Call to Order

Guest Ratepayer Comment

Chair’s Report
  ✓ Minutes May 25 meeting
  ✓ MID Ordinance Requirements Memo

MID Ratepayer Advisory Board Governance
  ✓ 21-22 Slate of Nominees

Financial Report
  ✓ May Financial Dashboard
  ✓ Memo re: MID Ambassador starting wage

Program Manager Report

Program Updates
  • Clean, Safety, Outreach
  • Parks
  • Commute Seattle
  • Communications & Marketing

Proposed 2021-2022 Work Plan
  ✓ 2021-2022 Work Plan
  ✓ Recommendation of Work Plan to City

2021-2022 MID Budget
  ✓ Budget Summary Memo
  ✓ 2021-2022 MID budget
  ✓ Recommendation of budget to City

Program Manager Recommendation
  ✓ Program Manager Memo
  ✓ Recommendation to City

New Business

Adjourn
Meeting Minutes
MID Advisory Board
May 25, 2021

Presiding: Mary Bingham, Chair

Attending: Mark Astor, Andy Bench, Aaron Blankers, Janice Blair, Cary Clark, Rick Crawford, Allison Delong, Erik Lausund, Ed Leigh, Ben Grace, Valerie Heide Mudra, Marshall Johnson, Collin Madden, Lisa Nitze, Ross Peyton, Dan Tempkin, Rebecca Uusitalo, Steven Van Til, Yi Zhao

Staff: Jon Scholes, Emily Bailor, Jennifer Casillas, Brenda Evans, Kevin Futhey, Elisabeth James, Sally Wright

CALL TO ORDER
Mary Bingham, Chair

Mary called the meeting to order at 8:30 a.m. She informed the group that Emily would take attendance.

CHAIR’S REPORT
Mary Bingham, Chair

Mary reviewed the agenda. She called attention to the minutes from the March and April meeting. She asked for a motion to approve the minutes. A motion was made and seconded and approved unanimously.

Mary informed the group that the DSA/MID Annual Meeting would be held June 15 on Zoom. The MID Ratepayer Advisory Board annual business meeting will be held on June 22 at 8:30 a.m.

PROGRAM MANAGER UPDATE
Jon Scholes, DSA President & CEO

Jon acknowledged the anniversary of George Floyds murder and provided an update on the MID ambassador who was the victim of a knife attack while at work. He provided a brief update on downtown recovery spending and introduced the team from Copacino + Fujikado who briefed the board on their strategy when developing a marketing campaign to accompany the downtown recovery work.

MARKETING CAMPAIGN
Chris Copacino, Copacino + Fujikado
Richa Rushita, Copacino + Fujikado

The Copacino team provided the board with an overview of their approach to developing the campaign. They reviewed the problem the campaign aims to address; the focus of the project; the approach and the target audience. They provided a general overview of the campaign tone and manner and invited discussion.
FINANCIAL REPORT
Ben Grace, Vice Chair

Ben reviewed the April financials noting key variances. There was a discussion about conducting a wage analysis to ensure ambassadors are receiving a competitive wage. Elisabeth noted she would provide a follow up document that summarized the starting wage in comparison with similar organizations.

BUDGET REVIEW
Elisabeth James, COO

Elisabeth called attention to a memo detailing the budget for 21/22. She provided detail on the increase in income the planned spending increases. She noted that there are still many unknowns as we enter a post-pandemic phase but that all programs are planning on increased service and associated spending. There was discussion about increased support for ambassadors that experience trauma in the field and general public safety issues.

NEW BUSINESS AND GUEST COMMENT
Steve Horvath (guest Ratepayer) inquired about the marketing firms approach to analyzing success of their campaign; he also inquired about what MID-funded advocacy is occurring at the city to address public safety concerns in the MID; he asked for clarity regarding a budget projection.

Lisa Nitze was asked to provide the group with a summary of the efforts in Pioneer Square to form a public-private partnership to help address those experiencing homelessness in the neighborhood.

Adjourned at 9:15am
June 22, 2021

To: MID Ratepayer Advisory Board
Fr: Mary Bingham, MID Ratepayer Advisory Board Chair
Re: MID Business

At our annual meeting we are required by City ordinance to approve the following:

✓ A work plan outlining the planned services and programs for the 2021-2022 fiscal year
✓ Budget for the operating year commencing July 1, 2021 ending June 30, 2022
✓ The Downtown Seattle Association as the Program Manager

Please refer to Section 15 of Ordinance #117736 for more information (clipped below)

At the annual Ratepayers’ meeting, the Board shall submit for approval its proposed work plan and budget for the next year, and its recommendation regarding whether to continue with the current Program Manager. The work plan, budget, and recommendation regarding whether to continue with the current Program Manager must be approved by a majority vote of the Ratepayers attending the meeting and submitted to the Director.
June 22, 2021

To: MID Ratepayer Advisory Board  
Fr: MID Board Development Committee  
Re: MID 2021-2022 Board Slate

**Officers - Two Year Term**

Lisa Nitze, Chair, Nitze-Stagen  
Ben Grace, Vice Chair, Amazon

**Returning Board Members - Three Year Term**

Janice Blair, Downtown Resident  
Cary Clark, Argosy Cruises  
Ben Grace, Amazon  
Erik Lausund, Seattle Children’s Research Institute  
Ross Peyton, Unimark Construction  
Steve Van Til, Vulcan

**New Nominees to Board - Three Year Term**

Amy Baker, Downtown Resident/Equity Office  
Brandon Gardiner, Brickman  
Tim Kuniholm, Seattle Aquarium  
Sung Kim, Belltown Resident  
Simone Loban, Downtown Resident/Downtown small business owner
### Fund Balance

- **Beginning Fund Balance**
  - DBIA Services fund balance @ 6/30/20: 1,608,852
  - City Held Fund balance @ 6/30/20: 2,518,427

- **Total Fund Balance @ 6/30/20**: 4,127,279

- **Forecast net gain/loss @ 6/30/21**: 3,232,777
- **Add back depreciation (non-cash)**: 156,731

### Committed Funds Summary

- **Fund Reserve Policy-Operating exp 9%**: (948,891)
- **Increase in Fixed assets net of depreciation**: (194,483)

**FORECAST UNCOMMITTED FUNDS**: 6,373,413
June 22, 2021

To: MID Finance Committee
Fr: Elisabeth James, COO
Re: MID Ambassador starting wage

A question was raised at the May 25 MID Ratepayer Advisory Board meeting regarding our ambassador wages and benefit levels. We recognize that our Clean, Safe, Outreach and Parks ambassadors are the real public face of the MID and we want our compensation to reflect how much we value their contributions.

The chart below reflects the annual starting rates for Clean, Safe and Parks Ambassadors (who have all been at the same starting rate since we moved starting rate to $15/hour)

In 2017, in addition to their medical and dental insurance, we added long term disability, short term disability, life, and accidental death and dismemberment coverage, to match the administrative employee benefits plan.

Ambassadors also receive:
- 8 paid holidays
- 3 floating personal holidays
- Paid time off (accrual begins Day 1, equal to 16 days per year, increasing with seniority up to 30 days per year.)
- FMLA up to twelve weeks at full pay.
In 2019, we added:
- Annual footwear allowance of $150 per person for everyone working outdoors, as we recognized that some ambassadors did not have appropriate waterproof footwear for the inclement weather.
- Housing support/eviction diversion for ambassadors through our Outreach team to ensure that unhoused team members find and stay in safe housing (to date more than $35K, plus an additional $23K in advances that have been paid back.)

In 2020/2021, we provided additional benefits during the pandemic period. This included:
- six weeks of full pay during the initial shut-down/ stay at home uncertainty,
- loans of up to a month’s pay when unemployment benefits were delayed,
- a $1000 return to work bonus,
- a $500 holiday bonus, and
- two additional personal holidays to all team members, in recognition of the stressful year and the need for self-care.

In the 21/22 budget, we have reflects:
- $1.00/hour rate increase to $17.00/hour starting pay.
- Continuation of all current health and welfare benefits, at a cost of almost $6.00/hour per person.
- Plus $1500 salary adjustments for supervisors and outreach workers
- $500 hiring bonus for new employees staying at least 6 months/ / $500 referral bonus for current team members who help with recruiting successful candidates.

The chart below shows the average hourly rate at each position along with the additional cost of benefits on a per hour basis.

We have reviewed the rates for other entry-level jobs in Seattle, and feel that we are in alignment. As you know, it’s always a challenge to define a comparable position, because our Ambassadors do more than “just clean”, however the following chart reflects jobs that would likely have similar “limited experience” requirements at entry level.
Our 21/22 fiscal budget is heavily focused on programming to drive downtown recovery efforts, and has been put together with the intention of spending down uncommitted reserve funds. Accordingly, our 22/23 budget will have to fit within the 22/23 assessment funding, as the uncommitted funds will have been depleted at that point. If we were to add an additional wage increase to the 21/22 budget, it would not be sustainable within the projected (minimal) assessment growth in 22/23 and we would need to make significant program cuts to cover the additional ~ $300K that a one dollar an hour ambassador rate increase costs. At this time, we feel the 21/22 budget reflects a strong wage and benefit package and do not recommend increases above those already presented. As always, we will monitor savings and spending as the year progresses and can always revisit a midyear adjustment if funding allows.

<table>
<thead>
<tr>
<th>Seattle jobs</th>
<th>10%</th>
<th>median</th>
<th>90%</th>
</tr>
</thead>
<tbody>
<tr>
<td>food server</td>
<td>7.31</td>
<td>9.97</td>
<td>12.78</td>
</tr>
<tr>
<td>fast food crew</td>
<td>9.77</td>
<td>11.97</td>
<td>15.55</td>
</tr>
<tr>
<td>commercial cleaner</td>
<td>7.05</td>
<td>12.64</td>
<td>18.53</td>
</tr>
<tr>
<td>housekeeper</td>
<td>11.49</td>
<td>13.96</td>
<td>17.43</td>
</tr>
<tr>
<td>office cleaner</td>
<td>11.54</td>
<td>16.00</td>
<td>17.11</td>
</tr>
<tr>
<td>laundry attendant</td>
<td></td>
<td>17.00</td>
<td></td>
</tr>
<tr>
<td>delivery van driver</td>
<td>13.38</td>
<td>17.40</td>
<td>22.74</td>
</tr>
<tr>
<td>pizza maker</td>
<td>14.28</td>
<td>17.85</td>
<td>22.15</td>
</tr>
<tr>
<td>janitor</td>
<td>16.09</td>
<td>18.62</td>
<td>20.60</td>
</tr>
</tbody>
</table>

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June 22, 2021

**MID Program Updates**

**Clean Team**

The MID has entered into a partnership with Belltown United that will involve the installation of 5 large-scale murals on select building faces in Belltown. In preparation for murals, the Clean team will pressure wash the building facades to prepare the site surfaces for installation.

Our contractors are continuing to produce great work on pressure washing and alley cleaning. Thus far, they have completed 11 sidewalk pressure washings for properties while also cleaning and sanitizing a number of alleys each day.

We have identified/provided a list of areas needing some extra cleaning to the city. The MID will be coordinating with City to resolve many of these issues.

**Safety Team**

The Safe Team has recently completed the Street Level Business Inventory for the full MID footprint, as well as adjoining neighborhoods. This gives us a more complete picture of which businesses have closed or opened, as well as vacant spaces and new business openings in downtown. Safe is also continuing to outreach businesses to register for Conditions of Entry. An additional 40 businesses are now registered, and Conditions of Entry contracts have been distributed to 211 downtown businesses.

The Safe Team is continuing to address visible disorder in downtown by removing large item debris, straightening share bikes and scooters, and through a more robust reporting process for items to be addressed by the Clean Team.

To support our recovery efforts, we are currently in the process of renewing our SPD emphasis shift contracts for 2021-22.

**Parks**

The Parks & Public Space team is happy to be back in full swing with daily activations in the parks. The programming calendar is filling up and we are seeing more and more park visitors each day. The new pavilion in Occidental Square has been officially opened and we hosted a celebration event with public, donors and partners. Our Park Ambassadors are now using the pavilion daily and it is a welcoming beacon in the park for residents, tourists, visitors and workers. Additional efforts are being seen in Belltown as well with a five-mural installation celebrating the past, present and future of Belltown, beautiful hanging baskets will be added soon and a concert to celebrate Solstice will happen in Bell St. Park art installations continue as well, in public spaces and storefronts. The Shine A Light Gallery began in the Coliseum Building and has expanded to ground floor storefronts at Pacific Place.
Our team is looking forward to summer and will play a large role in recovery efforts. Downtown Summer Sounds will kick off in July and run through September. This year the series will include more artists, more locations and more partners than ever before to provide free live music all throughout downtown. We are working with partners to create fun, new experiences and reasons for people to come back downtown all summer long. While there will be a strong focus on the Welcome Back Weeks in July and September, downtown parks and public spaces will be active all summer long.

Outreach

The Outreach team was able to coordinate efforts with LEAD and Just Cares at the 3rd Ave/Union to Pike encampment. Through the coordinated outreach effort, we were able to help identify individuals who qualified for services and helped get them connected to Just Cares who were able to place individuals into hotel rooms and offer wrap-around services.

We are continuing to work with Blaine Center on securing additional beds for our exclusive use as available shelter beds and hotel rooms continue to be very limited.

The team is focusing on a growing encampment on 5th and Lenora. We have identified several individuals in this encampment who may be eligible candidates for the LEAD program and are in close coordination with the LEAD team on placing them.

At the end of June, the Outreach Team will be fully staffed including having a new mental health case manager. The expansion of the Outreach team will allow us to have at least two teams of two case managers out in the field on a given day, ensuring more coverage of the MID area. The addition of a new mental health case manager gives us a better focus and opportunity to better serve individuals in the MID service area suffering from chronic, persistent mental illness. This individual will be responsible for ensuring individuals are connected to services, and if not, making the necessary referrals and coordinating care.
### Program Overview

#### Services Provided:
- Sweep sidewalks and curbs
- Remove debris, graffiti, and animal waste
- Install and maintain handrails and seating
- Install and maintain public art

#### Program Description:
- Coordinate with public agencies to address maintenance of public infrastructure in the right-of-way (lights, landscaping, phone lines, trees, etc.)
- Conduct street outreach with unhoused individuals
- Conduct regular visits with ground-level businesses and property/security personnel
- Coordinate with public agencies to address maintenance issues with public infrastructure
- Track infrastructure in poor condition

#### Program Objectives:
- Coordinate with public agencies to address maintenance of public infrastructure in the right-of-way (lights, landscaping, phone lines, trees, etc.)
- Conduct street outreach with unhoused individuals
- Conduct regular visits with ground-level businesses and property/security personnel
- Coordinate with public agencies to address maintenance issues with public infrastructure
- Track infrastructure in poor condition

#### Program Goals:
- Address maintenance of public infrastructure
- Conduct street outreach with unhoused individuals
- Conduct regular visits with ground-level businesses and property/security personnel
- Coordinate with public agencies to address maintenance issues with public infrastructure
- Track infrastructure in poor condition

#### Program Budget:

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost (K)</th>
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<tbody>
<tr>
<td>Total Expense</td>
<td>$6,588</td>
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<tr>
<td>Leveraged Investments</td>
<td>$197.5K</td>
</tr>
</tbody>
</table>

*Note: The budget table includes a breakdown of costs and investments.*
To: MID Ratepayer Advisory Board  
Fr: Elisabeth James, COO  
Re: Summary of Proposed Fiscal Year 2021/2022 Budget

The 2021/2022 budget is oriented toward supporting the post-pandemic recovery of downtown Seattle. Our focus for the upcoming fiscal year will be to sustain our strategic initiatives while overcoming the negative economic impact of the fifteen-month pandemic shutdown on MID ratepayers and the Seattle community. The economic impacts of the pandemic on downtown present historic challenges around economic recovery and our commitment to maintaining a vibrant, welcoming, clean, and safe public realm. Revenue will increase about 5.6% with stronger assessment income and fee for services as operations return to normal. The impact of shutdown-related furloughs, FFCRA tax credits and program restrictions of the past year has resulted in growing uncommitted reserve funds which will be earmarked toward Downtown Recovery efforts in the coming year.

Budget Assumptions:

- The projected $855K income increase is primarily driven by:
  - Assumption of continuing strong MID assessment collections, including voluntary assessments. $722K
  - Additional fee for service revenue from Pier 62 full year of operations, and increased permit fees and food truck revenue as parks activations return to previous levels. $180K
  - City of Seattle parks funding will be flat per contract at $100K.
  - Decline in Public FFS income related to one-time city contributions to Revive Pike Pine in 20/21. ($47K)

- Total expenses are budgeted at $20.3M, an increase of 48.5% year over year. The increase is generally a reflection of the Downtown Recovery spending of accumulated uncommitted reserve funds which resulted from the labor and program expense savings during restricted operations of 20/21.
  - Wages will be up $3.8M primarily based on a full year of staffing plus the position additions and the variance created by FFCRA tax credits in 20/21 of almost $1M.
  - Program expenses will be up 2.6M particularly with increased Parks activations and Downtown Recovery programming.

- Budgeted net loss of $(4.3M) is primarily impacted by the $3.2 million committed to Downtown Recovery as recommended by the Finance Committee and approved by the Ratepayer Board.
• Operating reserves will be adjusted based on current policies; uncommitted reserve is projected to be $197K at year end.

2021-2022 DBIA Budget Assumptions:

Overall:
• It is unclear exactly when downtown will return to “normal” in the 2021/2022 fiscal year but we anticipate focusing Downtown Recovery efforts primarily from July through the holidays. Timing will be flexible as we closely watch the phased reopening plans of federal, state and local governments, as well as the progress of vaccination efforts, return of workers and patrons to downtown businesses, and pace of tourism/visitor growth in the coming year

Clean, Safe and Maintenance Services:
• Clean and Safety operations will ramp up to ensure that downtown is as clean, safe, and welcoming as possible. This includes the addition of ambassador headcount (Clean 17, Safety 4, Parks 3) and continuation of the improved Clean team deployment strategies piloted in 20/21. We will also increase use of contractors to supplement services, including pressure washing of sidewalks and alleys throughout the MID $129K, and additional SPD emphasis patrols $100K.

Homeless Outreach Services:
• The Outreach team will add another mental health worker and has increased the outreach line item budget to support additional services, including more reserved shelter beds and the potential to assist other providers who may have access to beds but need funds to cover the cost.

Park/Public Space Management and Activation:
• The budget assumes increased programming in all spaces, with ongoing management of Westlake and Occidental Parks and activation at 3rd/Pine Plaza and McGraw Square. We will provide some activation support at 2&U and will staff/activate Pier 62 in partnership with Friends of Waterfront Seattle.

Downtown Recovery:
• We have created a separate program to budget the expenditures approved by the Ratepayer Board to focus on downtown recovery efforts. There are four areas of focus: Clean and Beautiful, Safe and Welcoming for All, Outdoor Events and Activations, and Marketing and Communications. These efforts will intersect and overlap our regular programming activities in all areas but are being budgeted separately to clearly account for the spending down of uncommitted reserve funds.

Advocacy, Public Policy and Economic Development and Research:
• We anticipate a significant advocacy focus on public safety and revitalizing the downtown economy.

Organization Visibility, Membership Engagement and Communications:
• There will be continued focus on social media programming, highlighting the MID’s key role in recovery.
Operations, Administration and Employee Engagement:

- We will add a full-time recruiter in 21/22 to assist with staffing challenges of the post-Covid economy and have filled the accounting manager position.

- Annual pay increases have been budgeted at $1.00 per hour for all ambassador positions plus 4% for all admin positions. We anticipate the open VP position will be filled for the full year and some increase travel for training and IDA conference attendance. We will also focus on providing internal training opportunities and team-building events to strengthen engagement and retention, and are looking forward to a return to in person employee engagement events.
2021/2022 Fiscal Year - Annual Budget (000s)

Total 20/21 Budgeted Expenses $20,331,701

BUDGET 21/22 Total Expenses by Program

BUDGET 21/22 Non-Assessment Income (000s)

Non-Assessment Income $1,111,100

Projected Fund Balance

DBIA Services fund balance @ 6/30/21 5,616,065

Total Fund Balance @ 6/30/21 5,616,065

Forecast net gain/loss @ 6/30/22 (4,254,581)

Committed Funds Summary

Fund Reserve Policy-Operating exp 9% (1,311,205)
Increase in Fixed assets net of depreciation 147,064
FORECAST UNCOMMITTED FUNDS 197,343
# Downtown Seattle Association

## 21/22 Budget Forecast 20/21

<table>
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<tr>
<th>v1.0 5 18 2021</th>
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## INCOME

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<tr>
<th>Contribution Inc</th>
<th>PRIOR YR</th>
<th>2020/2021 FORECAST</th>
<th>21/22 Budget</th>
<th>$ Variance 21/22 vs Prior Year Forecast</th>
<th>% of Change 21/22 Bud vs Prior Year Forecast</th>
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<tr>
<td><strong>Total Contribution Inc</strong></td>
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<td>14,634,036</td>
<td>15,356,120</td>
<td>1547,084</td>
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<th>Fees for Services</th>
<th>PRIOR YR</th>
<th>2020/2021 FORECAST</th>
<th>21/22 Budget</th>
<th>$ Variance 21/22 vs Prior Year Forecast</th>
<th>% of Change 21/22 Bud vs Prior Year Forecast</th>
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<tr>
<td><strong>Total Fees for Services</strong></td>
<td>548,642</td>
<td>588,200</td>
<td>721,000</td>
<td>71,300</td>
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## EXPENSES

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<tr>
<th>Salaries &amp; Benefits</th>
<th>PRIOR YR</th>
<th>2020/2021 FORECAST</th>
<th>21/22 Budget</th>
<th>$ Variance 21/22 vs Prior Year Forecast</th>
<th>% of Change 21/22 Bud vs Prior Year Forecast</th>
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<tr>
<td><strong>Total Salaries &amp; Benefits</strong></td>
<td>8,060,571</td>
<td>7,828,616</td>
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<td>285,101</td>
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<tr>
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<th>PRIOR YR</th>
<th>2020/2021 FORECAST</th>
<th>21/22 Budget</th>
<th>$ Variance 21/22 vs Prior Year Forecast</th>
<th>% of Change 21/22 Bud vs Prior Year Forecast</th>
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<tbody>
<tr>
<td><strong>Total Professional Services</strong></td>
<td>1,767,304</td>
<td>1,919,550</td>
<td>1,973,400</td>
<td>54,050</td>
<td>2.8%</td>
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### DBIA SERVICES

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<tr>
<th>Prior Year</th>
<th>2020/2021 FORECAST</th>
<th>21/22 Budget</th>
<th>$ Variance</th>
<th>% of Change</th>
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<tr>
<td>19/20</td>
<td>20/21</td>
<td>20/21 BUDGET</td>
<td>21/22 Budget</td>
<td>21/22 Bud vs Prior Year</td>
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#### General & Administrative

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<thead>
<tr>
<th>Item</th>
<th>Prior Year</th>
<th>Forecast</th>
<th>Var 20/21 Fct to Budget</th>
<th>$ Variance</th>
<th>% of Change</th>
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<tr>
<td>Bank / Credit Card fees</td>
<td>3,098</td>
<td>4,500</td>
<td>2,800 (1,700)</td>
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<td>1,750</td>
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<td>Computers / Technology</td>
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<td>25,250</td>
<td>30,150 4,900</td>
<td>32,000</td>
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<td>Dues &amp; Subscriptions</td>
<td>13,157</td>
<td>30,450</td>
<td>36,600 6,150</td>
<td>38,400</td>
<td>(7,950)</td>
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<td>Employee Recognition</td>
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<td>9,025</td>
<td>18,275 9,250</td>
<td>60,400</td>
<td>(51,375)</td>
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<tr>
<td>Insurance</td>
<td>58,515</td>
<td>62,500</td>
<td>60,000 (2,500)</td>
<td>68,500</td>
<td>(6,000)</td>
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<td>Leasing &amp; Maintenance</td>
<td>19,452</td>
<td>20,000</td>
<td>20,100 100</td>
<td>20,000</td>
<td>-</td>
</tr>
<tr>
<td>Licenses &amp; Permits</td>
<td>5,282</td>
<td>3,028</td>
<td>3,800 772</td>
<td>8,550 (5,522)</td>
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<td>Meeting &amp; Board Exp</td>
<td>20,438</td>
<td>1,100</td>
<td>8,150 7,050</td>
<td>8,500 (7,400)</td>
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<tr>
<td>Misc</td>
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<td>1,650</td>
<td>2,150 500</td>
<td>2,500 (850)</td>
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<td>Maintenance &amp; Repairs - Office</td>
<td>5,804</td>
<td>6,500</td>
<td>9,300 2,800</td>
<td>10,000 (3,500)</td>
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</tr>
<tr>
<td>Office Supplies</td>
<td>21,896</td>
<td>16,100</td>
<td>27,750 11,650</td>
<td>28,600 (12,500)</td>
<td>-77.6%</td>
</tr>
<tr>
<td>Postage &amp; Delivery</td>
<td>715</td>
<td>955</td>
<td>1,150 195</td>
<td>750 (205)</td>
<td>21.5%</td>
</tr>
<tr>
<td>Printing &amp; Copying</td>
<td>22,677</td>
<td>3,400</td>
<td>28,100 24,700</td>
<td>5,100 (1,700)</td>
<td>-50.0%</td>
</tr>
<tr>
<td>Recruiting - Staff</td>
<td>40,482</td>
<td>49,500</td>
<td>35,000 (14,500)</td>
<td>47,000</td>
<td>2,500</td>
</tr>
<tr>
<td>Rent / Storage</td>
<td>313,183</td>
<td>368,250</td>
<td>375,928 7,678</td>
<td>413,000 (44,750)</td>
<td>-12.2%</td>
</tr>
<tr>
<td>Taxes</td>
<td>22,376</td>
<td>19,050</td>
<td>9,237 (9,813)</td>
<td>14,670</td>
<td>4,380</td>
</tr>
<tr>
<td>Telephone</td>
<td>140,552</td>
<td>121,180</td>
<td>144,325 23,145</td>
<td>110,800 (10,380)</td>
<td>-8.6%</td>
</tr>
<tr>
<td>Training</td>
<td>25,658</td>
<td>52,025</td>
<td>20,300 (31,725)</td>
<td>84,801 (32,776)</td>
<td>-63.0%</td>
</tr>
<tr>
<td>Travel</td>
<td>24,000</td>
<td>600</td>
<td>7,500 6,900</td>
<td>25,500 (24,900)</td>
<td>-140.0%</td>
</tr>
</tbody>
</table>

**Total General & Administrative**: 779,299

#### Program Expenses

<table>
<thead>
<tr>
<th>Item</th>
<th>Prior Year</th>
<th>Forecast</th>
<th>Var 20/21 Fct to Budget</th>
<th>$ Variance</th>
<th>% of Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activation</td>
<td>312,342</td>
<td>480,500</td>
<td>256,000  (224,500)</td>
<td>1,695,000</td>
<td>(1,214,500)</td>
</tr>
<tr>
<td>Equipment - Program</td>
<td>126,164</td>
<td>181,100</td>
<td>233,000 51,900</td>
<td>254,000</td>
<td>(72,900)</td>
</tr>
<tr>
<td>Marketing / Promotions</td>
<td>56,052</td>
<td>220,333</td>
<td>91,000 (129,333)</td>
<td>570,500</td>
<td>(350,167)</td>
</tr>
<tr>
<td>Outreach</td>
<td>67,875</td>
<td>129,310</td>
<td>83,500  (45,810)</td>
<td>206,000</td>
<td>(76,690)</td>
</tr>
<tr>
<td>Radios</td>
<td>1,137</td>
<td>14,500</td>
<td>2,500 (12,000)</td>
<td>30,000</td>
<td>(15,500)</td>
</tr>
<tr>
<td>Rentals &amp; Leasing</td>
<td>74,280</td>
<td>25,325</td>
<td>90,450 65,125</td>
<td>266,000</td>
<td>(240,675)</td>
</tr>
<tr>
<td>Security / SPD</td>
<td>312,739</td>
<td>507,000</td>
<td>305,000 (202,000)</td>
<td>564,000</td>
<td>(57,000)</td>
</tr>
<tr>
<td>Services - Program</td>
<td>519,547</td>
<td>819,750</td>
<td>565,000 (254,750)</td>
<td>1,172,000</td>
<td>(352,250)</td>
</tr>
<tr>
<td>Supplies - Program</td>
<td>154,515</td>
<td>217,767</td>
<td>232,000 14,233</td>
<td>394,000</td>
<td>(176,233)</td>
</tr>
<tr>
<td>Trash Removal / Water Clean-up</td>
<td>271,804</td>
<td>265,533</td>
<td>290,000 24,467</td>
<td>311,000</td>
<td>(45,467)</td>
</tr>
<tr>
<td>Uniforms</td>
<td>59,939</td>
<td>131,495</td>
<td>76,800 (54,695)</td>
<td>79,000</td>
<td>52,495</td>
</tr>
<tr>
<td>Other Program Exp</td>
<td>6,808</td>
<td>3,125</td>
<td>8,100 4,975</td>
<td>24,200 (21,075)</td>
<td>-674.4%</td>
</tr>
</tbody>
</table>

**Total Program Expenses**: 1,963,195

#### 9900 - Depreciation Exp

<table>
<thead>
<tr>
<th>Item</th>
<th>Prior Year</th>
<th>Forecast</th>
<th>Var 20/21 Fct to Budget</th>
<th>$ Variance</th>
<th>% of Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Depreciation Exp</td>
<td>134,858</td>
<td>156,731</td>
<td>219,196 62,465</td>
<td>197,064 (40,333)</td>
<td>-22.3%</td>
</tr>
</tbody>
</table>

**TOTAL EXPENSES**: 12,705,227

**Net Other Income/Expenses**: -

**CHANGE IN NET ASSETS**: 184,972

#### FUND BALANCE SUMMARY

<table>
<thead>
<tr>
<th>Item</th>
<th>Prior Year</th>
<th>Forecast</th>
<th>Var 20/21 Fct to Budget</th>
<th>$ Variance</th>
<th>% of Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning Fund Balance @ 6/30/21</td>
<td>4,127,279</td>
<td>5,616,065</td>
<td></td>
<td>5,488,786</td>
<td>-98.5%</td>
</tr>
<tr>
<td>Less Operating Reserve</td>
<td>(948,891)</td>
<td>(1,311,204)</td>
<td></td>
<td>(362,313)</td>
<td>-51.5%</td>
</tr>
<tr>
<td>Less increase fixed assets (net of curr yr dep)</td>
<td>(194,483)</td>
<td>(50,000)</td>
<td></td>
<td>(144,483)</td>
<td>-75.0%</td>
</tr>
<tr>
<td>add back depreciation</td>
<td>156,731</td>
<td>197,064</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Budgeted gain (loss) @6/30/22</td>
<td>1,526,538</td>
<td>(4,254,581)</td>
<td></td>
<td>(5,781,120)</td>
<td>-378.7%</td>
</tr>
</tbody>
</table>

**UNCOMMITTED RESERVE FUNDS at end of budget year**: 4,667,174

**197,343**
June 22, 2021

To: MID Ratepayer Advisory Board
Fr: Mary Bingham, MID Ratepayer Advisory Board Chair
Re: MID Program Manager

The Downtown Seattle Association formed the Metropolitan Improvement District in 1999 and has acted as the Program Manager for the entirety of the MID’s existence. We seek a motion to approve the recommendation to the City of Seattle that DSA continue as the Program Manager for the fiscal year commencing July 1, 2021 and ending June 30, 2022.

Please refer to Section 17 of Ordinance #117736 for more information (clipped below)

Section 17. Contract for Program Management. The Director is authorized to contract with any local non-profit entity experienced in Business Improvement Area management to act as the Program Manager. The Program Manager’s duties, subject to the approval of the Ratepayers at each annual meeting, will be to manage the day-to-day operations of the MID and to administer the projects and activities. It is the intent of the City Council that the Director contract with the Downtown Seattle Association, and its management subsidiary, DBIA Services, as the initial Program Manager. The selection of a Program Manager upon the recommendation of the Ratepayers Advisory Board acting on behalf of the Ratepayers shall obviate compliance with the consultant selection procedures of Seattle Municipal Code Chapter 20.50 and Section 20.42.050.