda Transition Committee to take such actions on behalf of SCIDpda that are consistent the Charter or related to the transition planning, executive search, hiring, onboarding and initial orientation and

support of the Executive Director of the Seattle Chinatown International District Preservation Development Authority.

Moved: David Della

Seconded: Mindy Au

Board Approved: Mindy Au, Jerilyn Young, Wayne Lau, David Della, Aileen Balahadia, Phillip Sit, Miye Moriguchi, Elliot Sun, Tiernan Martin, Lisa Nitze, Cindy Ju

Abstained: 0

Absent: 2

Resolution was approved.

○ **Resolution – Interim Executive Director Appointment**

Resolution 22-02-16-06: SEATTLE CHINATOWN-INTERNATIONAL DISTRICT PRESERVATION AND DEVELOPMENT AUTHORITY, a Washington public authority (the “Authority”), hereby appoints Veronica Wood as its Interim Executive Director, and hereby provides her with the authority, including but not limited to executing and delivering documents, and taking all other actions in the ordinary course of the Authority’s activities.

Moved: Jerilyn Young

Seconded: David Della

Board Approved: Mindy Au, Jerilyn Young, Wayne Lau, David Della, Aileen Balahadia, Phillip Sit, Miye Moriguchi, Elliot Sun, Tiernan Martin, Lisa Nitze, Cindy Ju

Abstained: 0

Absent: 2

Resolution was approved.

● **Maiko’s Last Board Meeting as Executive Director**

- Goodbye party for Maiko on March 4th at Chiyo’s Garden.

4. Adjourn

The meeting was adjourned by Mindy, Board Chair, at 12:50 p.m.

Seattle Chinatown International District Preservation and Development Authority
409 Maynard Ave S, Ste P2
Seattle, WA 98114

Expenditure Certification Memorandum

DATE: 2/28/2022
 TO: Board of Directors
 FROM: Jody McCorkle, Director of Finance
 RE: February 2022 Expenditure Certification

I, Jody McCorkle, 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.


 Jody McCorkle, Director of Finance

Computer Run Checks	General Checking	1909	to	1926	\$	10,609.68
Electronic Funds Transfers	General Checking		eft		\$	40,483.27
				Bush Hotel Commercial	\$	51,092.95
Computer Run Checks	General Checking	1793	to	1797	\$	20,305.86
				Bush Hotel Condo	\$	20,305.86
Computer Run Checks	General Checking	210	to	210	\$	91,438.00
Electronic Funds Transfers	General Checking		eft		\$	16,323.09
				Bush Hotel QalicB	\$	107,761.09
Computer Run Checks	General Checking	1227	to	1255	\$	123,939.79
Electronic Funds Transfers	General Checking		eft		\$	14,113.95
				Bush Hotel Residential	\$	138,053.74
Computer Run Checks	General Checking	3866	to	3877	\$	91,687.83
Electronic Funds Transfers	General Checking		eft		\$	23,885.91
				DVA	\$	115,573.74
Computer Run Checks	General Checking	855	to	872	\$	107,475.31
				IDVS1 Commercial	\$	107,475.31
Computer Run Checks	General Checking	315	to	320	\$	12,451.21
				IDVS2 Condo	\$	12,451.21
Computer Run Checks	General Checking	477	to	481	\$	15,802.89
Electronic Funds Transfers	General Checking		eft		\$	2,728.68
				IDVS2 Library & Parking	\$	18,531.57
Computer Run Checks	General Checking	614	to	623	\$	68,071.62
Electronic Funds Transfers	General Checking		eft		\$	5,006.80
				IDVS2 Commercial	\$	73,078.42

Computer Run Checks	General Checking	998	to	1008	\$	5,363.72
Electronic Funds Transfers	General Checking		eft		\$	23,262.29
				New Central Commercial	\$	28,626.01
Computer Run Checks	General Checking	272	to	273	\$	8,167.89
Electronic Funds Transfers	General Checking		eft		\$	37,336.92
				New Central Hotel	\$	45,504.81
Electronic Funds Transfers	General Checking		eft		\$	37,151.25
				New Central Master Tenant	\$	37,151.25
Computer Run Checks	General Checking	1176	to	1193	\$	21,595.41
Electronic Funds Transfers	General Checking		eft		\$	18,652.88
				New Central Residential	\$	40,248.29
Computer Run Checks	General Checking	2999	to	3042	\$	105,674.00
Electronic Funds Transfers	General Checking		eft		\$	7,280.65
EFTs for Payroll	General Checking	02/10/2022 & 02/24/2022			\$	187,381.61
				SCIDpda	\$	300,336.26
					\$	1,096,190.51

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 _____ 2022.

Treasurer

Chair

SCID Check Summary

Property=bhcomm,bhcondo,bhfund,bhmanagr,bhmaster,bhqalib,bhres,childpar,cidpda,design,design01,design02,design03,design04,design05,design06,design07,design08,design09,design10,design11,design12,design13,design14,design15,design16,design17,design18,design19,diageo,dva,ethbc,hinghay,idvs1com,idvs2com,idvs2con,idvs2lp,loumural,ncentcom,ncentres,nchotel,ncmanagr,ncmaster,pdacmnty,pdadev,pdamaint,pdaopacc,scid AND mm/yy=02/2022-02/2022 AND All Checks=Yes

		Check	Total	
Check#	Vendor	Date	Check	Note
bhcommop - General Checking				
1909	subsol - Submeter Solutions Inc.	2/3/2022	100.00	Water/Sewer
1910	tromorfs - Trotter & Morton Facility Service of PNW, Inc.	2/3/2022	1,929.34	HVAC/Boiler Maint - Contract
1911	wesext - Western Exterminator Company	2/3/2022	145.53	Pest Control
1912	pdamaint - SCIDpda Maintenance Dept	2/10/2022	5,768.25	WOs
1913	cenlin - CenturyLink	2/10/2022	77.61	Telecomm
1914	citseaci - City of Seattle	2/10/2022	212.40	Elevator - Contract
1915	citseaci - City of Seattle	2/10/2022	192.60	Elevator - Contract
1916	repser - Republic Services	2/10/2022	508.82	Garbage/Waste Removal
1917	verwir - Verizon Wireless	2/10/2022	9.31	Telecomm
1918	weaarc - Weaver Architects, P.S., Inc.	2/10/2022	274.50	Professional Fees/Consulting
1919	welfar - Wells Fargo	2/10/2022	4.65	Telecomm
1920	welfar - Wells Fargo	2/10/2022	568.98	Supplies
1921	cedgro - Cedar Grove Organics Recycling	2/17/2022	50.60	Garbage/Waste Removal
1922	cenlin - CenturyLink	2/17/2022	80.71	Telecomm
1923	hdsupp - HD Supply Facilities Maintenance, LTD	2/17/2022	116.78	Locks/Keys
1924	thepar - The Part Works, Inc.	2/17/2022	19.01	Supplies
1925	wasman - Waste Management of Seattle	2/17/2022	405.06	Garbage/Waste Removal
1926	wesext - Western Exterminator Company	2/17/2022	145.53	Pest Control
ACH	bushqali - SCIDpda Bush Hotel QALICB LLC	2/10/2022	2,649.94	Maintenance - Other Vendor
ACH	bushqali - SCIDpda Bush Hotel QALICB LLC	2/10/2022	37,833.33	Rent
Total bhcommop - General Checking			51,092.95	
bhcondop - General Checking				
1793	citseacu - City of Seattle-Combined Utilities	2/3/2022	8,449.42	Garbage/Waste Removal
1794	seacitli - Seattle City Light	2/3/2022	2,675.77	Electricity
1795	pugsou - Puget Sound Energy	2/10/2022	4,137.20	Natural Gas
1796	ipfscorp - IPFS Corporation	2/17/2022	4,618.82	Insurance
1797	searub - Seattle Rubbish Removal	2/24/2022	424.65	Garbage/Waste Removal
Total bhcondop - General Checking			20,305.86	
bhqalop - General Checking				
210	scidpda - SCIDpda	2/3/2022	91,438.00	Distribution
ACH	bannymel - The Bank of New York Mellon Trust Co.	2/15/2022	10,833.33	Deposits with Other Entities - Monthly
ACH	bannymel - The Bank of New York Mellon Trust Co.	2/15/2022	389.76	Interest Expense - Monthly
ACH	thecomm - The Commerce Bank of WA	2/28/2022	5,100.00	Loan Payment - Monthly
Total bhqalop - General Checking			107,761.09	
bhresope - General Checking				
1215	seacitli - Seattle City Light	2/15/2022	-1,153.60	Void/re-issued Checks 1245 - 1253 below
1227	busimp - Business Impact NW	2/3/2022	1,604.68	Loan Payment - Monthly
1228	tromorfs - Trotter & Morton Facility Service of PNW, Inc.	2/3/2022	2,416.99	HVAC/Boiler Maint - Contract
1229	scidpda - SCIDpda	2/3/2022	79,230.00	Distribution
1230	hdsupp - HD Supply Facilities Maintenance, LTD	2/10/2022	256.28	Carpet/Flooring/Window Coverings
1231	orcinf - Orca Information Inc	2/10/2022	47.00	Credit Screening Fee
1232	paclam - Pacific Lamp & Supply Company	2/10/2022	70.25	Supplies
1233	verwir - Verizon Wireless	2/10/2022	141.63	Telecomm
1234	wasthous - WA State Housing Finance Commission	2/10/2022	2,375.00	HFC Monitoring Fee
1235	welfar - Wells Fargo	2/10/2022	44.62	Telecomm
1236	welfar - Wells Fargo	2/10/2022	251.45	Supplies & Small Tools/Equipment
1237	pdamaint - SCIDpda Maintenance Dept	2/17/2022	10,073.50	WOs
1238	cenlin - CenturyLink	2/17/2022	134.21	Telecomm
1239	citseacu - City of Seattle-Combined Utilities	2/17/2022	60.83	Water/Sewer
1240	hdsupp - HD Supply Facilities Maintenance, LTD	2/17/2022	189.10	Supplies
1241	lowes - Lowe's	2/17/2022	1,653.39	UTO Carpet/Flooring Coverings
1242	paclam - Pacific Lamp & Supply Company	2/17/2022	159.75	Supplies
1243	pmjans - Phnoux	2/17/2022	515.00	UTO - Other Vendors

		Check	Total	
Check#	Vendor	Date	Check	Note
1244	scidpda - SCIDpda	2/17/2022	20,084.95	ID Billing
1245	seacitli - Seattle City Light	2/17/2022	1,026.61	Electricity
1246	seacitli - Seattle City Light	2/17/2022	690.62	Electricity
1247	seacitli - Seattle City Light	2/17/2022	0.00	Void
1248	seacitli - Seattle City Light	2/17/2022	0.00	Void
1249	seacitli - Seattle City Light	2/17/2022	0.00	Void
1250	seacitli - Seattle City Light	2/17/2022	1,836.58	Electricity
1251	seacitli - Seattle City Light	2/17/2022	306.73	Electricity
1252	seacitli - Seattle City Light	2/17/2022	346.46	Electricity
1253	seacitli - Seattle City Light	2/17/2022	257.51	Electricity
1254	wesext - Western Exterminator Company	2/17/2022	294.92	Pest Control
1255	actjac - Action Jackson Drain Cleaning & Plumbing	2/24/2022	1,025.33	Plumbing
ACH	bushcond - SCIDPDA Bush Hotel Condo Association	2/17/2022	10,049.95	Condo Billing
ACH	thecomm - The Commerce Bank of WA	2/28/2022	4,064.00	Loan Payment - Monthly
Total bhresope - General Checking			138,053.74	
dvaop - General Checking				
3866	idvs2lib - IDVS2 Library/Parking	2/3/2022	17,863.33	Loan Payment - Monthly
3867	scidpda - SCIDpda	2/3/2022	708.48	Accrued Interest
3867	scidpda - SCIDpda	2/3/2022	25,468.66	Note Payable
3868	coment - Commercial Entry Systems, Inc.	2/10/2022	512.66	Access Control Systems
3869	pugsou - Puget Sound Energy	2/10/2022	4,331.26	Natural Gas
3870	vervir - Verizon Wireless	2/10/2022	81.31	Telecomm
3871	wasthous - WA State Housing Finance Commission	2/10/2022	1,960.00	HFC Monitoring Fee
3872	welfar - Wells Fargo	2/10/2022	26.49	Telecomm
3873	welfar - Wells Fargo	2/10/2022	112.62	Supplies & Small Tools/Equipment
3874	pdamaint - SCIDpda Maintenance Dept	2/17/2022	12,055.02	WOs
3875	citseacu - City of Seattle-Combined Utilities	2/17/2022	13,410.92	Water/Sewer
3876	scidpda - SCIDpda	2/17/2022	15,062.44	ID Billing
3877	wavbro - WAVE	2/17/2022	94.64	Telecomm
ACH	idvs2con - IDVS2 Condo Association	2/17/2022	23,885.91	Condo Billing
Total dvaop - General Checking			115,573.74	
idvs2op4 - General Checking				
614	scidpda - SCIDpda	2/3/2022	57,454.00	Distribution
615	pdamaint - SCIDpda Maintenance Dept	2/10/2022	1,386.50	WOs
616	repser - Republic Services	2/10/2022	1,926.66	Garbage/Waste Removal
617	scidpda - SCIDpda	2/10/2022	1,643.34	ID Billing
618	vervir - Verizon Wireless	2/10/2022	1.94	Telecomm
619	welfar - Wells Fargo	2/10/2022	2.80	Telecomm
620	idvs2con - IDVS2 Condo Association	2/17/2022	3,203.30	Condo Billing
621	wasman - Waste Management of Seattle	2/17/2022	2,293.86	Garbage/Waste Removal
622	pdamaint - SCIDpda Maintenance Dept	2/24/2022	41.25	WOs
623	wesext - Western Exterminator Company	2/24/2022	117.97	Pest Control
ACH	herban - Heritage Bank	2/20/2022	5,006.80	Loan Layment - Monthly
Total idvs2op4 - General Checking			73,078.42	
nccomop2 - General Checking				
998	tromorfs - Trotter & Morton Facility Service of PNW, Inc.	2/3/2022	674.53	HVAC/Boiler Maint - Contract
999	pdamaint - SCIDpda Maintenance Dept	2/10/2022	2,745.00	WOs
1000	hdsupp - HD Supply Facilities Maintenance, LTD	2/10/2022	292.29	Supplies
1001	newcentr - SCIDPDA New Central Apartments, Inc	2/10/2022	668.04	UTO Carpet/Flooring/Window Coverings
1002	vervir - Verizon Wireless	2/10/2022	6.55	Telecomm
1003	welfar - Wells Fargo	2/10/2022	6.97	Telecomm
1004	wesext - Western Exterminator Company	2/10/2022	117.97	Pest Control
1005	thepar - The Part Works, Inc.	2/17/2022	384.97	Supplies
1006	wasman - Waste Management of Seattle	2/17/2022	30.30	Garbage/Waste Removal
1007	wesext - Western Exterminator Company	2/17/2022	343.10	Pest Control
1008	pdamaint - SCIDpda Maintenance Dept	2/24/2022	94.00	WOs
ACH	newcenmt - New Central Hotel Master Tenant LLC	2/3/2022	1,062.37	Insurance
ACH	newcenmt - New Central Hotel Master Tenant LLC	2/3/2022	20,350.00	Rent

		Check	Total	
Check#	Vendor	Date	Check	Note
ACH	scidpda - SCIDpda	2/10/2022	1,849.92	ID Billing
Total nccomop2 - General Checking			28,626.01	
nchotop - General Checking				
272	easwes - East-West Investment Co.	2/17/2022	5,817.93	Ground Lease Expense
273	ipfscorp - IPFS Corporation	2/17/2022	2,349.96	Insurance
ACH	scidpda - SCIDpda	2/3/2022	17,787.00	Distribution
ACH	welfar - Wells Fargo	2/10/2022	19,549.92	Loan Payment - Monthly
Total nchotop - General Checking			45,504.81	
ncmaster - General Checking				
ACH	newcenth - New Central Hotel LLC	2/3/2022	1,984.25	Insurance
ACH	newcenth - New Central Hotel LLC	2/3/2022	35,167.00	Rent
Total ncmaster - General Checking			37,151.25	
ncresop - General Checking				
1176	citseacu - City of Seattle-Combined Utilities	2/3/2022	3,018.46	Garbage/Waste Removal & Water/Sewer
1177	scidpda - SCIDpda	2/3/2022	9,667.88	ID Billing
1178	seacitli - Seattle City Light	2/3/2022	5,400.77	Electricity
1179	tromorfs - Trotter & Morton Facility Service of PNW, Inc.	2/3/2022	838.46	HVAC/Boiler Maint - Contract
1180	wavbro - WAVE	2/3/2022	78.32	Telecomm
1181	cenlin - CenturyLink	2/10/2022	64.16	Telecomm
1182	paclam - Pacific Lamp & Supply Company	2/10/2022	345.57	Supplies
1183	pmjans - Phnoux	2/10/2022	550.00	UTO - Other Vendors
1184	searub - Seattle Rubbish Removal	2/10/2022	485.26	Garbage/Waste Removal
1185	verwir - Verizon Wireless	2/10/2022	92.29	Telecomm
1186	welfar - Wells Fargo	2/10/2022	85.42	Supplies & Small Tools/Equipment
1187	citseacu - City of Seattle-Combined Utilities	2/17/2022	87.44	Water/Sewer
1188	hdsupp - HD Supply Facilities Maintenance, LTD	2/17/2022	118.02	Supplies
1189	lowes - Lowe's	2/17/2022	279.64	UTO - Carpet/Flooring Coverings
1190	buihar - Builders' Hardware & Supply Co	2/24/2022	123.01	Locks/Keys
1191	scidpda - SCIDpda	2/24/2022	133.39	WOs
1192	t0003128 - Wei	2/24/2022	149.00	Move Out Refund
1193	wavbro - WAVE	2/24/2022	78.32	Telecomm
ACH	newcenmt - New Central Hotel Master Tenant LLC	2/3/2022	921.88	Insurance
ACH	newcenmt - New Central Hotel Master Tenant LLC	2/3/2022	16,650.00	Rent
ACH	scidpda - SCIDpda	2/17/2022	1,081.00	Accreed Payroll - 2021 Incentive Payout
Total ncresop - General Checking			40,248.29	
pdaopacc - General Checking				
2608	2cthabis - Sukito LLC	2/1/2022	-8,796.30	Void duplicate payment
2795	baskit - Pho Basil LLC	2/15/2022	-8,796.30	Void/re-issued Check 3026
2805	cocban - Cocoa Banana Inc.	2/17/2022	-8,796.30	Void/re-issued Check 3034
2851	mrsal3 - Mr. Saigon 3 Pioneer Square LLC	2/17/2022	-8,796.30	Void/re-issued Check 3038
2992	kaifou - of Washington Options Inc	2/1/2022	24,342.21	Payroll Benefits - Medical
2999	visser - Vision Service Plan	2/1/2022	323.35	Payroll Benefits - Vision
3000	wasden - Delta Dental of Washington	2/1/2022	2,221.60	Payroll Benefits - Dental
3001	bushcomm - SCIDpda Bush Hotel Commercial	2/3/2022	17,278.32	Rent
3002	busrhi - Bush, Roed & Hitchings, Inc.	2/3/2022	1,646.19	Development Project - North Lot Housing
3003	edgdev - EDGE DEVELOPERS LLC	2/3/2022	180.00	Development Project - North Lot Housing
3004	hartfo - The Hartford	2/3/2022	871.19	Payroll Benefits - Life Insurance
3005	houdep - Housing Development Consortium	2/3/2022	1,000.00	Community Outreach
3006	idvs2lib - IDVS2 Library/Parking	2/3/2022	145.00	Employee Benefits Payable
3007	leejam - Lee	2/3/2022	437.02	Community Outreach & Telecomm
3008	seacitli - Seattle City Light	2/3/2022	119.53	Electricity
3009	spalig - SparkLab Lighting Design, LLC	2/3/2022	1,190.15	Program - Prof Fees/Consulting
3010	ullinc - Uline, Inc.	2/3/2022	7,910.78	Program - Supplies
3011	webtho - Weber Thompson	2/3/2022	16,948.20	Development Project - North Lot Housing
3012	ganbei - Y & A 338 Inc.	2/3/2022	750.00	Program Expenses - Resident Food Relief
3013	finnei - Finney Neill & Co. P.S.	2/10/2022	2,125.00	Audit Fees
3014	hohose - Zhi Yen, Inc.	2/10/2022	750.00	Program Expenses - Resident Food Relief

Check#	Vendor	Check Date	Total Check	Note
3015	infris - Inflection Risk Solutions, LLC DBA GoodHire	2/10/2022	76.62	Credit Screening Fee
3016	lanlin - LanguageLine Solutions	2/10/2022	8.05	Translation/Interpreters
3017	navben - Navia Benefit Solutions	2/10/2022	742.00	Payroll Benefits
3018	ricusa - Ricoh USA, Inc	2/10/2022	371.16	Copier Lease/Maintenance
3019	tadpro - Martin V Brunt	2/10/2022	1,600.00	Program - Prof Fees/Consulting
3020	verwir - Verizon Wireless	2/10/2022	673.13	Telecomm
3021	wavbro - WAVE	2/10/2022	88.47	Telecomm
3022	welfar - Wells Fargo	2/10/2022	1,296.80	Travel/Non-Local/Development Project - North Lot Housing
3023	welfar - Wells Fargo	2/10/2022	1,378.96	Job Posting/Employee Benefits Payable/Prepaid Expenses
3024	welfar - Wells Fargo	2/10/2022	1,092.55	Postage/Office Supplies & Equipment/Council Expenses/Staff Appreciation
3025	welfar - Wells Fargo	2/10/2022	849.48	Training & Education/Computer Software/Staff Appreciation/Telecomm
3026	baskit - Pho Basil LLC	2/17/2022	8,796.30	Program Expenses - Business Relief
3027	brinew - Bricklin & Newman, LLP	2/17/2022	585.00	Legal - Administrative
3028	cenlin - CenturyLink	2/17/2022	131.03	Telecomm
3029	ipfscorp - IPFS Corporation	2/17/2022	483.47	Insurance
3030	net2ph - Net2Phone Inc.	2/17/2022	661.78	Telecomm
3031	newstares - New Star Restaurant	2/17/2022	900.00	Program Expenses - Resident Food Relief
3032	wesext - Western Exterminator Company	2/17/2022	114.16	Pest Control
3033	aspcorp - Aspect Consulting, LLC	2/17/2022	12,430.43	Program - Prof Fees/Consulting
3034	cocban - Cocoa Banana Inc.	2/24/2022	8,796.30	Program Expenses - Business Relief
3035	dva - Domingo Viernes Apartments	2/24/2022	2,792.00	OH tenant receipts deposited via ACH
3036	fentiy - Liyan Feng	2/24/2022	334.75	Staff Appreciation
3037	hentaip - Taiwanese Gourmet LLC	2/24/2022	750.00	Program Expenses - Resident Food Relief
3038	mrslai3 - Mr. Saigon 3 Pioneer Square LLC	2/24/2022	8,796.30	Program Expenses - Business Relief
3039	ricoh - Ricoh USA, Inc	2/24/2022	22.05	Copier Lease/Maintenance
3040	ricusa - Ricoh USA, Inc	2/24/2022	243.87	Copier Lease/Maintenance
3041	woover - Wood	2/24/2022	241.00	Employee Meals
3042	bushllc - SCIDpda Bush Residential LLC	2/24/2022	8,365.00	OH tenant receipts deposited via ACH
ACH	pdamaint - SCIDpda Maintenance Dept	2/7/2022	35.25	WOs
ACH	pdamaint - SCIDpda Maintenance Dept	2/8/2022	1,715.50	WOs
ACH	Paylocity	2/10/2022	89,502.49	Payroll
ACH	Impcap - Impact Capital	2/10/2022	4,458.90	Interest Expense - Monthly
ACH	newcentc - SCIDPDA New Central Commercial, Inc	2/17/2022	1,071.00	Rent
ACH	Paylocity	2/24/2022	97,879.12	Payroll
Total pdaopacc - General Checking			300,336.26	

vs1op - General Checking

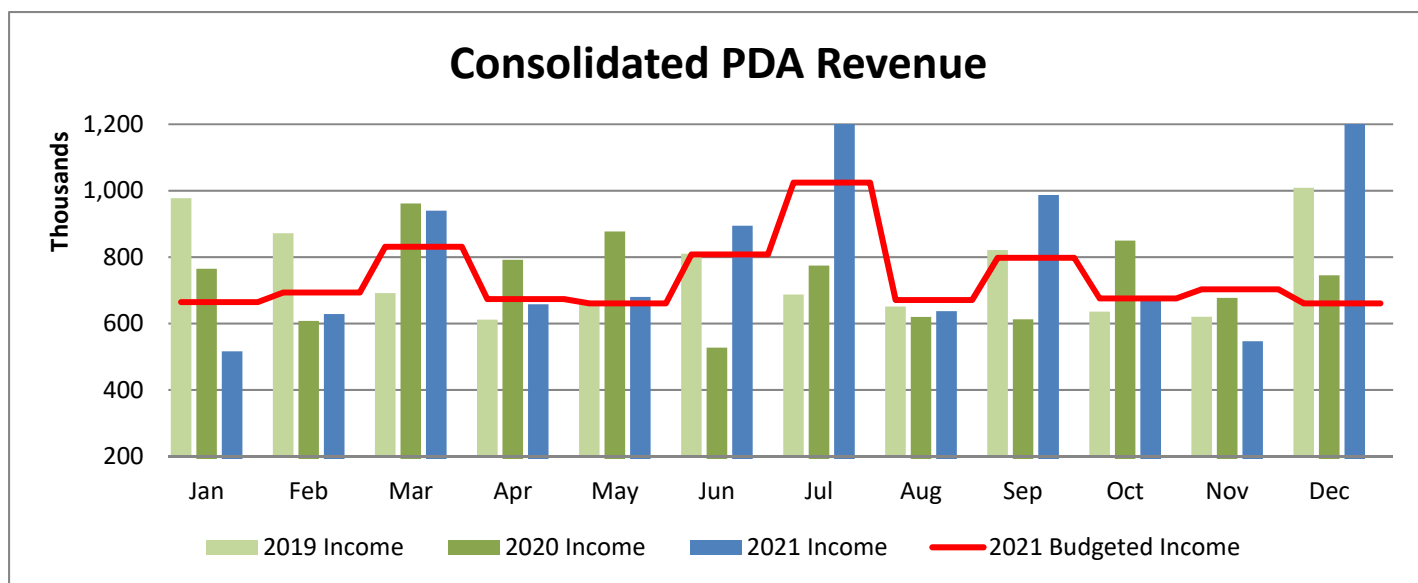
855	atlsup - Atlas Supply	2/3/2022	80.30	Supplies
856	seacitli - Seattle City Light	2/3/2022	21,316.51	Electricity
857	troniors - Trotter & Morton Facility Service of PNW, Inc.	2/3/2022	11,445.60	HVAC/Boiler Maint - Contract
858	pdamaint - SCIDpda Maintenance Dept	2/10/2022	2,337.50	WOs
859	cenlin - CenturyLink	2/10/2022	81.00	Telecomm
860	pacclam - Pacific Lamp & Supply Company	2/10/2022	22.05	Supplies
861	pugsou - Puget Sound Energy	2/10/2022	2,741.84	Natural Gas
862	repser - Republic Services	2/10/2022	1,823.93	Garbage/Waste Removal
863	sou gla - Southeast Glass, Inc	2/10/2022	3,478.39	Maintenance - Other Vendor
864	verwir - Verizon Wireless	2/10/2022	28.25	Telecomm
865	welfar - Wells Fargo	2/10/2022	2.80	Telecomm
866	citseacu - City of Seattle-Combined Utilities	2/17/2022	7,248.49	Water/Sewer
867	ipfscorp - IPFS Corporation	2/17/2022	3,238.04	Insurance
868	scidpda - SCIDpda	2/17/2022	38,362.94	ID Billing
869	seacitli - Seattle City Light	2/17/2022	12,211.08	Electricity
870	wasman - Waste Management of Seattle	2/17/2022	2,627.22	Garbage/Waste Removal
871	pdamaint - SCIDpda Maintenance Dept	2/24/2022	132.00	WOs
872	thepar - The Part Works, Inc.	2/24/2022	297.37	Supplies
Total vs1op - General Checking			107,475.31	

vs2conop - General Checking

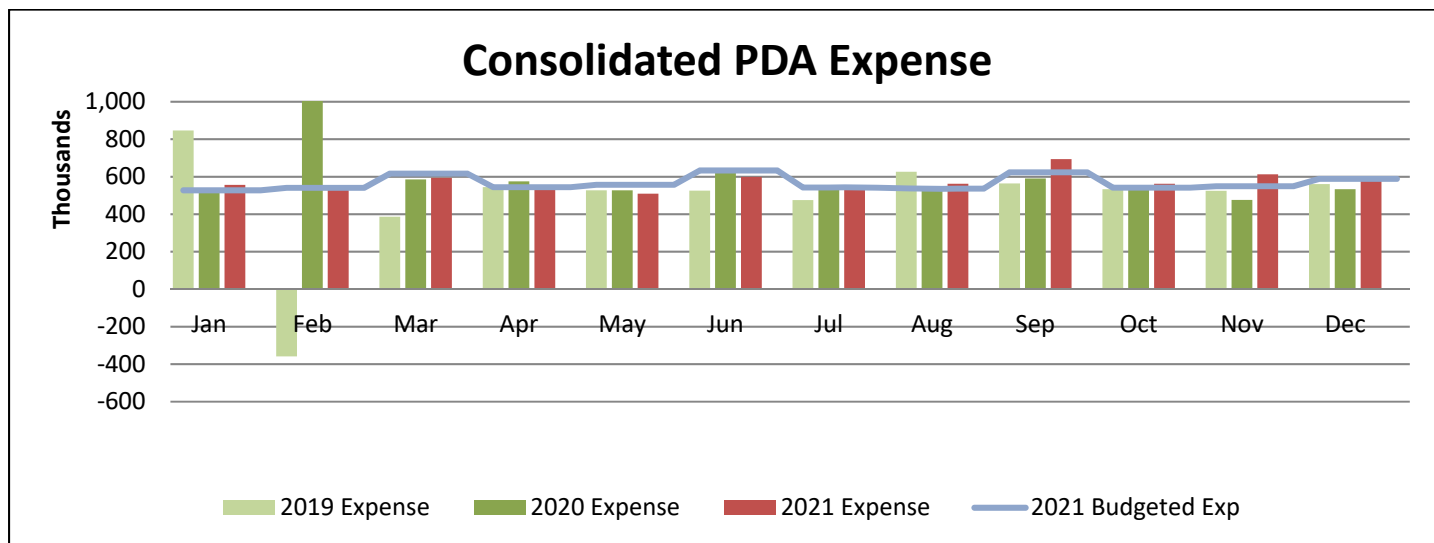
315	seacitli - Seattle City Light	2/3/2022	3,238.82	Electricity
316	seacitli - Seattle City Light	2/10/2022	285.40	Electricity
317	cenlin - CenturyLink	2/17/2022	64.15	Telecomm

		Check	Total	
Check#	Vendor	Date	Check	Note
318	ipfscorp - IPFS Corporation	2/17/2022	6,037.38	Insurance
319	pdamaint - SCIDpda Maintenance Dept	2/17/2022	587.75	WOs
320	tromorfs - Trotter & Morton Facility Service of PNW, Inc.	2/17/2022	2,237.71	HVAC/Boiler Mainat - Contract
Total vs2conop - General Checking			12,451.21	
vs2lpop - General Checking				
477	usbank - US Bank/TFM/97298300/Julie KammueLLer	2/3/2022	14,753.13	Loan Payment - Monthly
478	pdamaint - SCIDpda Maintenance Dept	2/10/2022	728.50	WOs
479	cenlin - CenturyLink	2/10/2022	269.60	Telecomm
480	vervir - Verizon Wireless	2/10/2022	40.51	Telecomm
481	welfar - Wells Fargo	2/10/2022	11.15	Telecomm
ACH	citseafa - City of Seattle FAS	2/25/2022	128.38	B&O Taxes
ACH	kdvs2con - IDVS2 Condo Association	2/17/2022	2,600.30	Condo Billing
Total vs2lpop - General Checking			18,531.57	
			1,096,190.51	

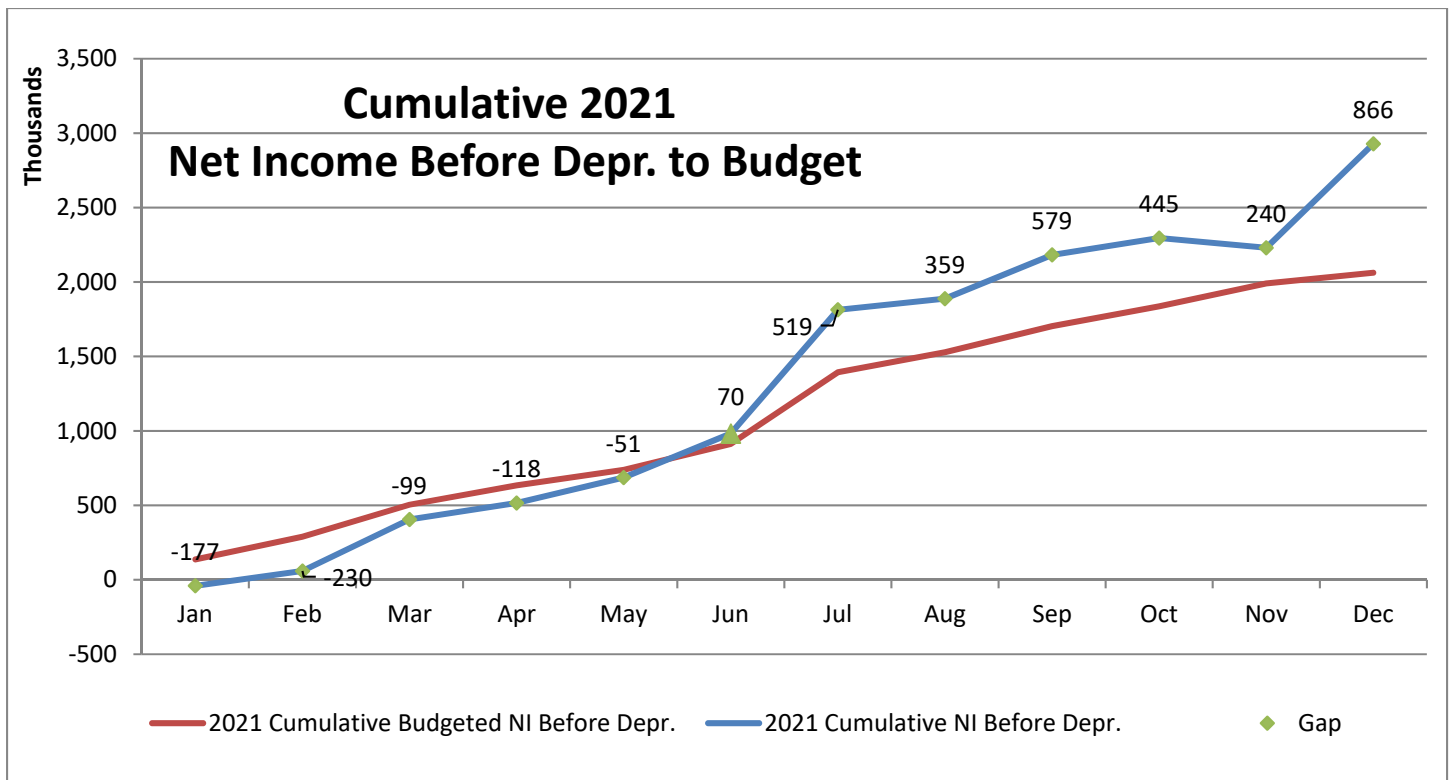
SCIDpda Consolidated – Q4 2021 Financial Summary



Revenues net of fundraising and grant program expenses through Q4 2021 were \$958K positive to budget for the entire organization. Commercial concessions and bad debt was unfavorable to budget by \$137K, accounting for all but \$4K of the \$141K negative variance in rent revenue. While developer fee income for the Yesler Family Housing project was \$112K less than the \$365K budgeted, this was more than offset by the \$116K that Community Initiatives earned in its role as fiscal agent for \$2.5M awarded by Diageo and for business relief. Net Fundraising Income had a \$1M positive variance, offsetting our negative rent income, as we continued to receive more donations and grant funding than anticipated.

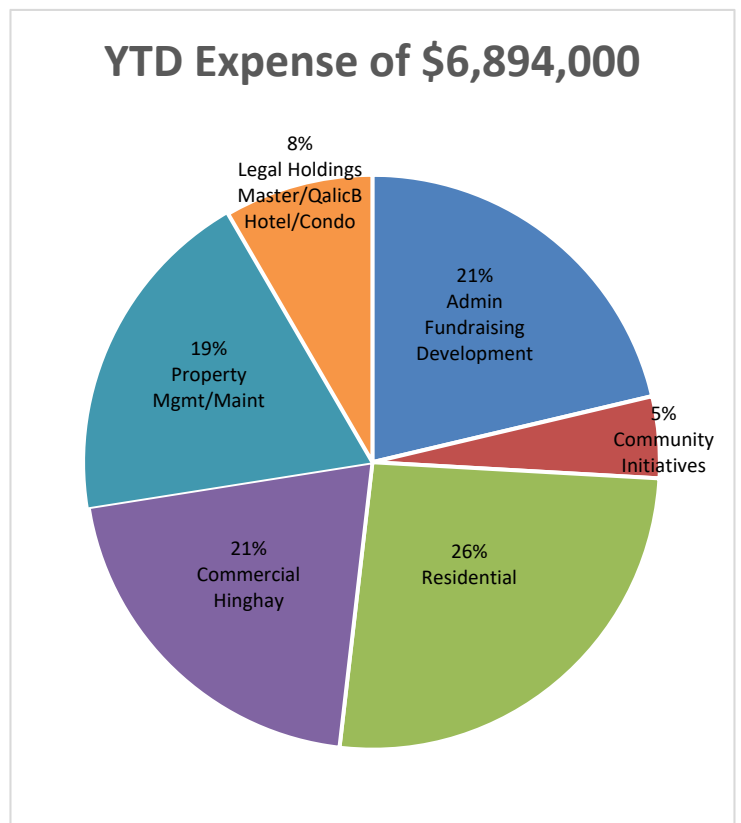
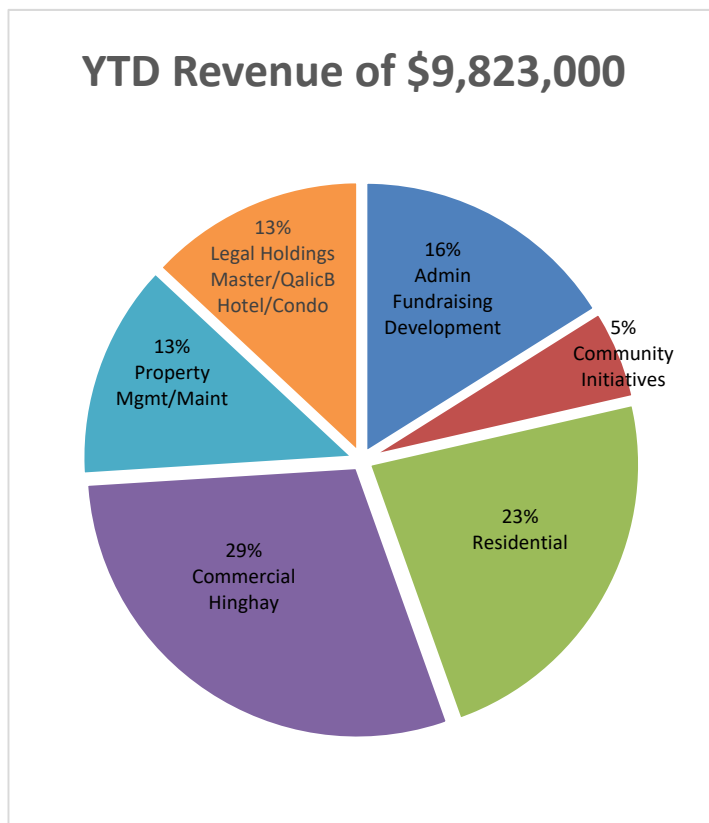


Expenses through Q4 2021 were \$92K under budget for the entire organization. Professional Fees & Consulting were over budget due in part to strategic planning and CNA reports. Payroll costs have continued to be under budget for the year. Utilities and Insurance were also under budget, with all categories trending lower than budget. Debt Service is over budget due to development loan interest expense that can no longer be capitalized beginning this year.



As a result, our NOI before Depreciation was \$2.9M which was \$866K better than budget through December 2021.

Visual Breakout by Department of Year through December Revenue and Expenses



PDA Reporting Comparison Income Statement

Book = Accrual ; Tree = .fc_is_report_ne

Benchmark Reporting=Residential,Commercial,Community Initiatives,Administration,Property Mgmt/Maint,Other;

	Year to Date - 4th Quarter 2021																				
	Admin/Fundraising/Development			Community Initiatives			Residential			Commercial/Hinghay			Property Mgmt/Maint			Legal Holdings Master/GailcB/Hotel/Condo			Total SCIDpda		
	Actual	Total Budget	Variance Fav (Unfav)	Actual	Total Budget	Variance Fav (Unfav)	Actual	Total Budget	Variance Fav (Unfav)	Actual	Total Budget	Variance Fav (Unfav)	Actual	Total Budget	Variance Fav (Unfav)	Actual	Total Budget	Variance Fav (Unfav)	Total SCIDpda	Total Budget	Variance Fav (Unfav)
REVENUE																					
RENT INCOME																					
Rent	0	0	0	0	0	0	2,276,598	2,278,212	(1,614)	2,676,788	2,655,761	21,027	0	0	0	1,281,457	1,281,457	0	6,234,843	6,215,430	19,413
Vacancies	0	0	0	0	0	0	(12,599)	(19,088)	6,489	(105,873)	(76,272)	(29,601)	0	0	0	0	0	0	(118,473)	(95,360)	(23,113)
Concessions and Bad Debt	0	0	0	0	0	0	(9,144)	(3,044)	(6,100)	(158,310)	(26,976)	(131,334)	0	0	0	0	0	0	(167,454)	(30,020)	(137,434)
NET RENT INCOME	0	0	0	0	0	0	2,254,855	2,256,080	(1,225)	2,412,604	2,552,513	(139,909)	0	0	0	1,281,457	1,281,457	0	5,948,916	6,090,050	(141,134)
TOTAL OTHER RENTAL INCOME	0	0	0	0	0	0	0	0	0	219,773	212,170	7,604	0	0	0	0	0	0	219,773	212,170	7,604
TOTAL SERVICE INCOME	132,283	127,957	4,326	0	0	0	0	0	0	26,301	17,808	8,493	1,294,410	1,314,072	(19,662)	0	0	0	1,452,994	1,459,837	(6,843)
TOTAL OTHER INCOME	367,593	442,633	(75,040)	116,073	0	116,073	9,061	12,388	(3,327)	47,208	52,897	(5,689)	0	0	0	0	0	0	539,935	507,918	32,016
TOTAL INTEREST INCOME	72,454	33,281	39,173	0	0	0	2,223	2,100	123	102,032	99,543	2,489	0	0	0	116	96	20	176,824	135,020	41,804
Grants	824,015	289,520	534,495	498,247	183,000	315,247	4,394	0	4,394	85,606	0	85,606	(82,500)	0	(82,500)	0	0	0	1,329,763	472,520	857,243
LESS Grant Program Expense	(22,655)	0	(22,655)	(325,787)	(221,152)	(104,635)	0	0	0	0	0	0	(10,000)	0	(10,000)	0	0	0	(358,442)	(221,152)	(137,290)
Other Fundraising	205,426	(36,520)	241,946	237,515	194,520	42,995	0	0	0	0	0	0	70,000	50,000	20,000	0	0	0	512,942	208,000	304,942
TOTAL FUNDRAISING INCOME	1,006,787	253,000	753,787	409,976	156,368	253,608	4,394	0	4,394	85,606	0	85,606	(22,500)	50,000	(72,500)	0	0	0	1,484,263	459,368	1,024,895
TOTAL REVENUE	1,579,116	856,870	722,246	526,049	156,368	369,681	2,270,533	2,270,568	(35)	2,893,525	2,934,931	(41,406)	1,271,910	1,364,072	(92,162)	1,281,573	1,281,553	20	9,822,705	8,864,362	958,343
EXPENSES																					
ADMINISTRATIVE																					
Professional Fees & Consulting	93,419	58,757	(34,661)	5,948	4,383	(1,564)	50,206	48,611	(1,595)	75,643	48,658	(26,985)	0	0	0	14,100	14,227	127	239,316	174,637	(64,679)
Rent Expense	49,596	49,596	0	9,000	9,000	0	172,997	172,997	0	704,708	744,426	39,718	8,820	8,820	0	405,818	405,818	0	1,350,939	1,390,657	39,718
Salaries	867,417	993,112	125,695	283,636	222,074	(61,562)	147,865	138,983	(8,882)	53,405	50,601	(2,804)	1,200,105	1,236,264	36,159	0	0	0	2,552,426	2,641,034	88,608
Other Admin Expenses	82,736	91,752	9,016	3,641	2,206	(1,435)	28,957	26,916	(2,041)	41,781	32,709	(9,072)	25,626	15,026	(10,600)	200	190	(10)	182,941	168,799	(14,142)
TOTAL ADMINISTRATIVE	1,093,168	1,193,217	100,050	302,224	237,663	(64,561)	400,025	387,507	(12,517)	875,537	876,394	857	1,234,551	1,260,110	25,559	420,118	420,235	117	4,325,622	4,375,127	49,505
TOTAL MANAGEMENT FEE	17,005	26,197	9,192	12,038	0	(12,038)	181,734	182,669	935	188,621	204,649	16,028	75,229	78,683	3,454	0	0	0	474,628	492,198	17,570
TOTAL MAINTENANCE	55,061	70,834	15,773	0	0	0	479,836	516,926	37,090	129,379	80,952	(48,427)	5,292	4,438	(854)	0	0	0	669,568	673,150	3,582
TOTAL UTILITIES	46,815	13,572	(33,243)	0	0	0	381,590	405,062	23,472	(10,264)	36,243	46,507	1,354	1,557	203	0	0	0	419,495	456,434	36,939
TOTAL TAXES	4,908	238	(4,671)	2,017	0	(2,017)	25,922	25,881	(41)	6,891	3,689	(3,202)	425	86	(339)	0	0	0	40,164	29,893	(10,271)
TOTAL INSURANCE	8,526	5,821	(2,706)	0	0	0	116,222	137,135	20,913	30,243	39,291	9,048	1,160	1,235	75	0	0	0	156,152	183,482	27,330
TOTAL PROGRAM EXPENSES	20,373	20,000	(373)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	20,373	20,000	(373)
TOTAL OPERATING EXPENSES	1,245,857	1,329,879	84,022	316,280	237,663	(78,616)	1,585,329	1,655,180	69,851	1,220,407	1,241,219	20,812	1,318,011	1,346,109	28,098	420,118	420,235	117	6,106,002	6,230,284	124,282
NOI BEFORE DEBT SERVICE & GROUND LEASE	333,259	(473,008)	806,267	209,769	(81,295)	291,064	685,204	615,388	69,816	1,673,118	1,693,712	(20,594)	(46,101)	17,963	(64,064)	861,455	861,318	136	3,716,703	2,634,078	1,082,625
TOTAL DEBT SERVICE & GROUND LEASE	138,166	0	(138,166)	0	0	0	166,775	149,441	(17,335)	211,608	201,403	(10,205)	0	0	0	226,632	229,702	3,070	743,181	580,546	(162,635)
NOI AFTER DEBT SERVICE & GROUND LEASE	195,094	(473,008)	668,102	209,769	(81,295)	291,064	518,428	465,948	52,481	1,461,510	1,492,309	(30,799)	(46,101)	17,963	(64,064)	634,822	631,616	3,206	2,973,522	2,053,532	919,990
TOTAL OTHER EXPENSES	84,873	51,644	(33,229)	0	0	0	36,265	22,815	(13,450)	(7,367)	(86,306)	(78,939)	0	0	0	(68,889)	3,000	71,889	44,882	(8,847)	(53,728)
NET INCOME BEFORE DEPR & AMORT	110,221	(524,652)	634,873	209,769	(81,295)	291,064	482,163	443,133	39,031	1,468,877	1,578,615	(109,738)	(46,101)	17,963	(64,064)	703,711	628,616	75,095	2,928,640	2,062,379	866,261
TOTAL DEPRECIATION & AMORTIZATION	35,552	35,552	0	0	0	0	459,492	459,442	(50)	675,180	665,606	(9,574)	0	0	0	387,864	386,044	(1,820)	1,558,088	1,546,644	(11,444)
NET INCOME	74,669	(560,204)	634,873	209,769	(81,295)	291,064	22,671	(16,309)	38,981	793,697	913,009	(119,312)	(46,101)	17,963	(64,064)	315,848	242,572	73,276	1,370,552	515,735	854,817

PDA Reporting Comparison Cash Flow Statement

Book = Accrual ; Tree = .fc_is_report_ne

Benchmark Reporting=Residential,Commercial,Community Initiatives,Administration,Property Mgmt/Maint,Other;

Year to Date - 4th Quarter 2021								
Admin Fundraising Development	Community Initiatives	Residential	Commercial Hinghay	Property Mgmt/Maint	Legal Holdings Master/GalicB Hotel/Condo	Total SCIDpda	Total Budget	Variance Fav (Unfav)
0	0	2,276,598	2,676,788	0	1,281,457	6,234,843	6,215,430	19,413
0	0	(12,599)	(105,873)	0	0	(118,473)	(95,360)	(23,113)
0	0	(9,144)	(158,310)	0	0	(167,454)	(30,020)	(137,434)
0	0	2,254,855	2,412,604	0	1,281,457	5,948,916	6,090,050	(141,134)
0	0	0	219,773	0	0	219,773	212,170	7,604
132,283	0	0	26,301	1,294,410	0	1,452,994	1,459,837	(6,843)
367,593	116,073	9,061	47,208	0	0	539,935	507,918	32,016
72,454	0	2,223	102,032	0	116	176,824	135,020	41,804
824,015	498,247	4,394	85,606	(82,500)	0	1,329,763	472,520	857,243
(22,655)	(325,787)	0	0	(10,000)	0	(358,442)	(221,152)	(137,290)
205,426	237,515	0	0	70,000	0	512,942	208,000	304,942
1,006,787	409,976	4,394	85,606	(22,500)	0	1,484,263	459,368	1,024,895
1,579,116	526,049	2,270,533	2,893,525	1,271,910	1,281,573	9,822,705	8,864,362	958,343
93,419	5,948	50,206	75,643	0	14,100	239,316	174,637	(64,679)
49,596	9,000	172,997	704,708	8,820	405,818	1,350,939	1,390,657	39,718
867,417	283,636	147,865	53,405	1,200,105	0	2,552,426	2,641,034	88,608
82,736	3,641	28,957	41,781	25,626	200	182,941	168,799	(14,142)
1,093,168	302,224	400,025	875,537	1,234,551	420,118	4,325,622	4,375,127	49,505
17,005	12,038	181,734	188,621	75,229	0	474,628	492,198	17,570
55,061	0	479,836	129,379	5,292	0	669,568	673,150	3,582
46,815	0	381,590	(10,264)	1,354	0	419,495	456,434	36,939
4,908	2,017	25,922	6,891	425	0	40,164	29,893	(10,271)
8,526	0	116,222	30,243	1,160	0	156,152	183,482	27,330
20,373	0	0	0	0	0	20,373	20,000	(373)
1,245,857	316,280	1,585,329	1,220,407	1,318,011	420,118	6,106,002	6,230,284	124,282
333,259	209,769	685,204	1,673,118	(46,101)	861,455	3,716,703	2,634,078	1,082,625
138,166	0	166,775	211,608	0	226,632	743,181	580,546	(162,635)
195,094	209,769	518,428	1,461,510	(46,101)	634,822	2,973,522	2,053,532	919,990
84,873	0	36,265	(7,367)	0	(68,889)	44,882	(8,847)	(53,728)
110,221	209,769	482,163	1,468,877	(46,101)	703,711	2,928,640	2,062,379	866,261
		(7,985)				(7,985)		
		(65,313)	(86,458)		(27,919)	(179,689)		
		65,890			35,222	101,112		
		(42,036)			(35,222)	(77,258)		
(871,591)						(871,591)		
(871,591)	0	(49,443)	(86,458)	0	(27,919)	(1,035,411)		
26,502		46,667	1,685			74,854		
(304,532)						(304,532)		
396,591						396,591		
		(135,013)	(640,636)		(243,956)	(1,019,605)		
118,561	0	(88,346)	(638,951)	0	(243,956)	(852,692)		
						0		
(642,809)	209,769	344,374	743,468	(46,101)	431,836	1,040,537		

SCIDpda Consolidated Balance Sheet (With Period Change)

3/10/2022 1:45 PM

Period = Jan 2021-Dec 2021

Book = Accrual ; Tree = .fc_bs

Relation to SCIDpda=Internal;

	Balance	Beginning	Net
	Current Period	Balance	Change
ASSETS			
<i>CURRENT ASSETS</i>			
CASH & CASH EQUIVALENTS			
Cash & Cash Equivalents	7,391,777	4,423,601	2,968,176
Investments	69,586	319,466	-249,880
Restricted Cash	4,771,541	4,354,913	416,628
Restricted Investments	130,835	128,672	2,163
TOTAL CASH & CASH EQUIVALENTS	12,363,740	9,226,652	3,137,088
ACCOUNTS RECEIVABLE			
Accounts Receivable - Net	891,107	577,423	313,684
Deferred Rent Receivable	861,517	896,814	-35,297
TOTAL ACCOUNTS RECEIVABLE	1,752,624	1,474,237	278,387
OTHER RECEIVABLES			
Note Receivable	1,604,740	3,417,044	-1,812,305
Other Receivables	28,545	130,985	-102,440
TOTAL OTHER RECEIVABLES	1,633,285	3,548,029	-1,914,745
DEPOSITS & PREPAIDS			
Prepaid Insurance	23,396	61,615	-38,219
Prepaid Expenses & Deposits	327,150	41,376	285,773
TOTAL DEPOSITS & PREPAIDS	350,546	102,991	247,555
<i>TOTAL CURRENT ASSETS</i>	<i>16,100,194</i>	<i>14,351,910</i>	<i>1,748,285</i>
<i>LONG-TERM ASSETS</i>			
PROPERTY			
Property - Net Accum. Depreciation	34,185,033	35,656,040	-1,471,007
TOTAL PROPERTY	34,185,033	35,656,040	-1,471,007
FIXED ASSETS			
Furniture Fixtures & Equipment - Net Accum. Depreciation	172,251	157,666	14,585
TOTAL FIXED ASSETS	172,251	157,666	14,585
<i>TOTAL LONG-TERM ASSETS</i>	<i>34,357,284</i>	<i>35,813,706</i>	<i>-1,456,421</i>
<i>OTHER ASSETS</i>			
OTHER ASSETS			
Other Receivables	2,647,210	1,717,518	929,692
Investments in & Deposits with Other Entities	5,106,729	5,040,299	66,430
Development Projects	4,554,975	3,816,061	738,914

Balance Sheet (With Period Change)

Period = Jan 2021-Dec 2021

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Book = Accrual ; Tree = .fc_bs

Relation to SCIDpda=Internal;

	Balance	Beginning	Net
	Current Period	Balance	Change
TOTAL OTHER ASSETS	12,308,914	10,573,878	1,735,037
TOTAL OTHER ASSETS	12,308,914	10,573,878	1,735,037
TOTAL ASSETS	62,766,393	60,739,493	2,026,900
LIABILITIES & CAPITAL			
LIABILITIES			
CURRENT LIABILITIES			
PAYABLES & OBLIGATIONS			
Accounts Payable	484,000	713,508	-229,508
Prepaid Rent	40,531	18,845	21,687
Current Portion Due of Mortgages & Other Obligations	1,194,612	1,340,070	-145,459
Taxes & Benefits Payable	2,670	943	1,727
TOTAL PAYABLES & OBLIGATIONS	1,721,813	2,073,366	-351,553
ACCRUED EXPENSES			
Accrued Expenses	1,732,220	1,657,450	74,770
TOTAL ACCRUED EXPENSES	1,732,220	1,657,450	74,770
TOTAL CURRENT LIABILITIES	3,454,033	3,730,816	-276,783
LONG-TERM LIABILITIES			
MORTGAGES & OTHER OBLIGATIONS			
Loan Payable	30,025,975	29,602,740	423,235
Deferred Inflow of Resources - Net Accum. Amortization	294,956	326,181	-31,225
TOTAL MORTGAGES & OTHER OBLIGATIONS	30,320,931	29,928,921	392,010
TOTAL LONG-TERM LIABILITIES	30,320,931	29,928,921	392,010
OTHER LIABILITIES			
Security Deposit Liability	149,246	150,044	-799
Other Liabilities	726,792	191,279	535,513
Deferred Rent Payable	626,522	702,045	-75,523
TOTAL OTHER LIABILITIES	1,502,560	1,043,368	459,191
TOTAL LIABILITIES	35,277,524	34,703,106	574,418
CAPITAL			
Retained Earnings	27,488,869	26,036,387	1,452,482
TOTAL CAPITAL	27,488,869	26,036,387	1,452,482
TOTAL LIABILITIES & CAPITAL	62,766,393	60,739,493	2,026,900

Resolution 22-03-20-02

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

We, the Seattle Chinatown International District Preservation and Development Authority Board of Directors approves staff to enter an MOU with the Friends of Little Saigon to work on a mixed-use development project at 10th and Jackson. This real estate development includes affordable housing and a Vietnamese cultural center.

The Board authorizes this work as the project will further the purpose of the Authority, specifically:

- Expand the residential community, especially for low income people, through the provision of affordable housing.

Board President

Date

Board Secretary

Date

Voting:

Resolution 22-03-15-03

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 SCIDpda's Public Disclosure Request Policy.

Board President

Date

Board Secretary

Date

SCIDpda Public Disclosure Request Policy

Updated February 3, 2022

OVERVIEW

As an organization chartered by the City of Seattle, and in accordance with Seattle City ordinance 122969 and Public Disclosure Policies & Guidelines for Executive Branch from the City of Seattle (see 110409PublicRule_PDR.pdf), SCIDpda is required to develop and adopt rules indicating how the organization will implement specific requirements of the Washington State Public Records Act, RCW Chapter 42.56 (the Act). This document indicates SCIDpda's policies to address and respond to Public Disclosure Requests.

The person serving as the SCIDpda's Public Disclosure Officer: SCIDpda's Community Initiatives Director is the organization's designated Public Disclosure Officer (PRO), and SCIDpda's Development and Communication Manager is the designated Assistant Public Disclosure Officer (APRO). The APRO will carry out all of the functions of the PRO's duties when the PRO is not available due to vacation, sick leave, or otherwise.

The name and contact information for the individual currently serving as SCIDpda's PRO shall be communicated to the DEA Public Disclosure Coordinator at the city and clearly identified on SCIDpda's website.

SCIDpda's PRO will be available for assistance to the public and may delegate any of their responsibilities to staff, but remains ultimately responsible for overseeing compliance with the Public Records Act (PRA) and this Policy. SCIDpda's PRO:

- A. Be responsible for implementing department processes regarding disclosure of public records;
- B. Serve as the principal contact point with any requestor who has made a records request, unless they have delegated the responsibilities for particular records

PUBLIC RECORDS REQUESTS

Public Disclosure Requests can be made in writing, and can be accepted electronically, including by web form, email, and/or fax. However, written public disclosure requests are not required, and requests delivered orally or by telephone shall be documented and if, possible, verified through written communication.

A page displaying our external guidelines for Public Disclosure Requests and the request form for submitting public records requests will be made at scidpda.org/publicdisclosurerequests.

RESPONDING TO REQUESTS

RECEIVE REQUEST

Tracking Log. Once a request is received in writing by SCIDpda, it is generally logged into the *SCIDpda Public Records Request Log* [insert location on server] so that it can be tracked and identified as it is processed.

5 Day Written Response. The Act requires that agencies provide a written response to all public disclosure requests within five full business days of receipt, exclusive of weekends and holidays. *In*

other words, if a request is received on a Monday prior to 5PM, typically a response must be sent no later than the following Monday prior to 5PM. Initial responses will do one or more of the following:

- a) Make the records available for review;
- b) Provide a reasonable estimate of time as to when records will be available taking into account factors such as the department's resources, staff vacations, overall workload, and the volume and nature of the records involved. The estimated time to fulfill a request may also include the time to notify a third party.
- c) Deny the request in whole or in part and cite the specific exemption(s) that applies;
- d) Ask for clarification;
- e) Let the requestor know that there are no responsive records;
- f) Forward any requests that may involve other agencies to their DEA Public Disclosure Coordinator(s); and/or
- g) Let requester know the request is a misdirected request, does not pertain to SCIDpda, and/or pertains to a different agency. At this point, SCIDpda can deem the request "closed."

A reasonable estimate of time. Estimates of time required to respond to a request can take into account factors such as the department's resources, staff vacations, overall workload, and the volume and nature of the records involved. The estimated time to fulfill a request may also include the time required to notify a third party.

Unclear requests. In acknowledging receipt of a records request that is unclear, the PRO should work with the requestor to clarify what records the requestor is seeking.

Large requests – responding in installments. When a request is for a large volume of records, the PRO may elect to provide records on an installment basis. In such case, the PRO should provide a reasonable estimate in the initial written response concerning when the first installment will be available, and if possible, a schedule for future installments. If a requester does not contact the PRO within 30 days to arrange for the review of the first installment, the department may deem the request abandoned.

GATHER RECORDS

Inform applicable staff and officials about public records request. PRO forwards the public records request (via email) to applicable staff and officials and require them to actively respond regarding whether they have responsive records.

If the PRO needs to search for records, the PRO will use the following search tips for processing the request:

1. Be clear on what the requester is seeking.
 - In determining the scope of the search, take care not to interpret the request too narrowly.
 - If the request is unclear, seek clarification from the requester.
 - Document any communication the agency has with the requester.
2. Ask the right staff the right questions.
 - Create a list of individual staff, officials, and departments that may have responsive records; meet with those staff and officials to discuss the PRA request.
 - Brainstorm and list potential record types and locations.

- Develop search terms to use in locating responsive records.
- 3. Search every place a record is reasonably likely to be located.
 - Think through whether records may be located in multiple records systems and search those locations if responsive records may exist there.
 - If responsive public records are reasonably likely to be located in an employee's or official's personal files, devices, or accounts, the employee or official must search those locations and provide the records to the agency.
 - If the requester provides the agency with suggested search terms, don't limit your agency's search only to those terms. Instead, conduct the search based on all search terms that are reasonably likely to uncover all responsive records.
 - Reasonableness and adequacy of search are key; the agency must show that it made good faith search efforts that were reasonably calculated to uncover all responsive records.
- 4. Follow any obvious leads as they are uncovered.
- 5. Document your search.
 - Document which search terms were used and which locations were searched.
 - If challenged, the agency can include such search details in affidavits defending the agency's search.
 - Documenting search efforts at the time of the search avoids having to reconstruct the search at a later date, maintains accurate search information, and reduces the time and effort required by staff to show the search was adequate.
 - Effectively track public records requests, searches, and responses in the tracking log.

REVIEW RECORDS

Review of public records. Records that have been assembled in response to a request will be available by appointment during normal business hours. Appointments shall be scheduled so that they don't interfere with essential business functions.

DELIVER RECORDS

See delivery methods and requirements outlined in Public Disclosure Policies & Guidelines for Executive Branch from the City of Seattle (see 110409PublicRule_PDR.pdf).

Charges for Copies of Public Records

- There will be no charge for reviewing public records in our office.
- Black and white (8.5 x 11 inch) copies will be charged at 15 cents per page.
- Mailing includes actual cost of postage and shipping container.
- Other media shall incur the actual cost of the media used.
- Records scanned into electronic format will be charged at 10 cents per page.
- There is a 5-cent charge for every four electronic files or attachments uploaded to an electronic delivery system.
- There is a 10-cent charge per gigabyte for transmitting records electronically.
- Large requests may be provided in installments.

Payments must be made payable to SCIDpda. Only money orders or checks are acceptable forms of payment at this time. A number of public records are available online free of charge. These records

include SCIDpda's charter, rules and regulations, resolutions, board minutes, and board agendas. View these items at our Board Materials page, scidpda.org/board-materials.

CLOSE REQUEST

A request is deemed closed when it meets one of the following:

- a) When the inspection of the requested records is complete and all requested copies are provided or deemed non-relevant, the public records officer or designee will indicate in the SCIDpda tracking log that the SCIDpda has completed a reasonable search for the requested records and made any located nonexempt records available for inspection;
- b) The requestor has been notified that the request is a misdirected request, does not pertain to SCIDpda, and/or pertains to a different agency;
- c) The requestor is non-responsive to communication.

The closing date will be documented in the tracking log. Any files delivered by the SCIDpda will be stored electronically.

Seattle Chinatown International District Preservation and Development Authority

Resident Satisfaction Survey

March 7, 2022

Prepared in Partnership with:

Zachary D. Wood, PhD
Institute of Public Service
Seattle University
zwood@seattleu.edu

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Executive Summary

The SCIDpda Customer Service and Satisfaction survey was conceived and developed as a tool to measure several important factors of SCIDpda's residential services work. First, there was a desire to measure the resident perceptions of the core processes and interactions employed by SCIDpda's building management. Second, there was a desire to listen to and examine ways that residents feel SCIDpda could improve its processes and interactions in the future. Third, the survey hoped to understand some measures of neighborhood satisfaction and the essential connections residents have with the community. This survey incorporated each of these goals and seeks to provide feedback and informed recommendations for the organization and the staff. These data will also be helpful and relevant as SCIDpda continues in the development of new properties and subsequently expands upon its core constituents as a result. This compiled knowledge about interaction modes and frequencies, as well as the core values and most pertinent community needs will serve SCIDpda well as it helps to connect its current and future residents to the necessary supports, particularly as the core geographic service area continues to go through rapid change.

Key Findings

- 1. Overall Resident Satisfaction is Very High**
- 2. Communication is Time-Consuming and Staff-Centric, with Opportunities for Streamlining**
- 3. Community Connection and a Sense of Belonging is Crucial**

The most obvious conclusions drawn from this survey relate to the overall customer service experience indicated throughout this survey. Consistently, when asked to rate the processes of residential services (housing application, property tour, lease details, inspection, and recertification), respondents overwhelmingly chose "Strongly Agree" or "Agree" that the processes were helpfully provided. Relatedly, when asked if staff is responsive, timely, clear, and professional to my needs and questions 87% identified "Strongly Agree" or "Agree".

There are also some potential opportunities emerging from these data, namely in the potential to transition some core communication and administrative functions into online systems. Despite the data showing that the vast majority of respondents communicate most frequently with staff in-person, more than 60% of respondents indicated they "Strongly Agree" or "Agree" with being comfortable using a computer or phone/internet for actions such as paying rent, communicating with staff, and other needs. This could be an opportunity to streamline some elements of the work through payment systems and maintenance requests. On a related note, access to computers and internet may cause some accessibility concerns to address (20% indicated "Not Applicable"; 10% "Neutral"; and 10% "Disagree" when asked about computer/internet access).

It is clear that a love and connection to the community is widely shared among residents. When asked whether they enjoy living in the Chinatown International District, nearly half of all respondents "Strongly Agreed", while another 43% "Agreed". Only 3 respondents "Disagreed" or "Strongly Disagreed". More than 75% responded that they feel a sense of belonging and

connectedness to the wider community. 83% indicated that they care about how the district is changing and will continue to change. Respondents indicated that the most utilized community services they used were the Chinese Information and Service Center, the library, parks, and transportation (among a host of other community services). When asked the open-ended question of what they liked most about living in the CID the most common responses centered on convenience and accessibility, as well as use of native languages and the proximity to culturally relevant food and shopping. When asked what they liked least, respondents shared concerns of safety and fears of violence, as well as increasing homelessness and drug use. Sanitation and trash and general loudness was also commonly expressed.

An additional subset of questions looked to measure respondents' perceptions of the special, additional measures taken by SCIDpda and staff to support residents during the COVID-19 pandemic. Again, respondents were overwhelmingly positive about the value of these processes (meal and grocery delivery, rent assistance, daily cleaning and sanitizing, and public health notices and updates).

The data generated from this comprehensive survey has a multitude of uses that will prove valuable for SCIDpda, in relation with its ongoing evaluation of its programs and processes, and also as its new development and residential services expand in the coming years. These are very exciting times of growth for the organization and it will want to pay attention to some of the successes and cues that emerge from this data as the organization forges ahead. Aligned with sociological research, it is clear that connection to community and culturally relevant food and shopping is essential for communities to thrive, particularly in affordable housing as gentrification and change puts significant pressure on these neighborhoods. Programs and connections that can support a sense of belonging will become even more essential for residents.

The rest of this survey analysis will provide deeper context and investigation into the rich data, and make recommendations or highlight key areas to consider, as appropriate.

Overview of the Survey Process and Participation Rate

One of the most complicated elements of community satisfaction surveys is maintaining high enough levels of participation across a representative subset of the population to ensure validity and reliability of the responses. Low participation rates often plague this process, and the given the extra burdens presented by an ongoing pandemic, response rate would traditionally be of particular concern. This survey amazingly did not face this challenge, likely due to the overall survey process employed and direct engagement from staff. In fact, the raw response rate for this community survey was 178 submissions out of a total of 252 potential participants. This is an incredibly robust 70.6% response rate! As we will see later in this report, that includes diversity across properties as well, allowing for a very representative sample of responses to work from.

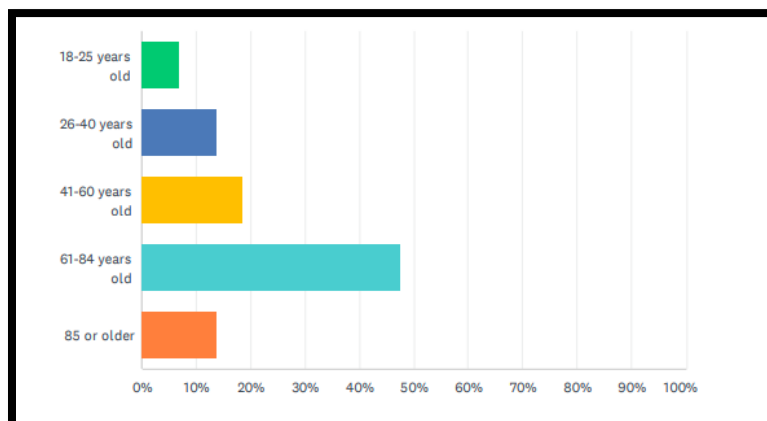
To provide for the most honest responses possible, anonymity of the participants was provided, with no tracking of identifier data, and only demographic and building level variables that are stratified enough to protect the identity of respondents. All raw data was provided to the analyst with no identifiers.

The survey was designed in partnership with Dr. Zachary Wood (Seattle University) and SCIDpda staff. The survey was then translated into Simplified Chinese and Vietnamese by NWI Global to provide for direct accessibility by respondents. The survey was actively in the field during the Summer of 2021. The process employed by this survey used a paper/hard-copy format for all participants that were then entered into a raw data spreadsheet (and translated back into English, as necessary). As is discussed elsewhere, the translation of questions and responses may have faced minor confusion or overlap in terminology to be aware of in future iterations.

Key Demographics

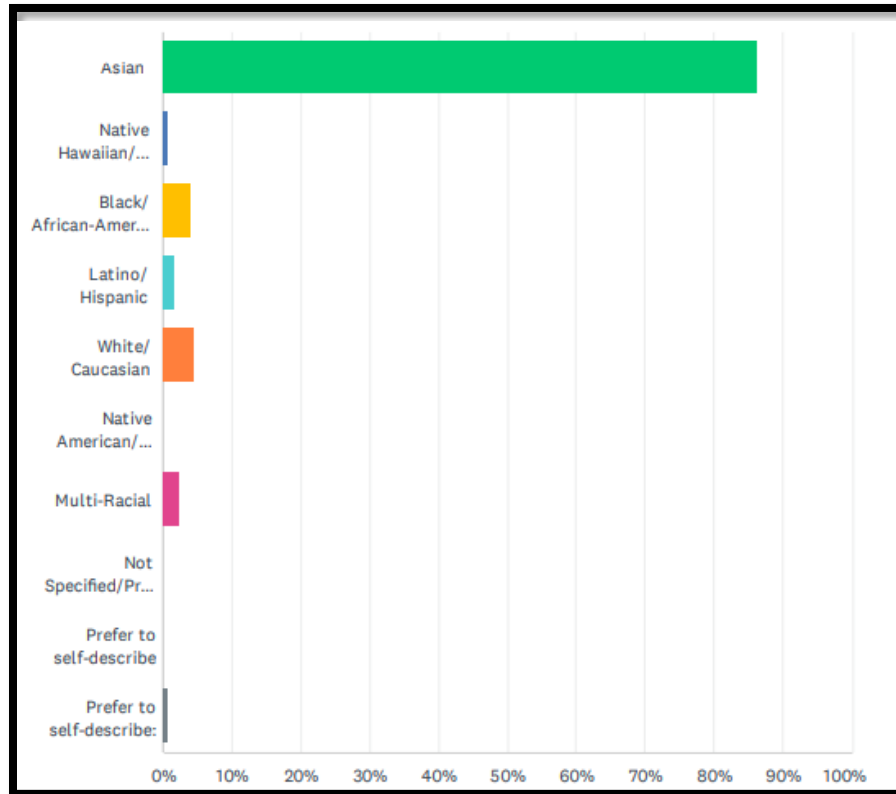
Age

The age range of respondents is soundly distributed, allowing for both significant and reliable responses by age, and the potential for interactions with other variables on needs and accessibility later in the report. Nearly 50% of respondents are between the ages of 61-84, representing a large proportion overall.



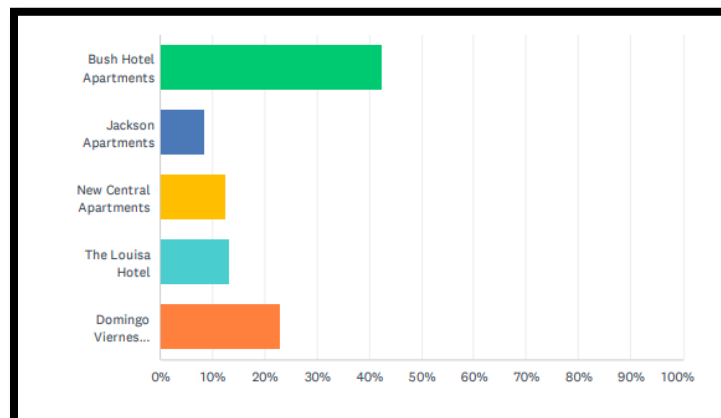
Race

Clearly, given the target population of SCIDpda's residential services, the participant sample identifies predominantly as Asian, with small samplings representing other race categories.



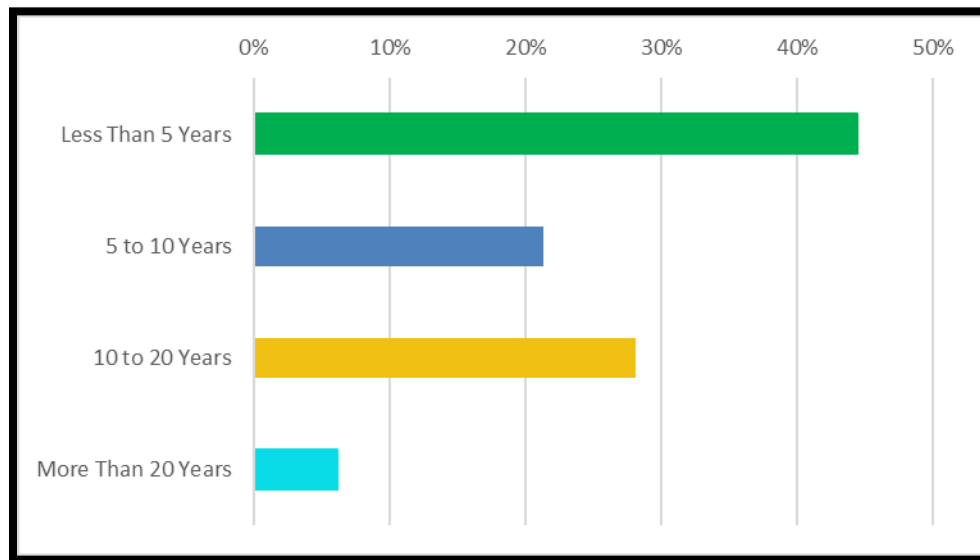
Residential Property

There appear to be reliable distributions of participants across property, and sufficient sampling from each residential property covered by this survey.



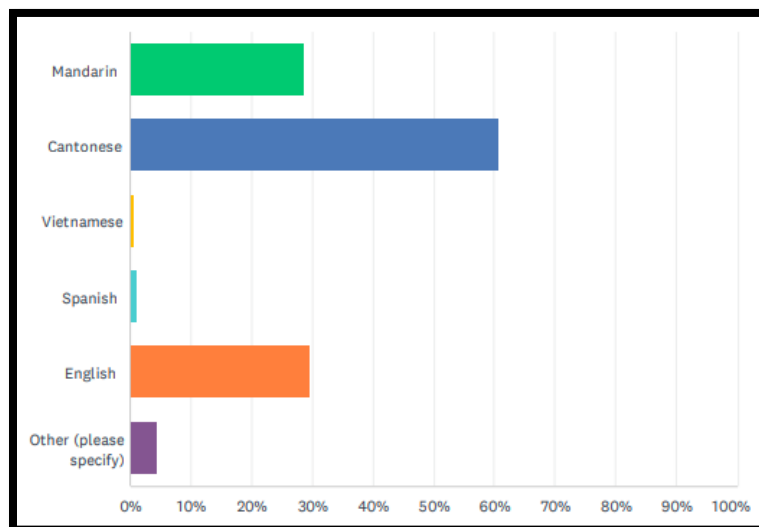
Tenure Length

The survey provided 4 tenure categories to measure the length of tenancy (less than 5 years, 5-10, 10-20, and more than 20 years). As the data present, the distribution of respondents shows an array of lengths of tenure, with a helpful distribution for later feedback about needs and satisfaction with the community as it changes. The largest group represented here are participants who have less than 5 years of tenure.



Languages

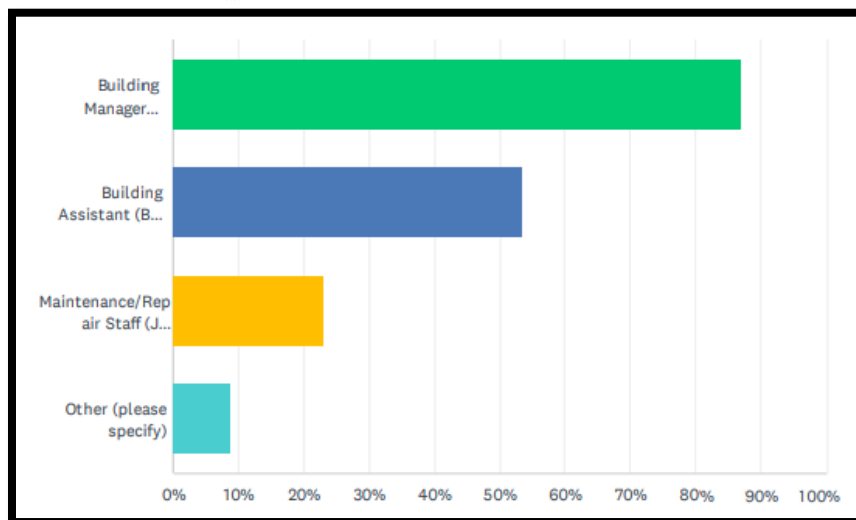
The responding data indicates the language respondents feel most comfortable communicating with. More than one language could be selected. Mandarin and Cantonese were common responses at 29% and 61%, respectively. Alternatively, English was indicated from 30% of respondents.



Interactions and Communications with SCIDpda Staff

One multiple-choice and open-ended question asked participants who from the SCIDpda staff they most interacted with over the last year. Participants could circle all that applied as well as offer open-ended comment. 83% of respondents selected “Building Manager” (148 out of 178); 51% selected “Building Assistant” (91 out of 178); and 22% selected “Maintenance and Repair” (39 out of 178). This variance may be a direct result of the processes in place at SCIDpda for direct communication with Building Managers. It could also be examined as an opportunity to develop policies to distribute these interactions more evenly.

Most Common Staff Communicated With



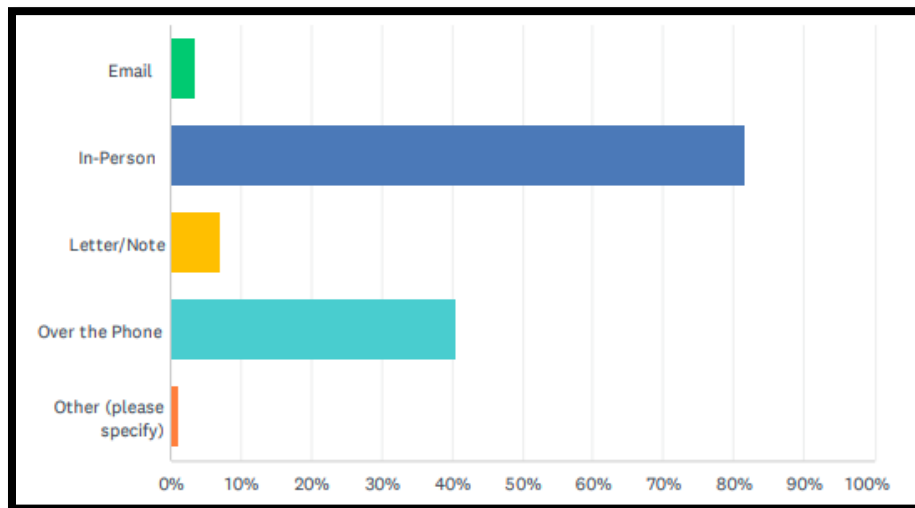
More than 90% of respondents either Agreed or Strongly Agreed with the statement that “staff is responsive, timely, clear, and professional to my needs and questions”, with only 2 total respondents disagreeing, and 10 choosing “Neutral”.

For a related question, participants were asked to provide the most common reason for reaching out to SCIDpda staff. This was an open-ended question, with example suggestions provided such as “rent, repair/maintenance, complaints, etc.”. This suggestive example style may have impacted the results (worth exploring in future iterations), as 72% indicated “repairs” (128 out of 178) as the most common reason for interacting with staff; 20% indicated “rent” (35 out of 178); and 8% indicated “complaints” (14 out of 178), with several respondents providing specific complaints about “smoking in the buildings” and “noise”.

When asked about the typical mode of communication with staff, participants were offered a multiple-choice set of options with permission to select all that apply. There was also an open-ended “Other” category. 79% of respondents indicated that “In-Person” communication was most typical (141 out of 178); 39% indicated “Over the Phone” (70 out of 178); 7% indicated a “Letter/Note” (12 out of 178); and only 3% indicated “Email” (6 out of 178). An additional 2 respondents selected “Other” and indicated that texting was their most typical mode of communication with staff. This is an interesting set of results. It may be an obvious reflection of an older demographic, or even the strong accessibility of staff. It could also be viewed as a place

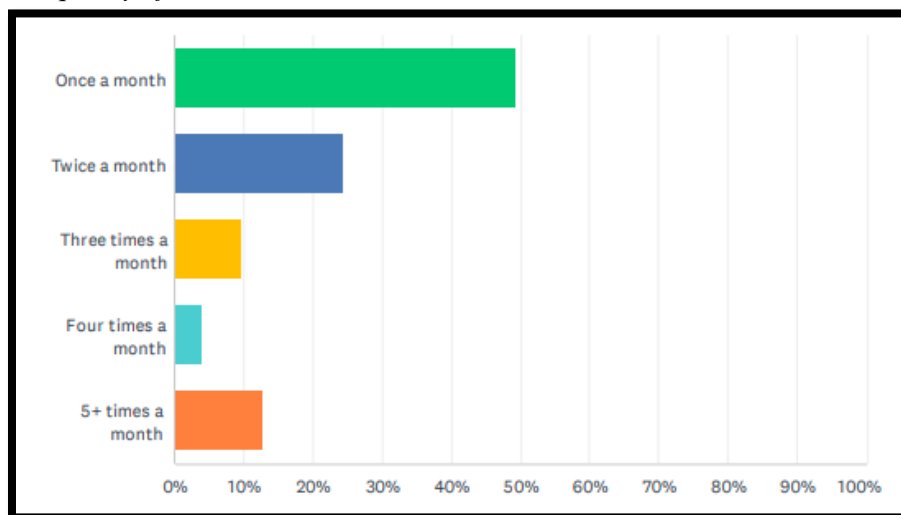
to infuse some further systems of communication through internet or apps to streamline and track requests and communication.

Typical Mode of Communication



Additionally, participants were asked about the frequency of their communication with SCIDpda staff. The most common frequency indicated was “Once per Month” at 43% (77 out of 178). “Twice per Month” was indicated 21% (38 out of 178); “Three Times Per Month” was 8% (15 out of 178); “Four Times Per Month” was 7% (12 out of 178); and “5+ Times” was 10% (17 out of 178).

Frequency of Communication



Applying for Housing and Recertification

The following are a series of related questions about the processes for residents applying for housing, and recertification; key functions of management-resident processes for the

organization to assess. Resident responses were overwhelmingly positive about these processes. From the perspective of key functions of the housing and recertification process, it is quite clear that SCIDpda staff have been clear and thorough as they help residents navigate housing.

When asked about whether SCIDpda staff were helpful explaining where, when, and how to apply for housing, 78% either Agreed or Strongly Agreed, with another 17% responding “Neutral”. More than 80% of respondents indicated that they found the housing application “easy to understand and complete”, with only 2 total respondents disagreeing. More than 90% of respondents indicated the Building manager provided a thorough tour of the property and apartment, a detailed description about the lease and recertification process, all move-in information and keys, assistance with move-in inspection form, and clear instructions for recertification appointments (with only 0-2 respondents disagreeing with each of those questions, and a small number of respondents choosing “Neutral” for each).

Application, Move-In, and Recertification Processes

Staff Were Helpful In Explaining Application Process - 78% Agreed or Strongly Agreed

Housing Application Was Easy to Understand and Complete - 81% Agreed or Strongly Agreed

Building Manager Provided a Thorough Tour - 90% Agreed or Strongly Agreed

Staff Provided Detailed Info on Lease/Recert. - 94% Agreed or Strong Agreed

Building Manager Provided All Move-In Info and Keys - 98% Agreed or Strongly Agreed

Building Manager Provided Assistance with Inspection Form - 94% Agreed or Strongly Agreed

Building Manager Provided Clear Instruction for Recert. Appts. - 92% Agreed or Strongly Agreed

Respondents were largely positive when asked if their apartment was free of major issues, and clean, upon move-in, with 90% indicating they either Agreed or Strongly Agreed with that statement, with 5 total respondents either Disagreeing or Strongly Disagreeing.

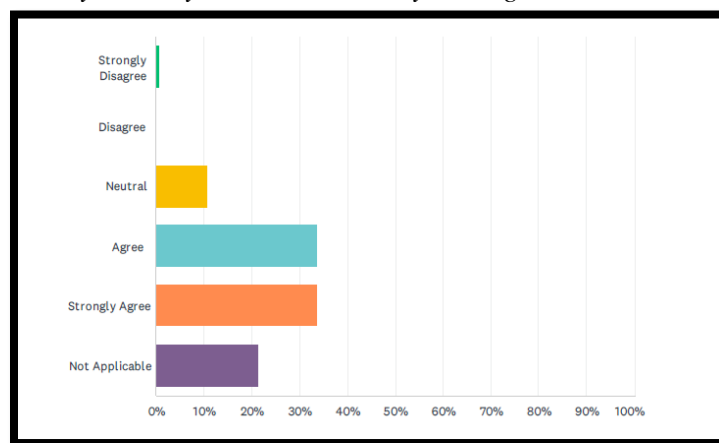
Residents were also asked about lengths of time of their annual recertification process. These responses ranged quite a bit based on multiple-choice options. The most frequent response, at more than 50% of respondents, indicated that 1-month is typically given. Additionally, 8% indicated 2-months, 6% indicated 3-months, and 9% indicated 4-months. Nearly 25% of respondents indicated either “Not Applicable” or “Other”, with the latter providing an open-ended follow-up where numerous respondents indicated that they either didn’t know or didn’t remember. This array of responses suggests that the question may not have been completely understood. It is worth considering whether this particular question runs the risk of skewed results due to memory recollection and frequency of notifications and is an area that can be monitored and rephrased in future iterations of the resident survey to better ascertain whether the necessary and appropriate notification of recertification is being provided to residents. A related, open-ended question about the length of time the recertification process typically takes from start to finish produced a rather wide array of responses, with many respondents indicating anywhere

from several days to 1-week, but all the way up to 1-2 months, and 2 respondents indicating 8-months. This incredibly wide array would indicate that the question may not have been fully understood, and may need to be revisited in future iterations of the survey.

Covid-Specific Support

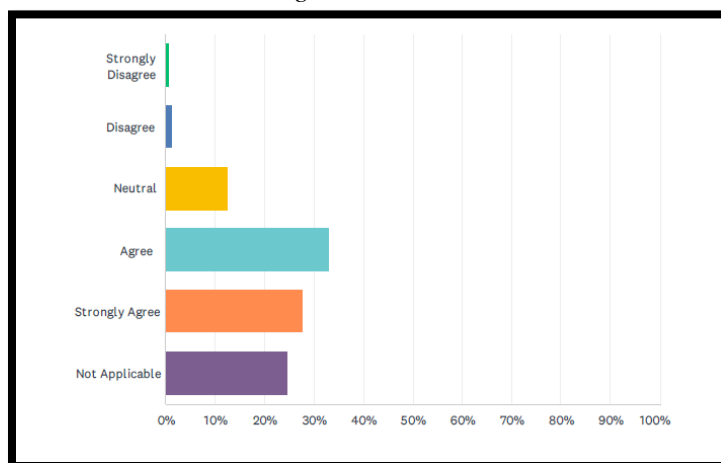
SCIDpda's provision of additional support to residents during COVID has also overwhelmingly been positively received. A full two-thirds of respondents Agreed or Strongly Agreed that weekly meal and grocery delivery was helpful in keeping residents feel safe, while the other one-third of respondents indicated either "Not Applicable" or "Neutral".

Weekly Grocery and Meal Delivery During COVID



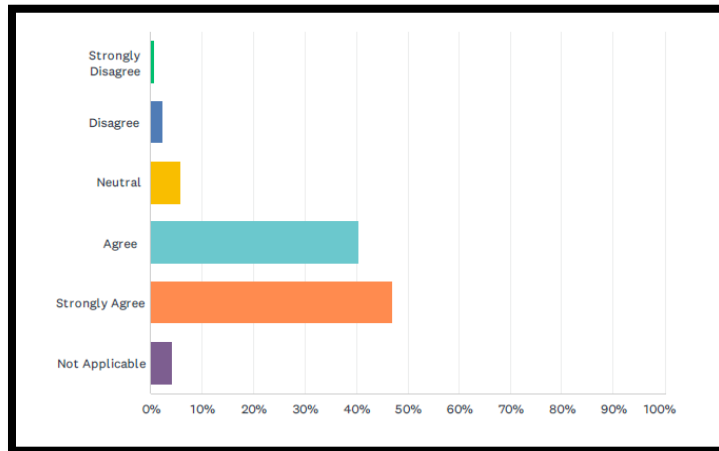
Additionally, the provision of rental assistance during COVID showed very similar levels of positive appreciation.

Rental Assistance During COVID



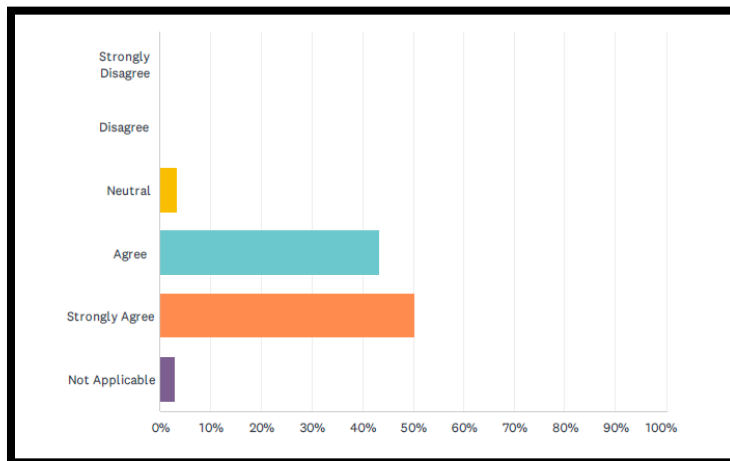
The additional daily cleaning and sanitizing received even higher levels of appreciation, with more than 85% of respondents in support of this effort by SCIDpda.

Additional Daily Cleanings During COVID



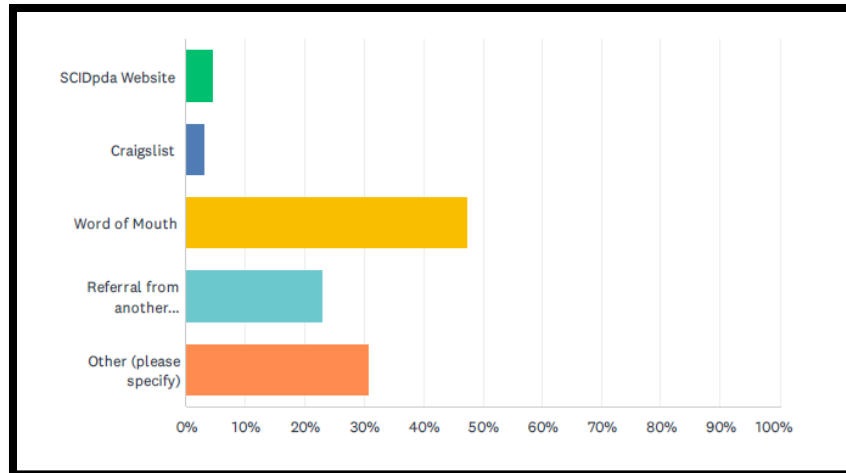
An even further sizable proportion, at 93%, indicated appreciation of the notices, information, and updates about COVID and public health provided by SCIDpda during the pandemic.

COVID Information and Updates



Finding Housing

Residents were asked to indicate how they heard about their housing opportunity with SCIDpda. Respondents were able to select all of the multiple-choice options that applied to them, as well as offer an open-ended “Other” option. Nearly 50% of respondents selected “Word of Mouth” suggesting a very strong community information-sharing system. Another 23% selected they had heard of the opportunity through a community organization referral, suggesting a robust connection with other resource providers in getting the word out about openings. Additionally, more than 30% of respondents selected “Other” and provided an array of responses, with a large portion of open-ended responses also indicating specific friends and family and several community organizations, such as InterIm CDA, Legacy House, and DESC.



Responses here provide crucial information for SCIDpda both for current practice, and future work as the geographic coverage area for new projects expand into new communities. The overwhelming response rate of “Word of Mouth” suggests that continuing attention can be paid to where local communities and residents share information to help identify new and future residents. Spreading the word of housing opportunities through people themselves remains a robust way to find applicants. Additionally, the use of community organizations remains a key partnership in sharing housing opportunity information.

Residents were also asked for their input on where else they might suggest advertising information about housing opportunities, with respondents offering open-ended responses. Numerous respondents suggested Facebook and other social media as an option, referrals from community organizations, and local community publications and bulletin boards. Quite a few respondents did indicate that they did not understand this question, suggesting that perhaps future iterations of this survey should consider re-wording this question.

Comfort, Access, and Willingness to use Computers/Phone/Internet

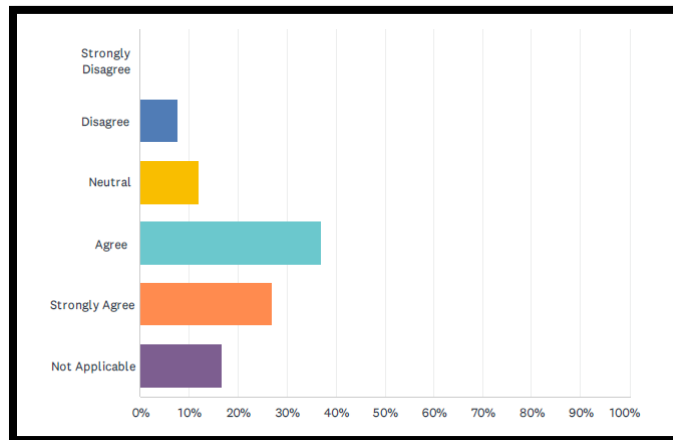
Given the previously indicated personal nature of resident-staff interaction of SCIDpda, and the most-common needs indicated by residents, there appear to be some opportunities to simplify and streamline some of the core modes and points of communication, allowing for staff to be appropriately freed up for resident interactions that can focus on relationship and community-building.

One key opportunity is the ability to filter interactions around rent payments and requests for repairs through a web portal or phone application, thus streamlining the most common needs. To ascertain the challenges of transitioning to new, web-based systems, three questions were asked to understand the comfort, access, and willingness to use online systems for these needs.

In terms of “ability and comfort”, two-thirds of residents “Agreed” or “Strongly Agreed”, though sizable portions indicated “Not Applicable” (17%), “Neutral” (12%), and “Disagree” (8%). Special attention needs to be paid to the one-third of residents who did not agree with their ability and comfort with this. This could be hesitancy for some with new technology, it may also

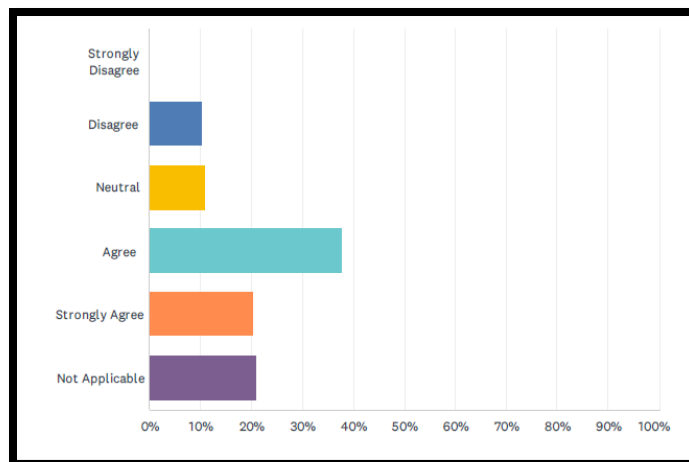
be connected to their capacity (discussed immediately below), or something else. The roll-out of these new platforms will likely take some time and personal attention to get everyone comfortable with the systems.

Ability and Comfort



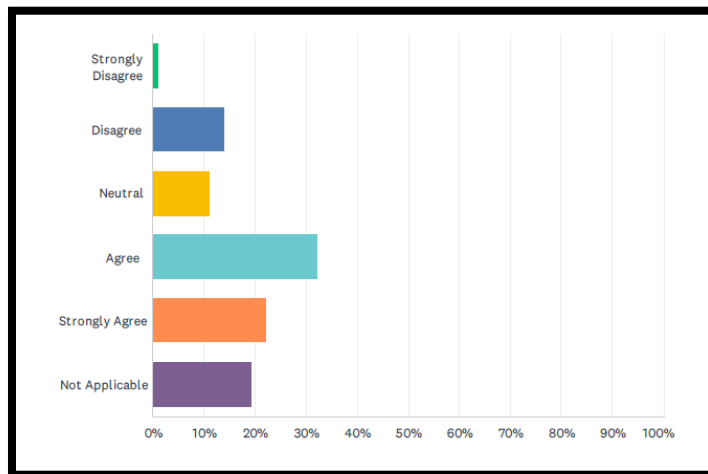
In terms of “access”, results were similar to the above question. 57% indicated that they either “Agreed” or “Strongly Agreed” that they would have access to a computer/phone/internet to use these new systems, while a robust amount indicated “Not Applicable” (21%), “Neutral” (11%), and “Disagree” (10%). This question indicates that there may be some direct needs in terms of internet access. Remedies such as a computer kiosk or Wi-Fi “hotspots” should help mitigate the concerns around access.

Access



When it comes to “willingness”, slightly different levels are offered. This time, residents indicated 55% either “Agreed” or “Strongly Agreed”, another solid, if slightly lower response. However, another 19% selected “Not Applicable”, 11% indicated “Neutral”, and a larger 14% selected “Disagree”. Additionally, for this question 2 residents indicated “Strongly Disagree”.

Willingness



While a significant majority do indicate a comfort, access, and even willingness to use computer/phone/internet for the stated functions of rent payments, maintenance requests and communication, a careful attention must be paid to the 35-45% of residents who were not as positive here. It is not possible to fully understand from this survey what might be causing these responses, though some thoughtful speculation and continued dialogue with residents will offer helpful clues. Certainly, part of this may stem from hesitancy around unfamiliar systems and may be related to fears about how a lack of access or understanding may impact their ability to perform these crucial elements of their residency. A simple system, paired with increased points of access via a computer lab, a kiosk, or through Wi-Fi hotspots, and helpful training should be effective at helping get residents comfortable with new systems. Establishing these new systems in new and future properties will likely face lower levels of hesitancy, assuming that the same support measures are in place.

Neighborhood Satisfaction

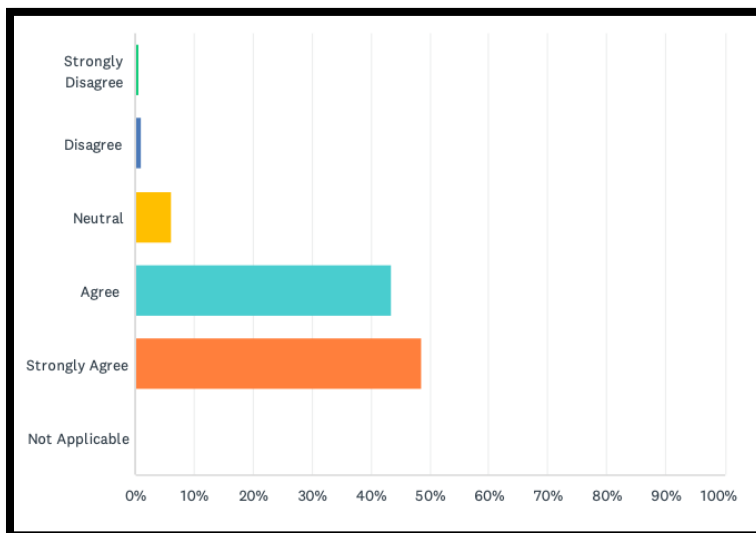
Neighborhood satisfaction is an essential measure for the full experience of any person, residing in any place. What we consider as “home” is conceptually much broader than simply the unit in which we reside, but is also importantly the sense of community, interaction, and belonging in a place. Communities are the places in which we reside, support one another, and have a sense of mutuality in collective life. Communities are thus crucial ways of understanding the richness and importance of our daily lives.

For the purposes of this analysis, the resident survey identifies the Chinatown International District (CID) as the core neighborhood of analysis. Several questions within the survey aimed to understand the strength of connection to the neighborhood, and the general outlook and satisfaction with the CID for responding residents.

When asked whether they enjoyed living in the CID, respondents overwhelmingly indicated that they did, with more than 90% selecting “Agree” or “Strongly Agree (43% and 49% respectively). While not overly surprising, these huge approval numbers indicate at the very least a very strong connection to place. The most significant reasons will be explored in greater detail

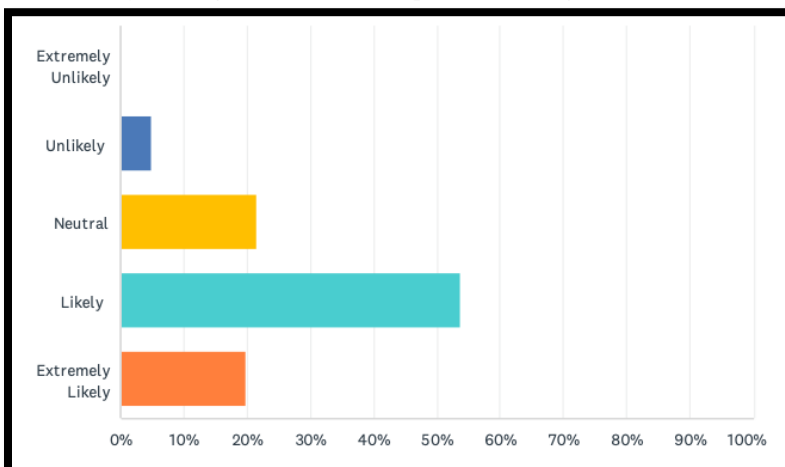
below as open-ended questions; however, common responses focused on the convenience of the location and transportation, as well as a strong cultural identity and proximity of culturally-relevant shopping, food, and groceries.

Enjoy Living in the Chinatown International District



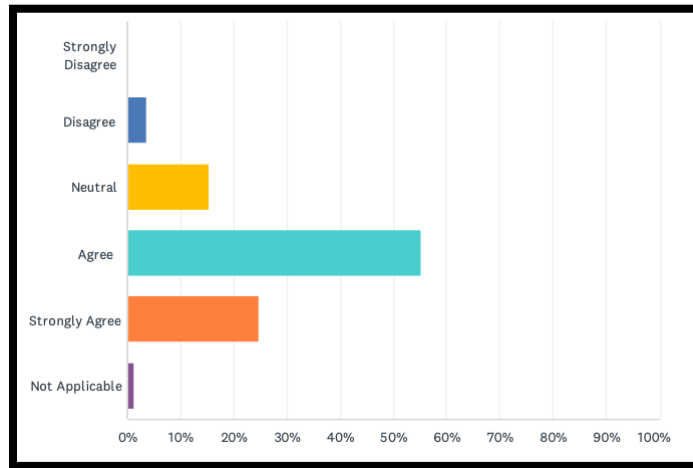
The sense of mutuality within a community is important in several respects, for any community; however, it has proved itself to be especially relevant for communities of modest means and income. Communities are also the social links for residents to connect and to provide support to each other. When asked how likely residents felt a neighbor would help in a time of need, 54% of respondents indicated that this was “Likely” and another 20% indicated that this was “Extremely Likely”; just under 3 out of every 4 respondents! These are incredibly positive numbers that point to confidence in how neighbors and community members support each other in the CID, and especially in times of need. While 22% remained neutral about this question, a very low number (8 total respondents) felt that it was unlikely that a neighbor would help in a time of need.

How Likely a Neighbor Would Help in a Time of Need



Similarly, communities can provide a deeper sense of belonging that goes simply beyond a place where someone dwells. Connections to community, and a sense of belonging, are the foundation for the collective spirit and willingness to help neighbors such as the responses above. They are also the important foundation for how residents shape their collective identity and their civic spirit. These elements of social and emotional capital are the bedrock of an inclusive neighborhood. Survey respondents feel a clear and strong sense of belonging and connectedness to the CID. 55% indicated that they “Agreed” and another 25% “Strongly Agreed”. 15% remained “Neutral” about this sense of belonging, while another 4% “Disagreed”.

Sense of Belonging and Connection to the CID



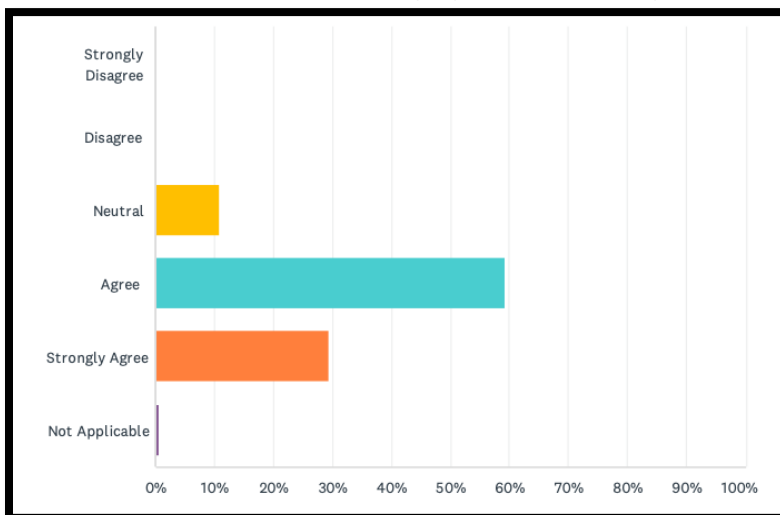
Relatedly, residents were asked how many neighbors they speak with regularly for more than 5 minutes. The most common response was “10+” (19% of respondents). When conservatively estimating the “10+” response as representing “10”, the average number of neighbors regularly interacted with was more than 4 (4.39). Again, this further supports that residents feel a connection, not just with the neighborhood, but with each other, and that these relationships are strong and meaningful.

Number of Neighbors Spoken to Regularly for More Than 5 Minutes

ANSWER CHOICES	RESPONSES	
0	12.58%	20
1	11.32%	18
2	11.95%	19
3	10.69%	17
4	6.29%	10
5	17.61%	28
6	6.92%	11
7	1.89%	3
8	1.26%	2
9	0.63%	1
10+	18.87%	30
TOTAL		159

Residents were also asked if they care about how the CID is changing and will continue to change over time. Not a single respondent disagreed with this point, while 59% “Agreed” that they care about how the CID is changing, and 29% “Strongly Agreed”. This is not just a simple response. When taken alongside the other neighborhood satisfaction responses, and the subsequent open-ended responses analyzed in the next section, this care can effectively be translated into a deep appreciation for the community that these residents call home, and the sense of care and ownership they exude about the CID.

Care About How the CID Is Changing, and Will Change Over Time



Residents care deeply about the elements of the community they are connected to, and also about the concerns that threaten this sense of safety and belonging. This is not a neutral or indifferent population, but one that can and will be likely to share and express their needs when inclusively welcomed to do so. This is an incredible asset for the CID, for SCIDpda, and for the residents themselves as the work to ensure these positive benefits of the community can be upheld as pressures of housing costs, gentrification and cultural and physical displacement continue in the CID and Seattle at large.

Open-Ended Questions

The provision of opportunities for meaningful, and anonymized, feedback about the services provided by SCIDpda, available services in the Chinatown International District (CID) or the community at-large, and overall positive and negative experiences about the community remain crucial for the work of analyzing and improving the experiences of residents. Several open-ended questions were posed to respondents to ascertain their thoughts and ideas, with a wide and valuable range of responses to take into consideration for SCIDpda.

The most basic set of questions pertained to what residents “liked most” and “liked least” about living in the CID. Responses were coded and categorized into the most common themes that emerged from the responses.

What respondents liked the most about living in the CID centered around convenience. 68 respondents out of 178 mentioned convenience in responses. This was sometimes provided as convenience in and of itself, while also sometimes using as a qualifier about transportation and food specifically. Mentions about the people, language, and Chinese specifically was also commonly raised, with 40 respondents mentioning these. Access to food and groceries (sometimes specifically naming Chinese/Asian food, or Uwajimiya, by name) was mentioned by 36 respondents, while another 30 respondents mentioned transportation as an important element they liked. Parks and green space was also raised by another 9 respondents.

Like MOST About Living in the CID



What respondents liked the least about living in the CID was overwhelmingly related to crime and homelessness. Issues of crime and safety was mentioned by 106 respondents out of 178, overwhelmingly the top concern raised. Concerns about the high levels of homelessness was mentioned by 56 respondents (itself nearly a third of respondents). 26 respondents referred to issues of poor sanitation and trash on the streets, while another 11 specifically called attention to drug use or the presence of needles.

Respondents were also asked open-ended questions about both the services they most used, as well as what new services would be most beneficial. Responses, again, ranged quite widely and in informative ways that were coded and categorized into the most common themes.

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Most Used Community Services and Amenities

Chinese Information and Service Center

International Community Health Services

Hing Hay Park and Community Gardens

Public Library - ID/Chinatown Branch

ID/Chinatown Community Center

Respondents also shared a range of valuable insights about what new or currently missing services they would benefit from. While there are some indications that not all respondents understood this question (many skipped it, listed “none”, or indicated they didn’t understand), several common responses were raised. The provision of personal or public internet services as raised by several respondents, as was the desire for air-conditioning (the survey notably took place in the summer during/after several heatwave days), requests for more parking, food delivery, and particularly more house/social gatherings (especially in light of COVID).

Similarly, a more direct question was raised to residents about what SCIDpda could do to improve their housing experience. Responses were similar to the question above but did solicit more frequent and specific answers. The most common responses were focused on building cleaning and maintenance improvements, with quite a few respondents calling specific attention to problems with the carpet (needing more thorough cleaning or suggesting getting rid of carpet altogether). Increased access to parking, internet provision, air conditioning, and more activities were all mentioned multiple times as well. A few respondents mentioned a need for window screens, and a desire for dishwasher or laundry facilities in the unit. Several expressed that there is too much smoking at the front of the buildings, several others suggested increased security systems and keycards for elevators.

Conclusion

There are several Key Findings that have emerged from this survey, as well as a range of other data that will be especially helpful as SCIDpda continues to develop new properties and expands its geographical coverage area.

Key Findings

- 1. Overall Resident Satisfaction is Very High**
- 2. Communication is Time-Consuming and Staff-Centric, with Opportunities for Streamlining**
- 3. Community Connection and a Sense of Belonging is Crucial**

Key Finding 1:

First and foremost, throughout this survey, respondents indicate a very high rate of satisfaction in relation to the processes, effectiveness, support, and communications of SCIDpda and its staff. While there are clear areas that residents have expressed concerns about issues in the neighborhood that they want addressed, they have overwhelmingly positive things to say about their experiences related to their housing and about the community overall. It is clear that SCIDpda's relationship with its residents is strong, supportive, and positive. Processes for housing, maintenance, responsiveness are quite strong, which is an area for clear celebration.

Key Finding 2:

This relational nature between staff and residents appears to be the clear backbone of the overall positive experiences of residents overall. This is an obvious strength to continue to build around. With that said, the data also clearly show that the communications experience is heavily concentrated toward Building Managers, with lower percentages to Building Assistants and Maintenance staff. These interactions are almost exclusively in-person. Relatedly, huge portions of the reasons given for staff interaction was about "maintenance" and "repairs". While it is clear that personal communication with residents is an important part of the overall experience, this data suggests that there are certainly opportunities to streamline some of these processes to better distribute this load of communication across staff levels more evenly and develop processes for simplified maintenance requests and tracking systems. This will become even more crucial as SCIDpda's new building projects open. Online portals for certain requests will likely ease the load, allowing for staff to use their interaction times on resident experience and relationship-building.

Key Finding 3:

There are several important factors to keep in mind as SCIDpda continues to open new properties and expands into adjacent neighborhoods. This is most notably connected to the third Key Finding about community connection and a sense of belonging. Respondents have a clear affinity and connection to the International District and Chinatown neighborhood. From

responses, this connection is unsurprisingly about culture, language, shared experience and a sense of belonging. These connections have roots, and thus are challenging to recreate. As new properties expand into neighborhoods outside the CID, attentiveness to these community connections will be essential, and as the resident populations also likely expand, a constant understanding of what community supports, community-building programs, and opportunities for social cohesion can ensure this sense of belonging. From this survey, much of this centers around language, shared identity, but also strong community partners and local amenities such as community centers and parks to serve as central connection hubs.

On a related note, Seattle is rapidly growing. This is creating immense, ongoing pressures on neighborhoods like the CID, the central District and North Beacon Hill. SCIDpda is rapidly working to help mitigate the dangers of these market pressures through the expanding of affordable housing opportunities in the neighborhood. However, these pressures will continue, and while they impact the ongoing challenges of ensuring affordable housing, they also create secondary (but significant) pressures onto the community beyond just access. As market-rate development expands much more rapidly than affordable housing, the impacts on the culture, the make-up, and the sense of belonging in communities will continue to be threatened. Residents are highly aware of these pressures and express those cares and concerns about the future of the neighborhood in this survey. While these are market conditions beyond the scope of SCIDpda's work, specific attention to these pressures will be essential as the organization works to ensure that residents can continue to have access to the exact factors that make them so happy to live in the community that they do. SCIDpda stands at a unique place to help foster those elements to ensure that residents in affordable housing units can stay meaningfully connected to each other and local, affordable, and culturally-relevant business, food, and employment.

Lastly, there are ongoing neighborhood challenges that are beyond the direct scope of SCIDpda's work but are of high importance for SCIDpda residents. Respondents were asked about the things they like least about living in the CID. By far the most common responses were around safety/crime, homelessness, drugs, and dirty streets. While these concerns are not surprising, and the mitigation work around these issues is outside the scope of SCIDpda directly, there are opportunities to continue to work with residents around identifying some specific, and short-term improvements. There will also be strong opportunities for SCIDpda to leverage its highly-respected work with city agencies and city leaders to make larger impacts on these core, complicated issues.

The next steps related to the wealth of baseline data from this survey will be to identify the appropriate indicators to transform into measurable metrics for continued improvement. Developing these indicators in relation to the most crucial areas of growth and opportunity will then allow for a year-over-year comparative analysis through this survey instrument, and likely alternative measures related to communication indicators. Appendix A has noted some specific areas for improvement and clarity on this survey instrument for future iterations. Additional questions could be identified as they relate to KPI measures articulated from SCIDpda.

This survey has provided a terrific baseline of resident satisfaction and provides a number of clues for the organization's ongoing work in expanding access to affordable housing in the CID and surrounding community. It is clear that SCIDpda plays a crucial role in this work.

APPENDIX A - Changes for Next Iteration of Survey

Every survey has the potential for either implementation problems or questions that are less effective than intended once they are out in the field. This survey seems to have been highly effective for most of the intended purposes, cleanly implemented, and has produced an overall response rate that is very robust.

This addendum makes mention of several areas of the survey design and implementation that likely require adjustments in future iterations of this survey.

First, any survey that goes through translation into and out of multiple languages runs the risk of some lost nuance or data. For a first run on this survey, the effectiveness seems to have been overwhelmingly positive, though there does seem to be several questions that caused confusion for respondents, that may have at least partially been a result of language translation challenges. A careful discussion about the initial, then translated, versions of some questions would be helpful in ensuring that residents feel confident and comfortable responding clearly without assistance, to retain anonymity whenever possible.

There appears to be confusion about Question 8 in the survey. 75 respondents skipped the question, and a good amount of responses don't seem to connect well with the question being asked. This may just be a poorly worded question that can be made to be much more direct to solicit the kind of creative ideas it was intended for.

Similarly, Question 18 and Question 19 asked about the length of times for recertification (both the notice they were given, and the time it took to complete the process). The wide array of responses, and the high level of "N/A" or "Other" responses to how much recertification notice they were given implies that there may have been confusion about this question and may also be highly susceptible to issues of memory recollection or notification frequency. The responses about the time it takes for recertification appears similarly skewed, with respondents indicating as little as "15 mins" to as much as 8 months, suggesting that the question was likely not clear, and the results may not be reliable. A rephrasing of these questions may help future iterations of the survey.

Question 37 that asked about what new services residents would benefit from also seemed to elicit considerable confusion, through both a large number of skips (58), and a number of direct responses indicating confusion about the question. Subsequently, Question 38 seems to have captured much of the same general responses, but with more engagement. This may suggest that either a rephrasing of Question 37 is needed, or perhaps skipped altogether in support of Question 38.

Question 21 was designed as an open-ended question to ascertain the most common concern when reaching out to staff, and a set of parenthetical examples was provided). Almost all responses mirrored those provided examples. These may indeed be the most common; however, it could also be that the provision of examples was too suggestive to respondents, and potentially causing them to unknowingly "select" those concerns as if they were multiple choice. Some caution on how to ensure that this question is not leading respondents could be useful.