



SEATTLE CITY COUNCIL

Human Services, Labor, and Economic Development Committee

Agenda

Friday, June 5, 2026

9:30 AM

Council Chamber, City Hall
600 4th Avenue
Seattle, WA 98104

Alexis Mercedes Rinck, Chair
Dionne Foster, Vice-Chair
Joy Hollingsworth, Member
Debora Juarez, Member
Rob Saka, Member

Chair Info: 206-684-8808; AlexisMercedes.Rinck@seattle.gov

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**Human Services, Labor, and Economic
Development Committee**
Agenda
June 5, 2026 - 9:30 AM

Meeting Location:

Council Chamber, City Hall, 600 4th Avenue, Seattle, WA 98104

Committee Website:

<https://seattle.gov/council/human-services-labor-and-economic-development>

This meeting also constitutes a meeting of the City Council, provided that the meeting shall be conducted as a committee meeting under the Council Rules and Procedures, and Council action shall be limited to committee business.

Members of the public may register for remote or in-person Public Comment to address the Council. Please register in advance in order to be recognized by the Chair. Details on how to register for Public Comment are listed below:

Remote Public Comment - Register online to speak during the Public Comment period at the meeting at <https://www.seattle.gov/council/committees/public-comment>. Online registration to speak will begin one hour before the meeting start time, and registration will end at the conclusion of the Public Comment period during the meeting.

In-Person Public Comment - Register to speak on the public comment sign-up sheet located inside Council Chambers at least 15 minutes prior to the meeting start time. Registration will end at the conclusion of the Public Comment period during the meeting.

Please submit written comments no later than four business hours prior to the start of the meeting to ensure that they are distributed to Councilmembers prior to the meeting. Comments may be submitted at Council@seattle.gov or at Seattle City Hall, Attn: Council Public Comment, 600 4th Ave., Floor 2, Seattle, WA 98104. Business hours are considered 8 a.m. - 5 p.m. Comments received after that time will be distributed after the meeting to Councilmembers and included as part of the public record.

Please Note: Times listed are estimated

A. Call To Order

B. Approval of the Agenda

C. Public Comment

Members of the public may address items on the agenda and matters within the purview of the committee. Please register in advance to be recognized by the Chair.

D. Items of Business

1. [Res 32207](#) **A resolution adopting updated policies regarding the establishment and management of Parking and Business Improvement Areas for The City of Seattle; and superseding Resolution 31657.**

Attachments: [Att 1 – Citywide Business Improvement Area Policies](#)

Supporting Documents: [Summary and Fiscal Note](#)
[Summary Ex A - Business Improvement Area Proposal Checklist](#)
[Presentation](#)

Briefing, Discussion, and Possible Vote (15 min)

Presenters: Theresa Barreras, Isaac Horwith, and Casey Rogers,
Office of Economic Development; Jasmine Marwaha, Council Central
Staff

2. **King County Regional Homelessness Authority (KCRHA)
Forensic Evaluation Status Update**

Supporting
Documents: [Presentation](#)

Briefing and Discussion (30 min)

Presenters: Kelly Kinnison, Chief Executive Officer, and William Towey, Associate Deputy for Strategy, King County Regional Homelessness Authority (KCRHA)

3. **Public Health Approaches to Substance Use Disorder in Seattle
and King County**

Supporting
Documents: [Presentation](#)

Briefing and Discussion (40 min)

Presenters: Chris Klaeyesen, Human Services Department (HSD); Brad Finegood, Public Health - Seattle and King County; Rachel Marhill and Callan Fockele, Downtown Emergency Service Center (DESC)

E. Adjournment



Legislation Text

File #: Res 32207, **Version:** 1

Screen Reader Users: Make sure settings include reading strikethrough and underline font attributes.

The City of Seattle

Resolution

A resolution adopting updated policies regarding the establishment and management of Parking and Business Improvement Areas for The City of Seattle; and superseding Resolution 31657.

Recitals:

Chapter 35.87A RCW authorizes the establishment of Parking and Business Improvement Areas, commonly referred to as business improvement areas or BIAs, to aid general economic development and neighborhood revitalization, and to facilitate cooperation of merchants, businesses, and residential property owners to assist trade, economic viability, and livability.

Parking and Business Improvement Area assessments can provide clean and safe services, marketing and promotion, business and economic development planning, appearance and pedestrian environment/urban design, advocacy, and organizational development/administration associated with the management of the BIA for the benefit of the area.

As of the date of this resolution, The City of Seattle has established, and currently administers, 11 BIAs, and may be petitioned to establish additional BIAs.

BIAs have been very beneficial to the areas in which they have been established.

The current policies do not define or describe the administrative requirements for different types of BIA processes such as modifications, re-establishment of existing BIAs/renewals, or boundary

or rate changes. Therefore,

Be it resolved by the City Council of The City of Seattle, the Mayor concurring:

Section 1. Resolution 31657 is superseded, and the attached Citywide Business Improvement Area (BIA) Policies (Attachment 1) are adopted. In so doing, The City of Seattle reaffirms its support of the use of BIAs as effective tools for economic development and neighborhood revitalization.

Attachments:

Attachment 1 - Citywide Business Improvement Area Policies

Adopted by the City Council and signed in open session in authentication of its adoption on .

President of the City Council
Signed in concurrence on .

Katie B. Wilson, Mayor
Attested on .

Scheereen Dedman, City Clerk

Seal

Introduction

Parking and Business Improvement Areas (BIAs) are special assessment areas that are established to “aid general economic development and neighborhood revitalization, and to facilitate the cooperation of merchants, businesses, and residential property owners which assists trade, economic viability, and liveability[sic]” (RCW 35.87A.010). Specifically, the mechanism for improvements is an assessment collected from property owners and/or business owners within defined boundaries. The funds collected are used to provide enhanced services and place management for the benefit of the businesses and properties being assessed.

The legal authority for the establishment and management of BIAs is set forth in the Revised Code of Washington (RCW), Chapter 35.87A. RCW Chapter 35.87A authorizes all counties, cities, and towns to establish a BIA and to levy and collect assessments on all businesses and multifamily residential or mixed-use projects that specially benefit from the BIA.

Purpose

The Citywide BIA Policies provide guidance for the City and for BIA proponents. The purpose of these BIA policies is to provide consistency, equity, and predictability in submission or consideration of proposals to establish, renew, modify or disestablish a BIA.

City of Seattle Policies Related to BIAs:

Policy 1. Establishment

Pursuant to RCW 35.87A, the City Council must approve establishing a BIA via ordinance. The Office of Economic Development (OED) will work closely with current and prospective BIAs as they develop and submit a proposal for approval. OED will coordinate City review of materials, draft legislation, and schedule the City Council review and approval process.

Typically, an exploration effort to establish a BIA is led by a community-based organization and/or a group of potential ratepayers/engaged community members. An existing BIA may seek changes to its ordinance in ways that require disestablishing the current BIA and establishing a new BIA. Changes to an existing BIA that require disestablishing the existing BIA and establishing a new BIA include:

- a. Significant changes to the BIA boundary (See Policy 5 for more detail) and
- b. Changes to services provided by the BIA (as categorized by RCW 35.87A.010.1)

Efforts to disestablish and reestablish a BIA shall follow the procedures outlined in Policy 14 (Disestablishment), Policy 1 (Establishment), and Exhibit A (BIA Checklist for Establishment).

The BIA or organizing group must prepare and submit a proposal following the process and requirements outlined in this policy document and the attached Exhibit A. Key requirements for an establishment proposal include:

- a. A description of how each ratepayer classification will benefit from the services relative to the

assessment and how assessments will be proportional in relation to benefit received across ratepayers in each classification,

- b. Signed petitions in favor of formation,
- c. A map of the proposed boundaries,
- d. An assessment methodology,
- e. Proposed uses of assessments and their cost,
- f. A list of the potential rate payers,
- g. Outreach details, and
- h. An Interim BIA Advisory Board.

Policy 2: Modification

A BIA may choose to propose modifications to its ordinance for City Council approval. The City may modify an existing BIA in accordance with state law.

A modification is a change to one or more elements of an existing BIA that do not require using the establishment process described in Policy 1, including the following changes:

- a. Extension or elimination of the sunset date,
- b. Small changes to the BIA boundary (See Policy 5 for more details),
- c. Changes to the assessment methodology or rates, and
- d. Other programmatic or administrative amendments that are not addressed by RCW 35.87A.

Proposals to modify benefit zones within the BIA, a boundary expansion that is not adjacent to an existing boundary, or boundary modifications that affect an area that would produce an assessment value exceeding ten percent of the BIA's total assessment value, must be enacted using the establishment process as described in Policy 1 and Exhibit A.

Key requirements for a modification proposal include:

- a. Proposed changes to the BIA ordinance,
- b. An updated ratepayer list,
- c. Outreach details to affected current or prospective rate payers,
- d. Documentation of ratepayer support, and
- e. Changes to BIA Advisory Board Composition or Members.

Attached Exhibit B provides more detail on the requirements, steps in the process, and a checklist of required materials for BIA modification proposals.

Policy 3. City Review of Proposals

The proponents of a BIA proposal shall complete the related checklist and submit the required BIA materials to the Office of Economic Development for a preliminary review of the Draft Proposal and a formal review of the Final Proposal (see Exhibit A: Establishing a BIA and Exhibit B: Modifying a BIA).

The City will consider establishing or modifying a BIA if presented with a proposal that has



demonstrated support from different classifications of ratepayers within the boundary area, based on Policy 4. Support and Outreach. The City can help local stakeholders evaluate the proposal and to understand City policies and other best practices for BIAs. The City will provide information about the potential benefits and the process to establish a BIA to the best extent feasible.

BIAs are approved by the City Council, using the authority provided in State law (RCW 35.87A). The City will evaluate each BIA proposal individually for its adherence to State law, City policies and the administrative support it will need from the City. If a BIA proposal would, by nature of its size, structure and/or design, create an excessive administrative burden for the City, the City may require an adjustment to the proposal to reduce this burden.

The following section outlines the process by which a BIA submits a proposal for City approval.

City Review of Draft Proposal

To ensure BIA proposals meet City policies and State law before potential ratepayers are asked to support them, OED requires a preliminary review of the Draft Proposal. This step is intended to save time in the entire process and avoid any required rework after ratepayer outreach has been conducted. OED coordinates with other relevant City Departments and the Mayor's Office to review all elements of the proposal, including the materials that will be distributed to potential ratepayers, for compliance with City policies and State law. This process can take six weeks or longer depending on any questions or issues identified. The City may identify necessary changes to elements of the proposal. After OED confirms that the proposal is consistent with City policies, the proponents begin collecting documented support from ratepayers. OED will request updates on the status of outreach and support collected to prepare for the Final Proposal review and plan for the legislative process.

City Review of Final Proposal

Once the required support has been obtained, the Final Proposal materials are provided to OED. OED and City Finance will determine that the Final Proposal package is complete and begin the formal review by the Mayor and City Council. This includes petition validation when required, drafting formal resolutions for the Mayor's Office and City Council's review, referral to a Council Committee, scheduling and holding one or more public hearings when required or desired, a mailing of the proposed changes to affected ratepayers, a notice of public hearing when required, Committee recommendation, Full Council action, and referral to the Mayor for signature if the City Council approves the proposal. City staff will manage this process, but the BIA proponents should be prepared to attend Council Committee meetings, answer questions and provide additional information as needed.

Policy 4. Support and Outreach

The City will consider establishing a BIA when presented with a petition by those who represent more than 60 percent of the total assessment in the proposed BIA, or those representing the threshold established in RCW 35.87A.010, whichever is lower. The City will consider modifying existing BIAs when presented with documentation of outreach to affected ratepayers and recommends a BIA present documentation of support from those who represent 51 percent or more of the total assessment of the affected ratepayers.

If any single entity in support of the BIA represents more than 25 percent of the total assessment, the



City encourages BIA proponents to seek additional support from potential ratepayers, demonstrated by presenting a petition or documentation of support representing 65 percent or more of the total assessment in the proposed BIA. When this occurs, the City recommends that the BIA proponents notify all potential ratepayers in writing that they are seeking additional support because a single entity represents more than 25 percent of the total assessment.

The representatives of a proposed new, renewed, or modified BIA shall complete the checklist that corresponds to the request (see Exhibits A and B), all of which require a description of ratepayers, stakeholders and the outreach and notification conducted. All notification and outreach must be documented and tracked to demonstrate the numbers of ratepayers and stakeholders reached, the type of ratepayer, their classification, location in the area, etc.

The City recommends that all ratepayers receive notification of the BIA proposal from the BIA proponents either through email, mailing, individual meetings, or group meetings. Notification should occur when the proposal is final, or close to final, and should include clear contact information for comments and questions, a website address and physical location address if available where more information can be found, and the times, dates and locations of upcoming meetings organized by the BIA proponents as part of their outreach. At a minimum, one public forum should be held that includes information about the final BIA proposal. The BIA proponents should translate materials and provide interpretation as needed as well as consider other accessibility challenges for stakeholders.

When individual commercial or residential condominium owners are part of an Owner's Association that is the ratepayer of record, additional outreach materials should be made available to inform the individual owners about the proposed BIA. For example, postcards with the public forum information and website information could be delivered to each Owner's Association for distribution to its members, and proponents could present at an Owner's Association meeting, notifications could be posted in common areas of the owners' building, etc.

Policy 5. Boundaries

The boundaries of a BIA shall be drawn to represent all properties or businesses receiving direct benefits from the BIA. Public streets and alleys are typically the clearest way of demarcating boundary lines. The boundaries can specify if properties adjoining both sides of a street are included. If only the properties on one side of the street are included, the boundaries can be set at the midpoint of the street. A decision to put a boundary down the middle of the street must have a basis in benefits received. BIA boundaries may be non-contiguous.

Parcel boundaries can change over time and therefore should not be used to demarcate boundaries to the extent possible, particularly for BIAs with no sunset dates. Boundaries should not cut through an existing building. A boundary can include exempt properties that are intermixed with assessable properties. Properties exempt from assessment do not receive benefits or services.

For purposes of these policies, a proposal to modify a BIA boundary must be in accordance with Revised Code of Washington (RCW), Chapter 35.87A. A modification to an existing boundary may occur no more than once per year. Proposals to modify benefit zones within the BIA, a boundary expansion that is not adjacent to an existing boundary, or boundary modifications that affect an area that would produce an assessment value exceeding ten percent of the BIA's total assessment value, must be



enacted using the establishment process as described in Policy 1 and Exhibit A. Proposals to change the boundary that affect an area that would produce an assessment value that is less than ten percent of the BIA’s total assessment value may be enacted using the modification process as described in Policy 2 and Exhibit B.

All proposals shall include a map clearly illustrating the proposed BIA boundary. For a proposal to change an existing BIA’s boundaries, two maps are required. Map 1 should show the **current** boundary of the BIA, as depicted in the original establishing ordinance, with a dotted line showing the proposed change. Each of the two areas needs to be identified: “Existing BIA Boundary” and “Proposed Boundary Change.” Map 2 should show the **complete** boundary as it will be if the proposal is approved.

To evaluate proposed BIA boundaries, the City will consider whether:

- a. The proposed BIA area is suitable for economic development and/or neighborhood revitalization,
- b. The ratepayer classifications within the boundaries will receive benefits reasonably related to their assessments, and
- c. The boundaries create an area that is feasible for the City to administer.

The proposal must provide an explanation of the reasoning behind the boundaries proposed. The City will use the analysis provided by the BIA proponents as well as information gathered from public forums, public hearings and discussions with potential ratepayers when evaluating a BIA Proposal.

A ratepayer could pay an assessment in multiple BIAs and properties or businesses could be assessed by more than one BIA. If a proposal for a new BIA or modified BIA boundary includes a property or business that is currently located within a different BIA, the proposal shall describe how this property or business will receive increased or different and distinct benefits from each BIA.

Policy 6. Organizational Structure and Management

As allowed under RCW 35.87A.110, the City has sole discretion as to how the revenue derived from the BIA is to be used within the scope of the purposes stated in the BIA ordinance. The City’s policy is to create a BIA Advisory Board to oversee operations of the funds, approve an annual budget for use of BIA generated revenues and recommend a Program Manager. The City approves the Program Manager and will give preference to an organization operating primarily within the City and that is a local, non-profit organization able to manage funds and delivery of the services. The Program Manager administers the operations purchased by BIA-generated funds.

The City-approved BIA Advisory Board (Board) adopts bylaws and policy guidelines, provides advice to the Program Manager, consults with City staff, recommends an annual work program and budget, addresses ratepayer concerns and questions, reviews reports to be submitted to the City, and holds an annual ratepayers’ meeting. The composition of the Board will be representative of the varying sizes, locations within the BIA, and classifications of ratepayers. The Board is typically comprised of a broad representation of ratepayers. The Board may also include business tenants (who are tenants of ratepayers) and representatives from multi-family residential buildings (where the homeowners association is the ratepayer) or other stakeholders or individuals that provide insights or expertise. The City encourages BIA proponents to include a recommendation about the size and composition of the Board as part of the overall proposal to establish or modify a BIA. No one ratepayer may hold a



majority interest (51 percent) in the voting rights of the Board either through one or more Board members. The BIA Advisory Board and the Program Manager are distinct legal entities; however, the BIA Advisory Board can include members that also serve on the Program Manager’s board.

The City Council, when establishing a new BIA by ordinance, may authorize the Director of OED to appoint a Board. Initially, an interim Board will be appointed based on recommendations solicited from ratepayers. An inaugural Board will be recommended by the appointed interim Board to the Director. The Director may include additional members on the Board to ensure a broad representation of ratepayers, as well as decline a nominee to the Board for cause.

The Board will create and maintain bylaws governing the Board. The bylaws are subject to the approval of a majority of the Board members present at a membership meeting. The bylaws shall be submitted to the City for approval. At a minimum, the bylaws will:

- a. Establish the structure of the Board’s meetings, how decisions will be made, and when a Board can go into executive session;
- b. Include terms for Board membership and process for the changing of Board membership;
- c. Specify the process for approving any amendments to the bylaws;
- d. Describe the specific ratepayer comment, suggestions, and concerns process; and
- e. Establish the process for approving the annual budget, program services, and recommendation for the Program Manager.

The Board is required to hold an annual ratepayers’ meeting at which the Board shall present its work plan and budget for the next year (or other agreed-upon term with the City), 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 shall be submitted to the City for review and approval.

All BIA Advisory Board meetings shall be subject to the Open Public Meetings Act. All ratepayers will have an opportunity to present their comments or concerns about Board actions and decisions to the Board for review and action. If they do not feel satisfied, they may then present their comments and concerns to the City.

Policy 7. BIA Programs and Services

The City intends to maintain the level of municipal services in areas where BIAs have been established and not supplant existing municipal services with those funded through BIA assessments. However, this policy does not limit the discretion of the City to determine whether, and at what level, municipal services will be provided as community needs, economic conditions, and other factors warrant.

Washington State law outlines a number of purposes for the use of BIA-generated funds (see RCW 35.87A.010(1)). The work plan, programs and activities proposed by BIA proponents and Boards shall reflect the allowable purposes listed under RCW 35.87A.010(1). Below are general descriptions of programs and services for which BIA funds can be used. This list is meant to be illustrative and does not encompass every allowable service or program for which BIA funds may be used:

- *Clean & Safe Programs:* Services such as regular sidewalk cleaning, additional trash pickup, graffiti removal, etc. This may also include services to increase safety such as block watches, coordination and communication with local police officers, safety ambassadors, etc.

- *Marketing and Promotion:* Activities that draw attention to the district and its amenities.
 - Examples of these activities include business district brand development, joint marketing and advertising of local businesses, public events that attract visitors, etc.
- *Business and Economic Development:* Strategies to support local businesses to stay and grow in the district as well as attracting businesses that bring new customers or add to the mix of offerings. These activities can include retail studies, business networking events, business consulting services, and facilitating connections between new businesses and property owners, etc.
- *Public Realm Improvements and Planning:* To maximize the appearance and accessibility of the district to customers, residents and employees. These activities can range from beautification and decoration such as flower baskets and banners; to improvements or enhancements to landscaping, lighting and street furniture; to developing plans to improve accessibility and wayfinding in the area.
- *Organizational Development/Management/Staffing:* Such as an Executive Director, Marketing & Events Programs Director, Outreach and Community Engagement Coordinator, Business Attraction and Retention Coordinator, Clean & Safe Coordinator, etc. BIAs require some staffing, at minimum a Program Manager, that engages in a variety of activities from advocating for district needs to organizing community leaders to support the neighborhood.
- *Advocacy:* To address economic development and neighborhood revitalization issues within the BIA boundaries.
- *Other Services:* The services described above are not an exhaustive list. BIAs can provide a wide range of services and programs within those described in State law that benefit the ratepayers and district overall.

BIA funds may not be used for the following:

- a. Contributions to, and/or endorsements of, candidates for elected public office,
- b. Improvements to private property that do not benefit all ratepayers, or
- c. Advocacy on issues that do not benefit the BIA as a whole.

The BIA proposal shall include a description of the proposed programs and services for which BIA revenues are to be used and how these activities will aid in economic development and neighborhood revitalization.

Policy 8. Assessments

The City will establish an assessment formula and rate that is reasonably related to the benefit that each ratepayer classification receives. As part of the application process, the BIA proponents shall propose an assessment methodology (including a proposed formula, rate and the data that will be used in the calculation). The proponents shall provide evidence and reasoning that describes how the assessment is reasonably related to the benefits received and a detailed description of the rationale for choosing the proposed methodology. Consideration will be given to existing assessment formulas and rates when a previously established BIA is proposed to be renewed or modified.

The City recommends that the assessment methodology include the procedures and schedule for updating data used in its calculations and accounts for increasing costs and other changes over time. This could include the application of an inflation factor, a regular process to update for new construction or other methods. Publicly available data that is independently verifiable is often a simpler and more accessible source of data to use in an assessment formula.

A ratepayer may voluntarily contribute an additional amount either directly to the City to be added to BIA funds collected or to the Program Manager of the BIA.

Some properties are not taxed, and King County records do not have a recorded taxable value. When taxable value is used in assessment formulas, an alternative basis should be considered that reasonably measures benefit to the property, such as using size/area of the property, linear or front footage of the property, an alternate valuation, or square footage of improvements to the property.

Policy 9. Ratepayers

A ratepayer classification is a specific category of ratepayers. As part of the application process, the proponents shall describe the proposed ratepayer classifications and how the classifications are reasonably related to benefits received.

BIA proponents may develop ratepayer classifications with different assessment formulas or rates. Different ratepayer classifications may receive different kinds of benefits from the BIA. As with all assessment formulas, the proponents must provide evidence and reasoning that describes how the assessment is reasonably related to benefits received. The BIA proposal shall include a description of the direct and indirect benefits received, the value of those benefits and the amount of assessments estimated for each ratepayer classification. Pursuant to RCW 35.87A.080, the City will consider whether there is a reasonable basis for the classification related to benefits received.

The federal government is generally exempt from assessment. However, other government entities located within a BIA can be assessable if they benefit from the BIA services, and they meet other qualifying conditions. As with all ratepayer classifications, the assessment of government entities should reflect the benefits they receive. The City, in consultation with the BIA proponents and the relevant governmental entity, will evaluate whether that entity qualifies to be assessed, the extent to which it benefits from BIA services, and, if appropriate, recommend an assessment level subject to final approval by the City Council.

When an existing BIA has a new ratepayer added during an assessment period, the City shall include this ratepayer in the most recent assessment billing cycle, as appropriate.

The City, through the Director of City Finance, will consider refund requests from ratepayers for billing or payment errors and be responsible for managing any assessment refunds. Refunds will be granted in accordance with the BIA's ordinance, considered for existing BIAs only, and limited retroactively up to a five-year time period including the current year.

Policy 10. BIA Assessment Periods

A BIA proposal may propose levying assessments for a specified number of years or propose a permanent assessment. The City requires a minimum five-year term length for any BIA, except that the City will consider an assessment period proposal for less than five years if the BIA is for a single purpose event or program. With limited exceptions, the City recommends new BIAs include a sunset date to occur within ten years of formation. While not required, sunset dates have helped build support for new BIAs and can provide a natural opportunity for the organization to re-evaluate and recalibrate over time. If the proponents believe that a sunset date is not appropriate for their specific effort, they must provide a detailed explanation to OED regarding any special circumstances that would warrant a permanent assessment period. Proponents should consult with OED before making a decision.

Policy 11. Formation Costs.

If expenses are incurred during an effort to form or renew a BIA, the proponents proposing the BIA formation or renewal are responsible for paying the expenses. If the BIA formation or renewal is successful, the BIA's Advisory Board can recommend to the City that BIA-generated funds reimburse reasonable, well-documented formation costs.

City departments, including the Office of Economic Development (OED) and the Department of Neighborhoods (DON), have grants that can fund exploration of the feasibility of a BIA and/or conducting the process to establish a BIA. These grants are not an indication of the City's opinion on the merits of the BIA proposal if it is proposed to the City.

Policy 12. City Department Support

The City of Seattle supports BIAs primarily through the Office of Economic Development (OED) and City Finance. The responsibilities for each Office or Department are outlined below, however, as needs and resources change, those responsibilities may be shifted as needed.

OED will:

- a. Be the first point of contact for individuals or groups requesting assistance in exploring the feasibility of forming a BIA, developing a BIA proposal and submitting it to the City;
- b. In consultation with City Finance, review and evaluate a BIA proposal (which includes the information required in the BIA Checklist – see Exhibit A, B and C);
- c. Prepare a report for the City Council analyzing the proposal. The report will include analysis of:
 - 1) Consistency with the Citywide BIA policies;
 - 2) How the proposed programs and services that BIA revenues would be used for will aid economic development and/or neighborhood revitalization in the proposed area;
 - 3) If the proposed boundaries are a reasonable area for economic development and/or neighborhood revitalization;
 - 4) How the ratepayer classifications within the boundaries will receive special benefits reasonably related to their assessments; and
 - 5) If the boundaries create an area that is feasible for the City to administer.
- d. Coordinate between City departments to ensure that BIA proposals and amendments have been thoroughly reviewed and analyzed by City staff;



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- e. Approve the BIA Advisory Board;
 - f. Support City Finance in approving annual contracts with the Program Manager and BIA budgets;
 - g. Organize periodic BIA meetings for BIA Program Managers and City staff;
 - h. Work with BIA Program Managers and Boards on solutions to challenges they face; and
 - i. Provide technical assistance to existing BIA Program Managers and Boards on using best practices and completing projects that strengthen the economic climate of the business district.

City Finance will be responsible for:

- a. The BIA Notification and Petition Validation Process;
- b. Billing and collection of assessments;
- c. Customer service to ratepayers and BIA Program managers related to assessments;
- d. Administration of all ratepayer accounts, administering contracts and reimbursements;
- e. Attending meetings organized to bring BIA Program Managers and City staff together; and
- f. with support from OED, City Finance is also responsible for packaging BIA legislation and approving annual BIA budgets.

The City Attorney's Office (Law) will:

- a. Review and provide opinions to City staff on the legality of petitions, formulas, purposes, and boundaries presented by community groups interested in forming or expanding BIAs and
- b. Review the proposed BIA legislation.

If legal issues arise, Law will not provide legal advice to the BIA Advisory Board, Program Managers or their consultants.

Policy 13: Reporting and Evaluation

Program Managers and the BIA Advisory Boards shall periodically evaluate their BIA's program and services and shall report their findings to OED and the City Council. The BIA Program Manager shall provide a report to the City when a request to modify or renew a BIA is proposed. BIAs established with a permanent assessment (without an expiration date), or with an assessment period that is longer than five years, shall submit an evaluation report to the City every five years if there are no requests to modify the BIA during that five-year period.

Performance standards and performance measurements shall be described in the proposal to establish, renew, or modify a BIA that will be used in future evaluations. This could include, but is not limited to, establishing baseline data and a plan to monitor measurable results, such as changes in property values, lease rates, occupancy rates, crime rates, and ratepayer satisfaction surveys.

Policy 14. Disestablishment

Washington State RCW 35.87A.180 provides for the disestablishment of a BIA. Each BIA ordinance will include a section with the process to disestablish the BIA.

If a BIA is disestablished, after all outstanding liabilities are settled, the City will, within a reasonable amount of time, dispose of assets as provided in RCW 35.87A.190, and the Director of City Finance may

do so by one or more of the following actions:

- a. In the event of a renewal, transfer remaining special assessment funds into the new BIA that was created to replace the disestablished BIA;
- b. Provide for the expenditure of all or a portion of any remaining special assessment funds on services or improvements in the disestablished BIA area;
- c. Provide a refund or credit of all or a portion of any remaining special assessment funds to those who have paid their assessments, in proportion to the amounts paid; or
- d. If the above options have been completed and funds still remain, transfer any or all the remaining special assessment funds to the City's General Fund. Prior to determining the appropriate action, City Finance will seek input from the ratepayers.

Policy 15. Collections

When a ratepayer's account is unpaid, the City will take action to collect the assessment debt. Upon 90 days of an unpaid assessment, the City may refer the matter to a collection agency. In limited circumstances, the City may begin collection proceedings through the City Attorney's Office.

Glossary

Assessment: A BIA assessment is a fee that each ratepayer pays to support the programs funded by the BIA. The sum of all the individual assessments that ratepayers pay comprise the total yearly assessment of the BIA, and underwrite most, if not all, annual operating expenses. The total yearly assessment is unique to each BIA in Seattle.

Benefit Zone: The City defines benefit zones as identified areas within a BIA that have additional or unique assessments that pay for specific services. For example, many BIAs establish cleaning area zones in which ratepayers pay an additional assessment to receive more cleaning services than are provided to the rest of the BIA area.

BIA: “BIA” is an abbreviation of Business Improvement Area. A Business Improvement Area is a geographically defined area within the City of Seattle, in which services, activities, and programs are paid for through a special assessment which is charged to all eligible ratepayers within the area with the intention of reasonably distributing the benefits received and the costs incurred to provide the agreed-upon services, activities, and programs.

BIA Advisory Board: The BIA Advisory Board is initially established by the City to oversee operations and use of BIA generated revenues including recommending a Program Manager. The Board adopts bylaws and policy guidelines, provides advice to the Program Manager, consults with City staff, recommends an annual work program and budget, addresses ratepayer concerns and questions, reviews reports to be submitted to the City, and holds an annual ratepayers’ meeting. The BIA Advisory Board and the Program Manager are distinct legal entities; however, the BIA Advisory Board can include members that also serve on the Program Manager’s board.

BIA Notification and Petition Validation Process: Processes in which the City notifies potential ratepayers of the BIA proposal and validates the petitions signed in favor of a BIA proposal. The City’s policy is to send a letter to all potential ratepayers to notify them that the BIA proposal has been submitted to the City. The City also validates all signed petitions that have been submitted by the party or parties requesting to establish the BIA.

BIA Petition: A petition is a document signed by intended ratepayers of a BIA to demonstrate their support for a proposal to establish a BIA. The petition contains at least (1) a description of the boundaries of the proposed area; (2) the proposed uses and projects to which the proposed special assessment revenues shall be put and the total estimated cost thereof; (3) the estimated rate of levy of special assessment with a proposed breakdown by class of business and multifamily residential or mixed-use project if such classification is to be used. Petitions are required for BIA establishment proposals and optional for BIA modification proposals.

BIA Proposal: For purposes of these policies and the attachments, BIA Proposal includes all the required information gathered and prepared to present to the City for establishment or modification of a BIA at each stage in those processes. The Draft BIA Proposal is the information prepared and presented to the City for review and approval prior to gathering documented support via petition or other process. The Final BIA Proposal is the information prepared and presented to the City after the required support has been gathered and documented.

Boundary Modification: The boundaries of an existing BIA can be modified resulting in an expansion, reduction or change to the BIA assessment area. See Policy 5 for more information.

Establishment of BIA: the creation of a new BIA as set forth in the Revised Code of Washington (RCW), Chapter 35.87A. See Policy 1 for more information.

Modification of BIA: A modification is a change to elements of an existing BIA that do not require a “establishment” as defined in Policy 1 and the glossary definition above. Modifications include changes in assessment rates per RCW 35.87A.140, certain changes to BIA boundaries and changes or additions to language within the ordinance. See Policy 2 for more information.

Program Manager: The organization that administers the operations of the BIA. The Program Manager is recommended by the BIA Advisory Board to the City. The BIA Advisory Board approves an annual budget for use of BIA generated funds in alignment with the BIA ordinance. The Program Manager administers the funds in accordance with the approved budget through direct expenditures and/or contracts with service providers. The BIA Advisory Board and the Program Manager are distinct legal entities; however, the BIA Advisory Board can include members that also serve on the Program Manager’s board. The Program Manager’s administration will comply with all applicable provisions of law, with all county and City resolutions and ordinances, and with all regulations lawfully imposed by the state auditor or other state agencies.

Ratepayer: Those individuals, organizations or entities that are assessed, i.e. those that receive an assessment bill from the City as a result of establishing the BIA. Individuals, organizations or entities that receive an increase in their lease rates or other contractual agreement with ratepayers as a result of the establishment of the BIA are not, for purposes of City policies, considered ratepayers.

Ratepayer Classification: Ratepayers that are grouped into a specific category either for purposes of applying a unique assessment rate or formula or for distinguishing a unique type or level of benefit.

Renewal of BIA: The “renewal” of a BIA is a term that has been commonly used by the City and BIAs to refer to proposals that will continue the operations of a BIA with a *sunset* date (a date when the BIA will terminate assessments and operations), either in its current or an updated form. A proposal to renew a BIA may require submitting a proposal to disestablish and reestablish a BIA or to modify a BIA, depending on the nature of the proposed changes. See Policies 1, 2, and 5 for more detail on which proposals to renew a BIA are required to submit using the “establishment” or “modification” process.

Stakeholder: Individuals, organizations or entities that are located in or have a direct interest in the boundaries of the district. They can be ratepayers or non-ratepayers. They may include, but not be limited to, property owners, businesses, residents, government agencies, nonprofit agencies and other institutions. For example, a district could have the presence of manufacturing businesses, retail and service businesses, a private school, nonprofit service providers, condo associations, residential property owners, commercial property owners, etc.

Summary and Fiscal Note

1. Legislation Summary

Department: Office of Economic Development

Title: A resolution adopting updated policies regarding the establishment and management of Parking and Business Improvement Areas for The City of Seattle; and superseding Resolution 31657.

Background: Business Improvement Areas (BIAs) are funding mechanisms that allow businesses, multifamily residential developments, and mixed-use developments located within the geographic boundaries of an area to pay a special assessment to fund certain enhanced services, programming, and management for the area. Local stakeholders oversee and fund the maintenance, improvement, and promotion of their commercial district. There are currently 11 established BIAs in Seattle. Procedures for establishing, amending, and operating a BIA are governed by Chapter 35.87A RCW. The City has its own non-binding BIA policies, most recently amended by Resolution 31567 in 2016, which provide more detailed guidance for existing and potential BIAs. This legislation updates the Citywide BIA Policies document (Attachment 1 to the resolution) by refining the policies for clarity and user-friendliness. The update also creates separate exhibits (attached to this Summary and Fiscal Note) outlining the process and requirements for review and approval of proposals to establish, modify, and renew a BIA, and adds details about the ongoing roles and responsibilities for the BIA, OED, and City Finance.

Notably, the updated BIA policies clarify that existing BIAs approaching their sunset dates, that have only minor changes, may “renew” the BIA by extending the sunset date through a less-burdensome modification process by ordinance. If the proposed changes go beyond the threshold for modification that are outlined in Chapter 35.87A RCW, then the BIA would have to disestablish the existing BIA and re-establish with a formal petition process and 60% approval among ratepayers. The policies explain when a BIA “renewal” requires either a modification of the BIA ordinance or dis-establishing and re-establishing the BIA. More specific policy changes include, but are not limited to:

- Policy 1: Establishment
 - Provides more detail and establishes specific requirements to establish a BIA.
- Policy 2: Modification
 - Provides more detail and establishes specific requirements to modify a BIA.
- Policy 3: City Review of Proposals
 - Provides more detail on the process to review and approve BIA proposals.
 - Strikes council request that OED and City Finance develop detailed BIA procedures regarding the process, time frame, and public hearing process for creating a BIA, which is implemented through this policy update and ongoing implementation.
- Policy 4: Support and Outreach

- Establishes a threshold of requiring demonstration of outreach and recommends securing support to modify a BIA from property owners or businesses representing 51 percent or more of the total assessment within the BIA.
- Policy 5: Boundaries
 - Establishes that a boundary expansion area must be contiguous and may not exceed ten percent of the BIA's total assessment value if adopted through the modification process.
 - Adds requirements to provide maps of changes to the BIA boundary.
- Policy 6: Organizational Structure and Management
 - Establishes that the City has sole discretion as to how the revenue derived from the BIA is to be used within the scope of the purposes stated in the BIA ordinance.
 - Adds that the City will give preference to, rather than require, an organization that operates primarily within the city.
 - Adds that the City must approve the Program Manager.
 - Adds other stakeholders or individuals that provide insights or expertise as types BIA Board members that may be included.
 - Clarifies that the BIA Advisory Board and the Program Manager are distinct legal entities but that the BIA Advisory Board can include members that also serve on the Program Manager's board.
- Policy 7: BIA Programs and Services

- Clarifies that the services described in this policy are not an exhaustive list.
- Policy 8: Assessments
 - Clarifies that the proposed formula must include the data that will be used in the calculation.
 - Adds that the City recommends the assessment methodology describe the procedures and schedule for updating the data used in its calculations.
- Policy 9: Ratepayers
 - Removes examples of BIA ratepayer classifications.
 - Clarifies that federal government properties are generally exempt from assessment and that the City, in consultation with BIA proponents and the relevant government entity, will evaluate whether that entity qualifies to be assessed, the extent to which it benefits from BIA-services, and, if appropriate, recommend an assessment level subject to final approval by the City Council.
 - Clarifies that the City Director of Finance, rather than the Department of Finance and Administrative Services (FAS), will consider refund requests.
- Policy 10: BIA Assessment Periods
 - Recommends new BIAs include a sunset date to occur within ten years of formation. If the proponents believe that a sunset date is not appropriate for their specific effort, they must provide a detailed explanation to OED regarding any special circumstances that would warrant a permanent assessment period.

- Policy 12: City Department Support
 - Clarifies that it is the Office of City Finance, rather than FAS, that will be responsible for:
 - The BIA Notification and Petition Validation Process;
 - Billing and collection of assessments;
 - Customer service to ratepayers and BIA Program managers related to assessments;
 - Administration of all ratepayer accounts, administering contracts and reimbursements;
 - Attending meetings organized to bring BIA Program Managers and City staff together; and
 - With support from OED, City Finance is also responsible for packaging BIA legislation and approving annual BIA budgets.
- Policy 13: Reporting and Evaluation
 - Adds that Program Managers and BIA Advisory boards shall report findings evaluating the BIAs program and services to OED and the City Council, rather than just the City Council.
- Policy 15: Collections
 - Increases from 60 to 90 days the length of time a ratepayer’s account may be unpaid before the City may refer the matter to a collection agency.
- Glossary:
 - Adds definitions for “BIA petition,” “BIA proposal,” “Boundary modification,” “establishment of a BIA,” and “modification of a BIA.”

Summary Attachments:

Summary Exhibit A –Business Improvement Area Proposal Checklist

2. Capital Improvement Program (CIP)

Does this legislation create, fund, or amend a CIP Project?

Yes

No

3. Summary of Financial Implications

Does this legislation have financial impacts to the City?

Yes

No

3d. Other Financial Impacts

a. Does this legislation create any other financial impacts for The City of Seattle, such as direct or indirect costs, one-time or ongoing, that aren't mentioned above? If yes, please explain these impacts.

The policy changes do not incur costs directly. They could result in BIAs forming, renewing and growing more quickly, which would have a related effect on City administrative costs for billing and collecting assessments. These costs will vary based on the specifics for each BIA, ranging from \$85k - \$170k (based on recent examples). In 2024, OED worked with CBO and City Finance to allocate a portion of City Finance's 2025-2026 budget to these costs, anticipating that the rate of BIAs would increase with our focused efforts.

b. If the legislation has costs that can be covered within the current budget, explain how. Does the department have extra resources in its budget to handle these costs? Or does the department need to shift resources away from other work to handle these costs?

Not applicable.

c. What financial costs or other impacts might happen if this legislation is not implemented?

Not applicable.

d. How might this legislation affect other City departments besides the one that proposed it?

This legislation does not directly affect any City departments. However, the amendments to Policy 9 may increase the likelihood a City department may be assessed by a BIA, if appropriate. Additionally, adopting these policies could instigate more establishments or modification of BIAs, which would impact FAS and OED. This additional work could be accommodated within existing staff capacity.

4. Other Impacts

a. Does this legislation require a public hearing?

Yes

No

b. Does this legislation require a notice to be published in The Daily Journal of Commerce and/or The Seattle Times?

Yes

No

c. Does this legislation affect a piece of property?

No.

d. Race and Social Justice Initiative impacts:

1. How does this legislation affect vulnerable or historically disadvantaged communities? How did you come to this conclusion? Please consider both impacts within City government (like employees and internal programs) and in the broader community.

Of the 11 BIAs in Seattle, only one, Chinatown-ID BIA, is serving a business district with a high score on the City's Race and Social Equity and Displacement Risk index (aka "equity districts"). In 2024 OED launched an initiative to support BIA exploration in more equity districts. Five are currently working on them and one (Chinatown-ID BIA) is working on an expansion. This

policy change is intended to reduce the burden on new BIA proposals and could facilitate the expansion effort.

2. Please attach any Racial Equity Toolkits or other racial equity analyses used to develop or assess this legislation.

3. What is the Language Access Plan for communicating with the public about this legislation?

e. Climate change impacts:

1. Emissions: Will this legislation significantly increase or decrease carbon emissions? Attach any studies or materials that inform your answer.

Not applicable.

2. Resiliency: Will this legislation make Seattle more or less able to adapt to climate change? If it reduces resiliency, explain what can be done to lessen the impact.

Not applicable.

f. If this legislation creates a new program or expands an existing one, what are the long-term, measurable goals? How will this legislation help achieve those goals? What methods will be used to track progress?

Not applicable.

g. Does this legislation create a non-utility CIP that involves shared funding with a non-City partner or organization?

No.

Citywide Business Improvement Area Proposal Checklists

Exhibit A: Establishing a BIA

Steps in the Process of Establishing a BIA

This section provides a summary of the steps to establish a BIA. Refer to the checklists following this section for more details of the information needed at each step.

1. Understand the needs and interest in a given geographic area

The first step is connecting with local stakeholders to learn about their priority issues and interests. Typically, a BIA exploration effort is led by a community-based organization and/or a group of potential ratepayers/engaged community members who have experience with the community and have initially identified neighborhood priorities and decided to work on a proposal to provide services. It can also be helpful to talk to other BIAs to learn more about their formation and operations.

2. Draft the Proposal

- See the Draft Proposal Checklist below for items needed.
- Based on extensive community stakeholder outreach and engagement with OED, a potential district will collectively iterate and vet the elements of the BIA proposal.
- Consult with OED during this process to help design a proposal that will meet City and State requirements.

3. Obtain City Review of Draft Proposal

- Before sending the petition of support for signature to prospective ratepayers, provide the draft BIA proposal to OED using the Draft Proposal Checklist shown below.
- OED will review materials for compliance with state law and City policies, coordinate the City department review and provide feedback on the draft proposal. This process can take six weeks or longer.
- The City may respond to a draft proposal with questions or request more information.
- The City may require changes to the draft proposal and will communicate these changes to the proponents in writing.
- OED can meet to discuss comments and feedback with proponents.

4. Gather Petition Signatures and Solicit Feedback

- Start the petition gathering process.
- Hold at least one public meeting where the BIA proposal is discussed and there is opportunity for participants to ask questions and provide feedback.
- Provide information about the BIA proposal in multiple ways with consideration to accessibility. Example methods of outreach include:
 - creating a website with contact information and a clear way to provide feedback,
 - sending emails and post on social media,
 - holding community meetings that meet ADA guidelines,

- offering translation and interpretation,
- scheduling individual and targeted group meetings,
- sending bulk mailings, and
- handing out brochures.
- Keep OED informed on progress with petition signatures.

5. Provide the Final BIA Proposal Materials to the City for Review, Validation and Scheduling

- Once the required signatures are obtained, provide all items in the Final Proposal checklist below to OED.
- OED coordinates the City review of materials, drafting legislation and scheduling the process at City Council.
- The City will contact potential ratepayers to validate petitions and provide notice of the BIA proposal and public hearing.
- If everything is in order, the time to prepare for the City Council process can take 2-3 months. Additional questions, clarifications, or additional information requested can extend the process.

6. City Council and Adoption Process

- There will be a series of Council meetings scheduled, including a public hearing, over the course of 2-3 months. BIA proponents will be requested to attend some or all the meetings to present their proposal and answer questions.
- Adoption – if City Council approves the BIA legislation, it goes to the Mayor’s Office to sign within 15 days. OED can help to create a signing event where BIA proponents are present for the Mayor’s signature.
- The BIA goes into effect 30 days after the Mayor signs.

7. Setting Up BIA Operations

- Depending on the size and complexity of the BIA, it can take the City several months to set up billing systems.
- The City will send the first BIA assessment bills when ready and based on the intended launch date of the BIA.
- BIA proponents organize the interim BIA Advisory Board that proposes the members of the Inaugural Advisory Board to OED for review and approval (note this board may overlap partially or in its entirety with the program manager board).
- The Inaugural Advisory Board establishes BIA Bylaws and recommends the Program Manager of the BIA to the City for approval. Or, in some cases, the Program Manager is identified in the establishing ordinance. The Program Manager develops the operating and administrative systems to deliver services.

Summary Ex A – Business Improvement Area Proposal Checklist
V1

Draft BIA Establishment Proposal Checklist:

Provide the following items to OED before initiating petitions.

- Draft of the Petition** which includes:
 1. Boundary
 - One digital map of the boundaries of the BIA proposal, including any special benefit zones. Names of major streets and streets used for boundaries should be visible.
 - Written description of the boundaries.
 2. Assessment Rates and Formulas
 - Provide the formulas, rates and any rate caps, changes over time or other aspects of the assessment.
 - Show the different classifications of ratepayers, such as residential, commercial, tax exempt, government, etc., how the classifications were determined, and the formula applied to them.
 - Example: this is a hypothetical example. The actual classification descriptions, assessment and benefits descriptions for the proposed BIA should be provided.

Table 1: Example Template for Assessment Formula Based on Property Types/Uses

Ratepayer Classification	Assessment Methodology/ Formula	Types of Properties/Uses	Number of Ratepayers	Total Assessment	Average Assessment Amount	% of Total
Commercial		Office Buildings				
		Commercial Parking Lots				
Industrial/ Warehouse						
Multi-family Residential and Mixed Use		4-plex buildings				
		Mixed Use				
		Condos				
		Apartments				
Tax Exempt		Churches				
		Nonprofit housing				
		Social Services and other (list of the agencies)				
Government		Types of properties/uses and agencies that own them				

Summary Ex A – Business Improvement Area Proposal Checklist

V1

3. Proposed uses of BIA assessments and their cost
 - Total assessment revenues estimated to be generated in the first 12 months of assessment.
 - The types of services and the estimated cost for each type of service. The total cost shown should equal total assessment revenues in the first 12 months.

Table 2: Example Template for Benefit/Service, Cost, and % of Budget

Benefit/Service	Cost	% of Budget
Administration	\$XX	X%
District and business marketing	\$XX	X%
Business support and recruitment	\$XX	X%
Community events and festivals	\$XX	X%
Public plaza management	\$XX	X%
Sidewalk and street cleaning	\$XX	X%
Community forums and communication	\$XX	X%
Total (should equal total assessment revenues)	\$XX	100%

4. Term
 - The date the BIA is proposed to sunset or end or if it will be established without a sunset or end date.

Ratepayer Roll - Provide an electronic spreadsheet of intended ratepayers and their properties or businesses that are being assessed in an editable format that includes the following for each individual assessment:

- Names and mailing addresses of ratepayers.
- Addresses, parcel numbers and classification of each property or business being assessed including all necessary data used to calculate the assessment. For example, if residential properties have rate caps or different rates, indicate which properties are residential, the rate charged, and the applied caps that have resulted in the assessment amount.
- The calculation and amount of each individual assessment.

Additional Materials Provided to Ratepayers – Provide brochures, letters to ratepayers, and any other materials that will accompany the petition.

Written Descriptions of the following:

1. How the boundaries represent a reasonable area for economic development and/or neighborhood revitalization and how services will be distributed within the boundaries and special benefit zones. Describe reasoning for excluding particular parcels or portions of parcels.
2. Assessment Rationale - describe in detail the rationale for choosing the assessment methodology and rates. Describe how different classifications of ratepayers will benefit from the BIA and explain how the assessment formula applied to them most closely correlates to the benefits they will receive. Explain the reasoning for any different rates applied to certain categories of ratepayers, exemptions, caps, benefit zones, etc.
3. Services to be provided - Describe in more detail the different types of services that will be

Summary Ex A – Business Improvement Area Proposal Checklist

V1

- provided to ratepayers and why these additional services are needed in the BIA’s boundary area.
4. Intended composition of the BIA Advisory board - Describe the intended number of board members, representation from different classifications of ratepayers, and other stakeholder representatives.
 5. Description of the process to date - Describe the participants involved in the development of the BIA proposal, how information was gathered and outreach conducted to inform the BIA proposal elements. The City’s policies require that ratepayers and other identified stakeholders are provided with reasonable notice and the opportunity to provide feedback about the proposed BIA.
 6. Describe the different stakeholders (as defined in the Glossary) within the district and how they are affected by this BIA. Are there any stakeholders who are opposed to establishing the BIA?

Summary Ex A – Business Improvement Area Proposal Checklist

V1

Final BIA Establishment Proposal Checklist

Provide the following items to OED after obtaining the petition signatures.

- Signed Petitions** - All signed petitions, the total of which should represent 60 percent or more of the total assessment value.

- Maps** – Provide one electronic copy of a map that meets these specifications:
 - Shows the boundaries of the BIA proposal, including any special benefit zones. Names of major streets and streets used for boundaries should be visible.
 - Do not caption the maps or add anything such as a distance scale or a north marker. The City will add map titles. See Section 2. Boundaries for further guidance on map specifications.
 - Provide the underlying GIS data used to create the map or provide a format that can be edited by City staff.

- Updated Ratepayer List** – Provide the same electronic spreadsheet of potential ratepayers that was provided for initial review in an editable format with the following updates for each individual assessment:
 - Note any changes to names and mailing addresses of ratepayers.
 - Note any updates to data used to calculate the assessment.
 - The calculation and amount of each individual assessment.
 - Whether or not the ratepayer signed the petition in favor.

- Outreach Details**

The City’s policies require that ratepayers and other identified stakeholders are provided with reasonable notice and the opportunity to provide feedback about the proposed BIA.

 1. Describe all outreach and communications conducted after the BIA proposal was approved by the City to begin petition process, including:
 - Dates and times of public meetings held about the proposal, number of attendees, and feedback received.
 - Dates and times of each group meeting held for specific stakeholders, geographic areas, ratepayer classifications, or other focus groups, with number of attendees, and feedback received.
 - How contact information, office hours, or other avenues for communication were provided to ratepayers or interested stakeholders.
 - Website, social media, posters, newsletters, mailings, door-to-door outreach conducted, etc.
 2. For each individual ratepayer (as defined in the Glossary), indicate the specific outreach conducted to them including.
 - Dates the petition packet was mailed, hand delivered, or emailed
 - Invitations sent to public, group or individual meetings
 - Other attempts to contact them
 - Any feedback, level of support or concerns communicated by the ratepayer during outreach

Summary Ex A – Business Improvement Area Proposal Checklist

V1

- Whether they signed the petition
- Any returned mailings, incorrect contact information or other difficulty reaching the right person for signing the petition

Interim BIA Advisory Board

- Provide a list of the names and affiliations of the intended Interim Advisory Board members.
- If the BIA is approved by City Council and signed by the Mayor, the Interim Advisory Board will need to be established within 30 days of the ordinance taking effect.
- The Interim Advisory board proposes the Inaugural Advisory Board to OED, which is approved within 90 days of the ordinance taking effect.

Summary Ex A – BIA Proposal Checklist

V1

Exhibit B: Modifying a BIA

Steps in the Process of Modifying a BIA

The following summarizes the steps in the process to modify a BIA

1. Determine the Elements to be Modified - The following elements of a BIA can be changed through a BIA Modification:

- Extension or elimination of the sunset date
- Changes to BIA boundaries as set by RCW 35.87A.075 and Citywide BIA Policy 5.
- Changes to the assessment methodology or rates
- Other programmatic or administrative amendments that are not addressed by RCW 35.87A.

2. Develop and discuss changes and updates with the BIA Advisory Board and OED.

- Compile materials as described in the Draft Modification Checklist below.

3. Obtain City Review of Draft BIA Modification Proposal

- Before contacting affected ratepayers, provide to OED all items in the Draft Modification Checklist shown below.
- OED will review materials for compliance with state law and City policies, coordinate the City department review and provide feedback on the draft proposal.
- This process can take six weeks or longer.
- The City may respond to a draft proposal with questions or request more information.
- The City may require changes to the draft proposal and will communicate these changes to the proponents in writing.
- OED can meet to discuss comments and feedback with proponents.

4. Conduct Outreach to Existing and New Ratepayers

- Obtain approval for modifications from BIA Advisory Board.
- Conduct outreach and keep detailed records of contacts made, feedback received, and support for the changes.
- Keep OED informed on progress with outreach and support.

5. Provide Final Materials to the City for Review, Notification and Scheduling

- Once outreach confirms general support for the changes, provide all items in the Final Modification Materials checklist below to OED.
- OED coordinates the City review of materials, drafting legislation and scheduling the process at City Council.
- The City will send an announcement of the BIA proposal and public hearing, if required, to existing and new ratepayers.

Summary Ex A – BIA Proposal Checklist

V1

- Depending on the time of year, it can take several months to schedule the City Council process. Additional questions, clarifications, or additional information requested can extend the process.

6. City Council Review and Adoption Process

- There could be a series of City Council meetings scheduled, including a public hearing if required, over the course of 2-3 months. BIA representatives will be requested to attend some or all the meetings to present their proposal and answer questions.
- Adoption – if City Council approves the BIA legislation, it goes to the Mayor’s Office to sign within 15 days.
- The new ordinance and its changes go into effect 30 days after the Mayor signs.

7. Update BIA Billing and Other Changes

- For a modified BIA, the City will have systems in place but will need some time to make updates or changes.
- The City will send the BIA assessment bills incorporating any changes when ready and in consultation with the BIA.
- If the modification included changes to the BIA Advisory Board, the BIA provides list of the BIA Advisory Board members with any changes identified.

Draft BIA Modification Proposal Checklist:

Provide the following items to OED before initiating outreach to affected ratepayers.

- If the Boundary is changing** - provide the following two digital maps:
 1. **Map 1:** A digital map of the current boundary before modification, with a dotted line showing the proposed new boundary. Include any special benefit zones. Names of major streets and streets used for boundaries should be visible. Each of the two areas needs to be identified: “Existing BIA Boundary” and “Proposed Boundary Change”
 2. **Map 2:** A digital map of the complete boundary as it will be if the modification is approved.

- If the Assessment Rates or Formulas are changing** - provide:
 - The formula, new rates and any rate caps, changes over time or other aspects of the assessment rate.
 - Show the different classifications of ratepayers, such as residential, commercial, tax exempt, government, etc., how the classifications were determined, and the new rate and formula applied to them.
 - Example: this is a hypothetical example. The actual classification descriptions, assessment and benefits descriptions for the proposed BIA should be provided.

Table 1: Example Template for Assessment Formula Based on Property Types/Uses

Ratepayer Classification	Assessment Methodology/ Formula	Types of Properties/Uses	Number of Ratepayers	Total Assessment	Average Assessment Amount	% of Total
Commercial		Office Buildings				
		Commercial Parking Lots				
Industrial/ Warehouse						
Multi-family Residential and Mixed Use		4-plex buildings				
		Mixed Use				
		Condos				
		Apartments				
Tax Exempt		Churches				
		Nonprofit housing				
		Social Services and other (list of the agencies)				
Government		Types of properties/uses and agencies that own them				

- If the total BIA revenues, services to be provided and/or their cost are changing because of the boundary and/or rate change, provide:**
 - Total assessment revenues estimated to be generated in the first 12 months of assessment.
 - If the modification includes a boundary change, demonstrate that the new area's assessment value does not exceed ten percent of the total BIA assessment.
 - The types of services and the estimated cost for each type of service. The total cost shown should equal total assessment revenues in the first 12 months.

Table 2: Example Template for Benefit/Service, Cost, and % of Budget

Benefit/Service (Examples)	Cost	% of Budget
Administration	\$XX	X%
District and business marketing	\$XX	X%
Business support and recruitment	\$XX	X%
Community events and festivals	\$XX	X%
Public plaza management	\$XX	X%
Sidewalk and street cleaning	\$XX	X%
Community forums and communication	\$XX	X%
Total (should equal total assessment revenues)	\$XX	100%

- Ratepayer Roll** - Provide an electronic spreadsheet of intended ratepayers and their properties or businesses that are being assessed in an editable format that includes the following for each individual assessment:
 - Names and mailing addresses of ratepayers
 - Addresses, parcel numbers and classification of each property or business being assessed including all necessary data used to calculate the assessment. For example, if residential properties have rate caps or different rates, indicate which properties are residential, the rate charged, and the applied caps that have resulted in the assessment amount..
 - The calculation and amount of each individual assessment
 - Which ratepayers are new to the BIA as a result of the proposed modification.

- Additional Materials to be Provided to Ratepayers** – Provide brochures, letters to ratepayers, and any other materials that will be provided to ratepayers.

- If there are changes to the following items, provide a written description as follows:**
 1. If the **boundaries** are changing, describe how the new boundaries represent a reasonable area for economic development and/or neighborhood revitalization and how services will be distributed within the boundaries and special benefit zones. Describe reasoning for excluding particular parcels or portions of parcels.
 2. If there are any changes to **assessment rates, classifications, caps, or other elements of the rate**, describe in detail the rationale for changing the assessment rates. Describe how different classifications of ratepayers will benefit from the BIA and explain how the assessment formula applied to them most closely correlates to the benefits they will receive. Explain the reasoning for any different rates applied to certain categories of ratepayers, exemptions, caps, benefit zones, etc.
 3. If there are changes to provisions regarding the **BIA Advisory board, the Program Manager, or**

other parts of the **previous ordinance**, describe what is changing and the reason for the change.

Description of the process to develop the draft modification proposal

1. Describe the participants involved in the development of the BIA modification proposal, how information was gathered and outreach conducted to inform the BIA proposal elements.

Identify the specific areas of the current ordinance that you want to change.

Final BIA Modification Proposal Checklist:

Provide the following items to OED after obtaining ratepayer support for the modification.

Documentation of Support - All documentation showing ratepayers in support of the modification

1. For each individual ratepayer (as defined in the Glossary), indicate their support including.
 - Provide a list of ratepayers in support with the date support was communicated, to whom it was communicated, and the method used. For example, if the ratepayer responded during a phone call or meeting, include the date of the call or meeting and who called or met with them. If the ratepayer sent an email indicating support, add the date and recipient of the email to the list and provide a copy of the email.
 - Provide any other documentation showing ratepayer support.
 - For all other ratepayers that did not indicate support, note all specific outreach conducted to them such as phone calls, emails, and meetings. Indicate if no contact was made or no response was received, if they communicated that they were not in support of the renewal, or if they gave another response like they are not sure, they will respond later, they are not sure if they have the authority to respond, etc. Also include any feedback or concerns communicated by the ratepayer during outreach.

Updated Ratepayer List

1. Provide the same electronic spreadsheet of potential ratepayers in an editable format that was provided for initial review with the following updates for each individual assessment:
 - Note any changes to names and mailing addresses of ratepayers
 - Note any updates to data used to calculate the assessment
 - The calculation and amount of each individual assessment if it has changed from the initial review.

Outreach Details

The City's policies require that ratepayers and other identified stakeholders are provided with reasonable notice and the opportunity to provide feedback about the proposed BIA modification.

1. Describe all outreach and communications conducted after the City approved the BIA Modification Proposal, including:
 - Dates and times of public meetings held about the proposal, number of attendees, and feedback received
 - Dates and times of each group meeting held for specific stakeholders, geographic areas, ratepayer classifications, or other focus groups, with number of attendees, and feedback received
 - How contact information, office hours, or other avenues for communication were provided to ratepayers or interested stakeholders
 - Website, social media, posters, newsletters, mailings, door-to-door outreach conducted, etc.
 - Any returned mailings, incorrect contact information or other difficulty reaching the right person for outreach

Changes to BIA Advisory Board Composition or Members, and/or changes to BIA Program Manager

- Describe any changes to the current composition or members of the BIA Advisory Board and minutes from the BIA Advisory Board approving the changes.
- If applicable, provide the name of the intended new BIA Program Manager and reason for the change.
- If the BIA modification is approved by City Council and signed by the Mayor, any changes to the current BIA Advisory Board Composition or Members will be approved by OED within 90 days of the ordinance taking effect.

Update to Citywide Business Improvement Area (BIA) Policies

Office of Economic Development

Theresa Barreras, Director of Business Districts

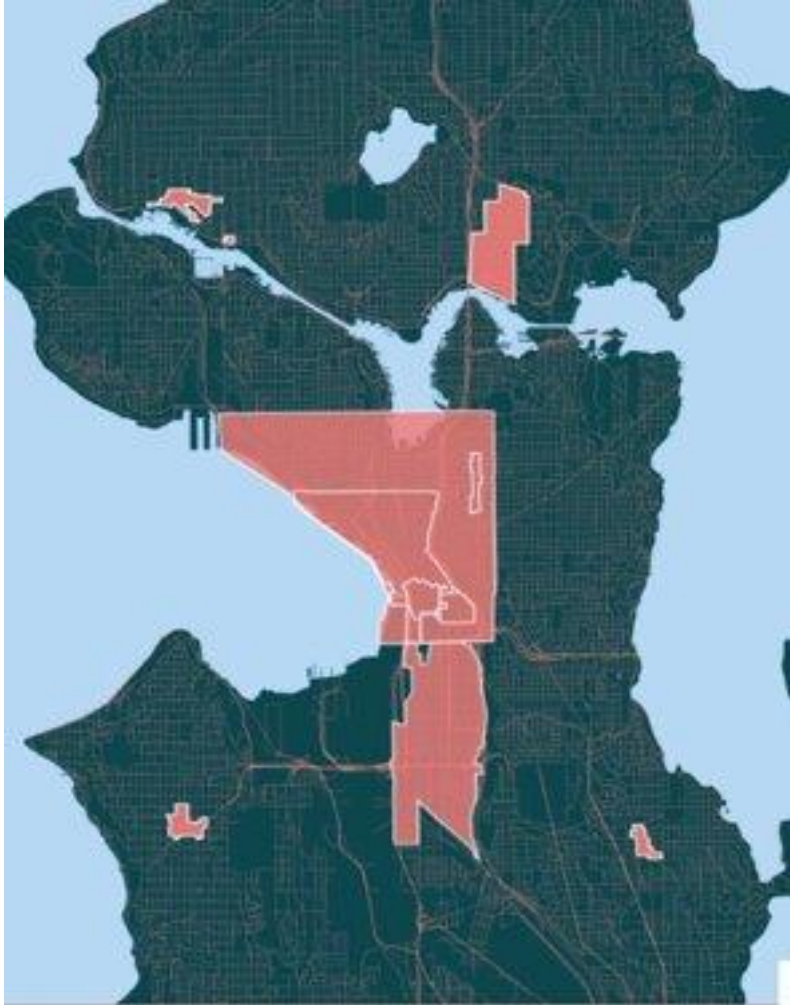
Isaac Horwith, Economic Policy Advisor

Casey Rogers, Business Districts Program & Policy Advisor

What are BIAs (Business Improvement Areas)?

- Funding mechanisms for business district revitalization and management
- Key activities include:
 - Clean and Safe Programs
 - Marketing and Promotion
 - Business and Economic Development
 - Public Realm Improvements and Planning
 - Advocacy
 - Professional Management and Organizational Development

BIAs in Seattle



- There are currently 11 BIAs:
 - 15th Avenue East
 - Ballard
 - Broadway
 - Chinatown/International District
 - Columbia City
 - Downtown
 - Pioneer Square
 - Seattle Tourism Improvement Area
 - SODO
 - University District
 - West Seattle Junction
- OED staff coordinating with district partners to form BIAs in:
 - Judkins Park
 - Phinney/Greenwood
 - Pike/Pine

Policy Background

- Citywide BIA Policies guide existing and potential BIAs
- Businesses or property owners pay annual assessments
- Governed by ratepayer Advisory Board
- Most BIA ordinances include a sunset date and undergo a “renewal” process, which has required 60% approval from ratepayers via petition process

Stakeholder Engagement

- OED worked with BIA Directors and city staff over 2025 to identify potential improvements to the Citywide Policies
- Key Feedback:
 1. The Citywide Policies could be restructured and clarified to make it easier to understand the city's process and requirements
 2. The petition process and 60% approval threshold is burdensome and doesn't make sense for minor changes or just extending the sunset date
 3. Interest in clarifying the policy for assessing government-owned properties that benefit from BIA services

Key Changes to Citywide BIA Policies

Refines the policies for clarity and user-friendliness:

- Adds details and checklists for the process and requirements to establish or modify a BIA
- Adds details about the ongoing roles and responsibilities for the BIA, OED, and City Finance
- Restructures the document, new definitions, and other non-substantive changes to improve readability

Key Changes to Citywide BIA Policies

Renewing BIAs:

- Adds recommendation, not requirement, to include a sunset date
- Explains when a “renewal” requires either a modification of the BIA ordinance or dis-establishing and re-establishing the BIA
- BIAs may extend the sunset date through the less burdensome modification process, as long as there are only minor changes
- Dis/re-establishment still required for:
 - Major changes in the BIA boundaries (noncontiguous or changes >10%)
 - Changes in a benefit zone

Questions?

SEATTLE
CITY HALL



Legislation Text

File #: Inf 2904, **Version:** 1

King County Regional Homelessness Authority (KCRHA) Forensic Evaluation Status Update



KCRHA
King County Regional Homelessness Authority

Forensic Evaluation Update

Human Services, Labor & Economic Development Committee

June 5, 2026

Dr. Kelly Kinnison, Chief Executive Officer

William Towey, Associate Deputy for Strategy

Background

- KCRHA has received findings from a forensic evaluation conducted by accounting firm Clark Nuber
- The evaluation period was April 2021 through July 2025 (slide 7)
- There were significant weaknesses in our financial systems, internal controls, and reporting practices during that time
- There was no evidence of fraud or misuse of funds
- Incorrect reporting of "missing" funds relates to funds not billed to the city or county by KCRHA



Where Things Stand Now

- KCRHA submitted a Corrective Action Plan (CAP) in response to the forensic evaluation
- The CAP acknowledges serious findings related to financial controls, documentation, reconciliation, budget management, and governance reporting
- We have moved from response into implementation
- Our focus is now stabilizing current operations, reconciling unresolved issues, strengthening controls, and providing clearer reporting to the Board, City, and County
- We are approaching this work with accountability, transparency, and urgency



What We Have Already Started

- Immediate control changes in place for approvals, documentation, access, and review
- Finance leadership and controller-level review have been strengthened
- Using more disciplined monthly close, reconciliation, and reporting practices
- Validating receivables, reimbursement status, administrative costs, and King County Investment Pool (KCIP)/cash-position issues
- Identifying where additional capacity, technical assistance, or external validation may be needed



What Comes Next

Phase 1 (90 days)

- Immediate Stabilization: assign owners, launch dashboard, strengthen controls, and begin priority reconciliations
- Deliverables: initial updates on accounts receivable, KCIP/cash flow, fund advances, admin costs, monthly close, and reporting cadence

Phase 2

- Continue historical reconciliations, maintain monthly close and reporting discipline
- Shift from implementation to sustainability through repeated close cycles, dashboards, and external validation where useful





KCRHA
King County Regional Homelessness Authority

Thank You

Scan this QR code to sign up for KCRHA emails →



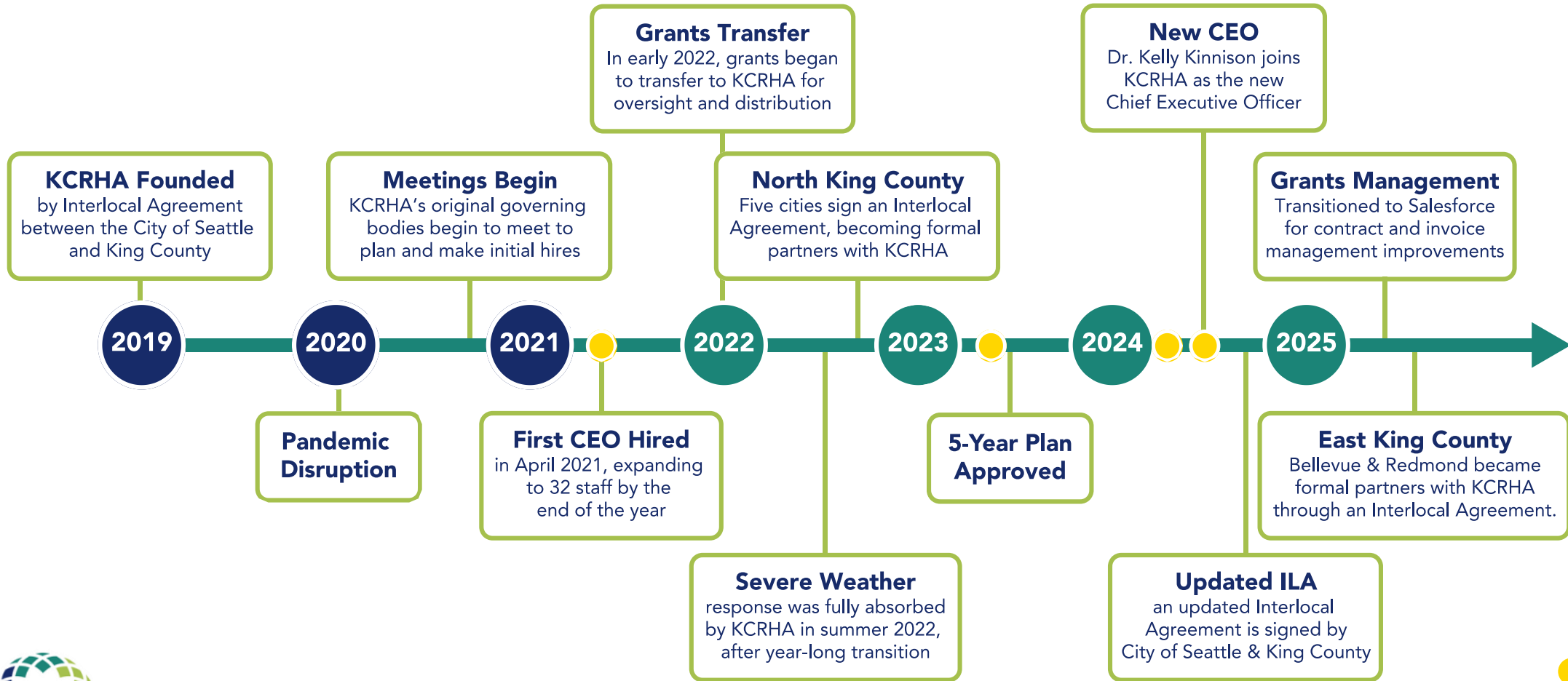
@KingCoRHA



@KCRHA



KCRHA Timeline





Legislation Text

File #: Inf 2905, **Version:** 1

Public Health Approaches to Substance Use Disorder in Seattle and King County

Overdose Prevention & Response: Innovation & Partnerships in MOUD Access

Brad Finegood, Strategic Advisor, Public Health – Seattle & King County (PHSKC)

Human Services Committee

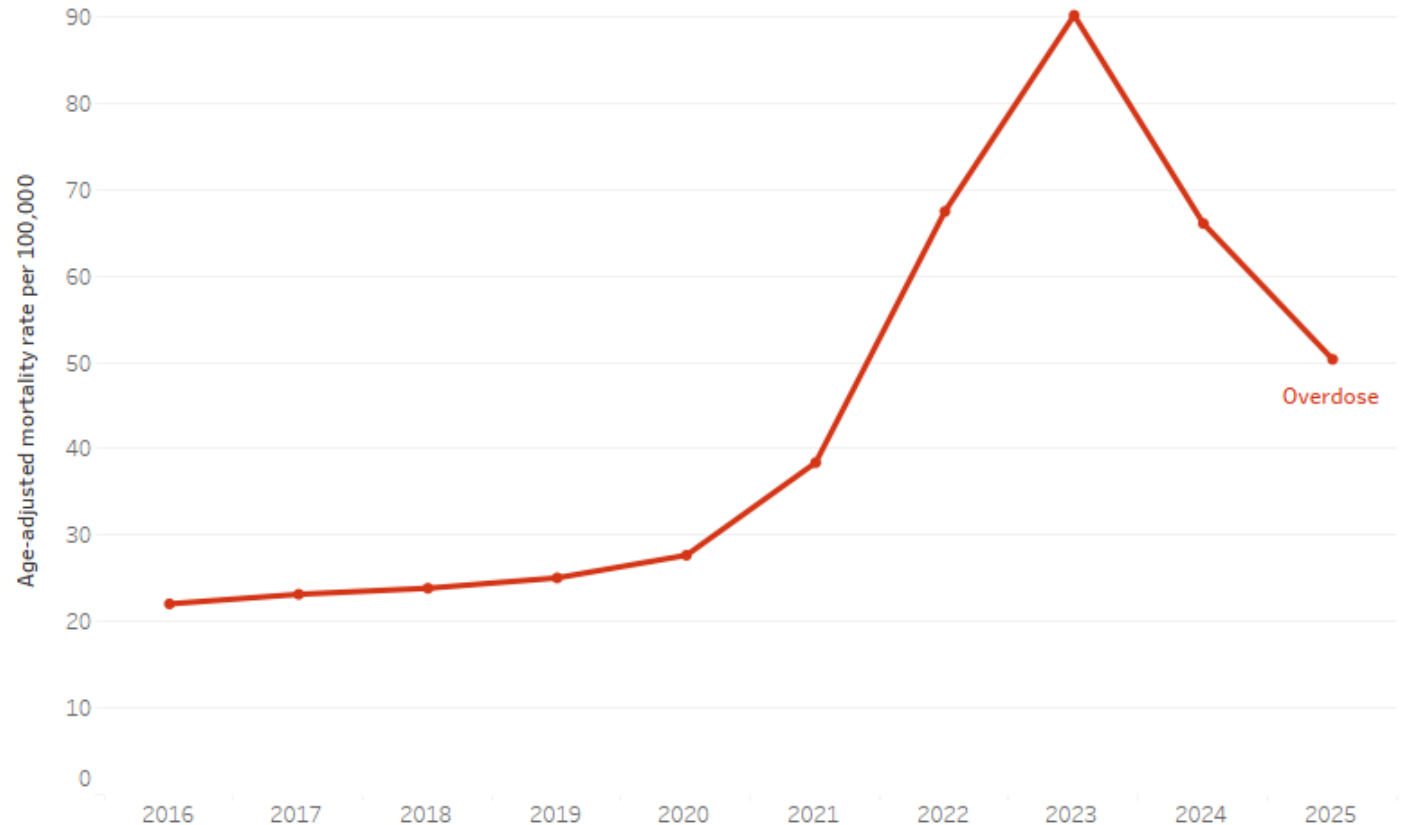
June 5, 2026

Overview

- Data overview
- Low barrier Medications for Opioid Use Disorder (MOUD) clinical models
- Evolution of Care
- City of Seattle Investments
- DESC's ORCA Center
- Questions

The overdose mortality rate in Seattle more than tripled between 2018-2023 and has since declined

- Fentanyl fueled the rapid increase in overdose deaths
- Overdose mortality rates in Seattle **decreased 44% from 2023-2025**
- Nonetheless, 2025 overdose rates remain elevated relative to historical (pre-2022) data



For more data and information visit: www.kingcounty.gov/overdose/data

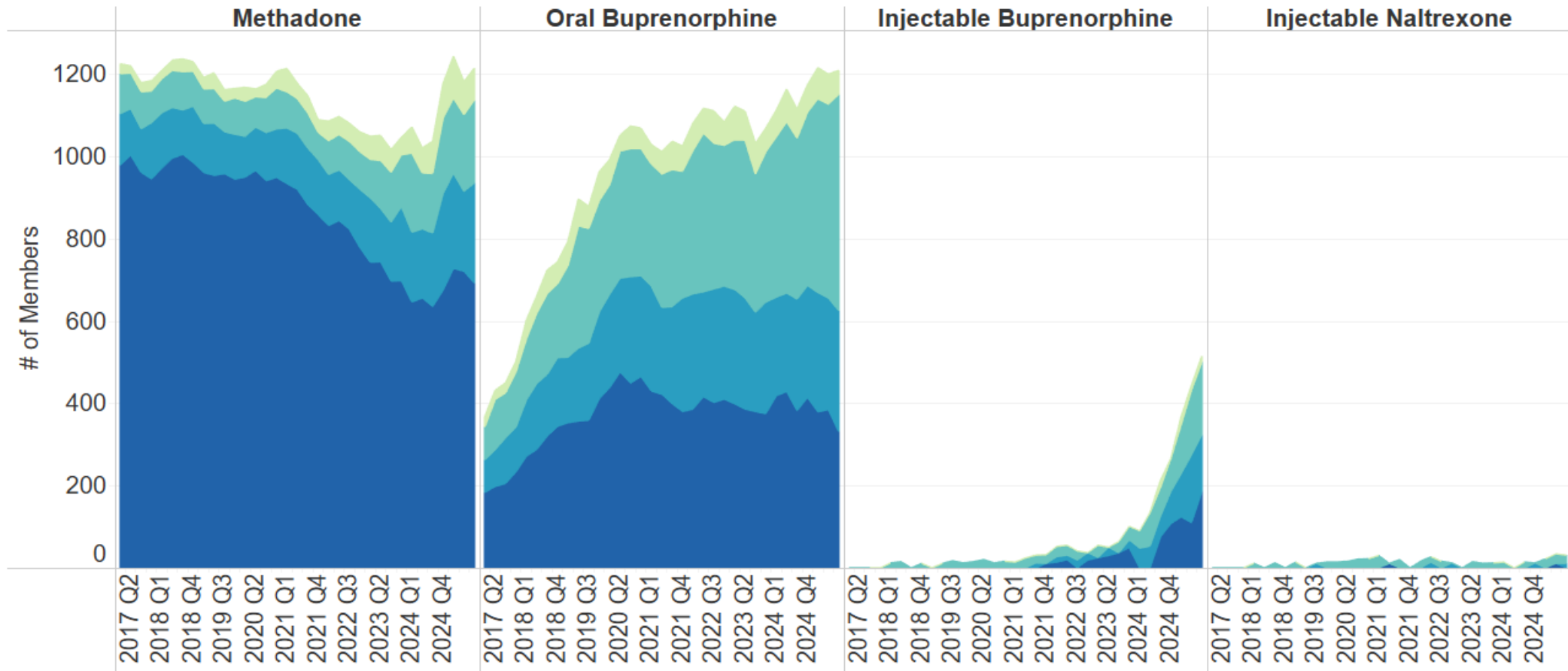
Data source: King County Medical Examiner's Office, 2016–2025

Key disproportionately affected populations

- Housing status:
 - Over half (59%) of all 2025 fatal overdoses in Seattle occurred among people who were unhoused (23%), at a housing service site (34%), or other temporary arrangement (3%)
- Race/ethnicity:
 - Black/African American people experience a rate of opioid overdose three times higher than people of all other racial/ethnic groups and are significantly less likely to receive MOUD and possess naloxone
 - Overdose rates measured for American Indian/Alaska Native people are also elevated compared to other groups

Receipt of Medications for Opioid Use Disorder among Seattle Medicaid Members

Number of Days Covered by MOUD Prescription(s)
 1-6 days 7-30 days 31-60 days >60 days



Evolution of Care

- Care and treatment for substance use disorder has evolved over time, focusing more on low-barrier and mobile programs
- Collaborations across organizations to meet the needs of people with complex behavioral health needs
- Increasing access to long-acting injectable buprenorphine

PHSKC Strategic Plan Overdose Prevention Objectives

Harm Reduction	Treatment
Increase equitable access to lifesaving tools and support for the people who use drugs	Improve equitable access to evidence-based and emerging treatments for substance use disorder that promote dignity and support individual well-being

City of Seattle Investments in Public Health

Chris Klaeyesen, Human Services Department

June 5, 2026

Human Services Department

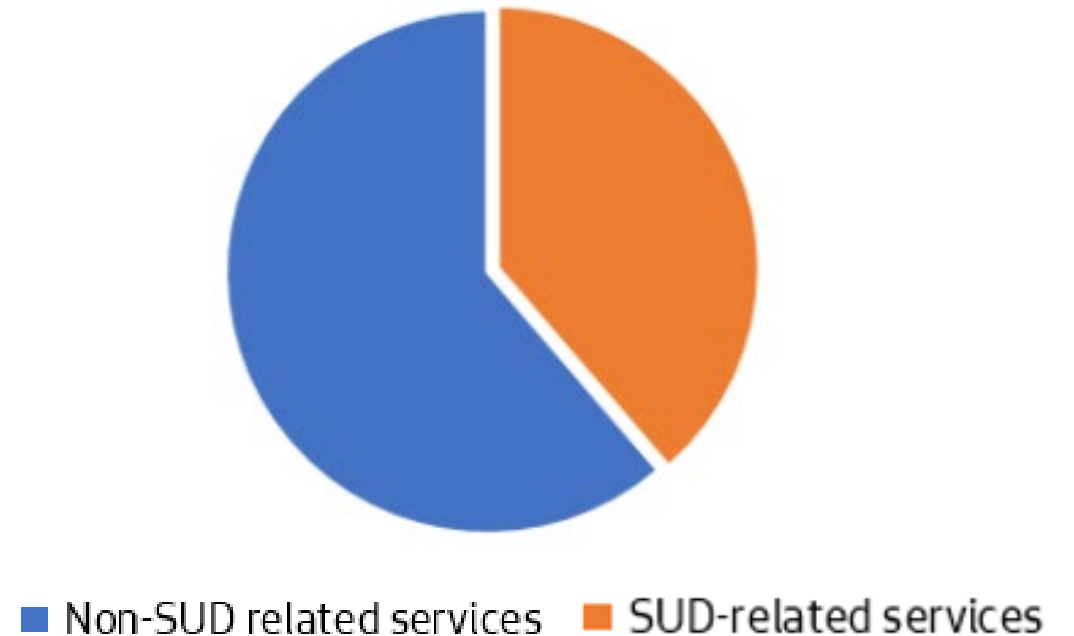


City of Seattle **65**

Promoting Public Health in Seattle

- Addresses basic needs of community members experiencing disproportionately poor health outcomes, ensuring a path toward stability and sustained well-being
- Funds efforts through General Fund, Opioid Settlement Fund, and Public Safety Sales Tax

\$35.15 M Public Health BSL Funding in 2026



Promoting Public Health in Seattle

Healthcare
for homeless and low-
income residents

Reproductive
healthcare

Oral healthcare

Overdose
prevention and
response

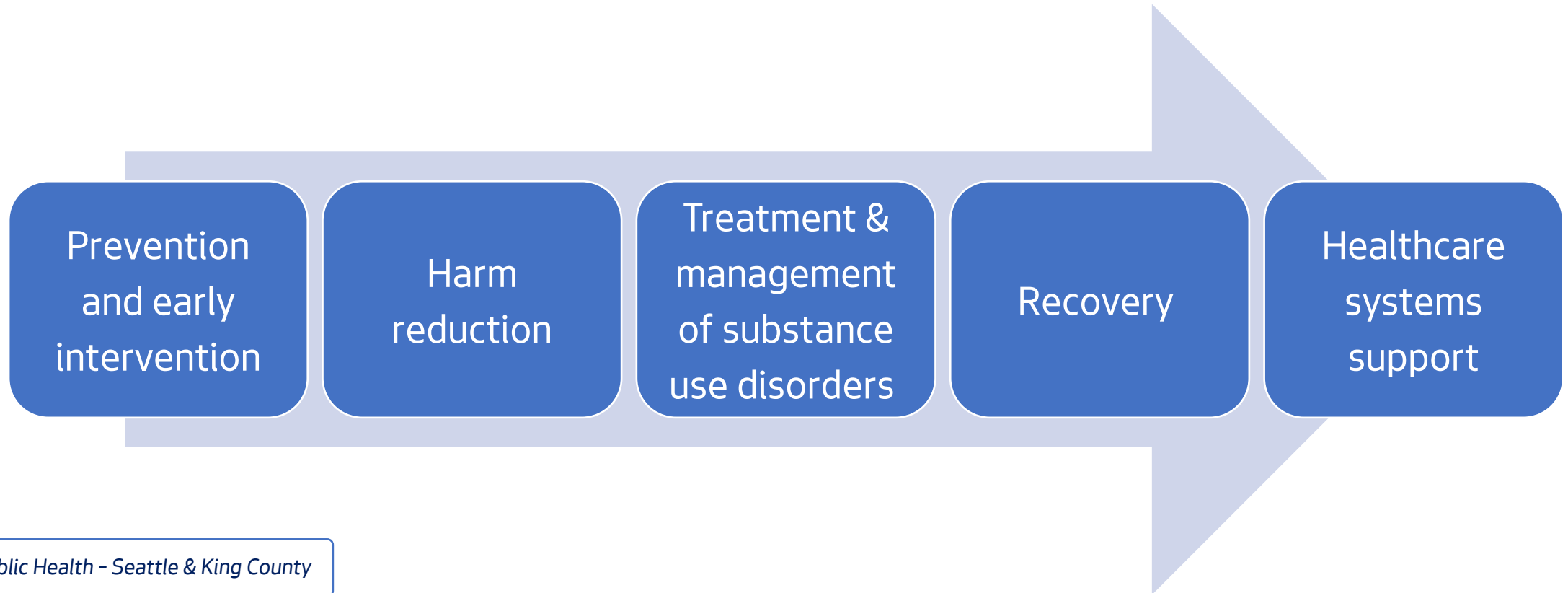
Expansion
of treatment for
people with substance
use disorders (SUD)

Crisis response for
individuals with
behavioral health
issues

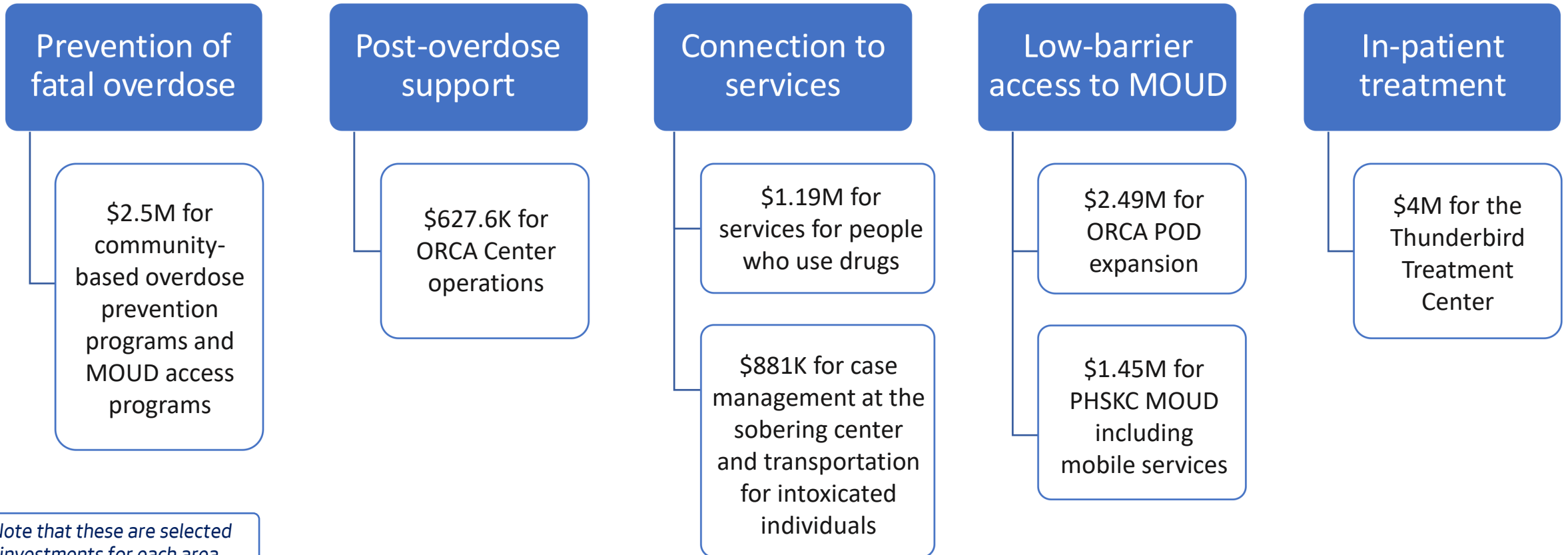
Case management for
people living with HIV

Culturally appropriate
mental health care for
Duwamish Tribal
members

Investing across the substance use disorder (SUD) response continuum to support stability



Preventing overdose & promoting recovery



Sustaining and building on progress

- Continued partnerships across City departments and with King County and community organizations to reach individuals most impacted by fatal overdoses and least connected to services.
- Connected services for people wherever they are at.
- Continued targeted investment in services that best meet the need of Seattle residents.



A DESC nurse provides services at the Lew Middleton Drop-In Center, within the DESC Downtown Behavioral Health Clinic.



DESC Opioid Recovery & Care Access (ORCA)

ORCA Center + ORCA Patient Outreach Division (POD)
Rachel Marhill + Callan Fockele

What is ORCA?

ORCA Center provides 24/7 post-overdose care and same-day medications for opioid use disorder (MOUD) access

ORCA Patient Outreach Division (POD) brings MOUD care to clients in DESC permanent supportive housing and emergency shelters

Goal: Create safe spaces to meet people where they are

ORCA Center



- Safe space to recovery from overdose
- Start or continue MOUD
 - Sublingual and long-acting injectable **buprenorphine**
 - **Methadone** using the 72-hour rule → warm hand-off to opioid treatment program (OTP)
- Access to **showers, snacks, & laundry** during treatment
- Connections to **behavioral health, shelter, & housing navigation**

ORCA POD



(Kim, Greg. 2024. Seattle Times)

- Brings care directly to people in **DESC permanent supportive housing and shelter**
- Provides **MOUD & peer support** in the setting that works best for each person

ORCA Outcomes (Sept 2025-May 2026)

Encounters

- **451** post-overdose admissions
- **7810** walk-in/outreach visits for MOUD care

MOUD

- **713** clients started on MOUD
- **382** clients started monthly LAI buprenorphine

Client Story



- Woman with a long history of OUD, previously treated with methadone, experienced an **overdose** in her apartment
- **SFD H99** self-dispatched and responded on scene
- Patient was initially hesitant to start buprenorphine due to prior experience with **precipitated withdrawal**
- H99 team used **motivational interviewing grounded in harm reduction principles** to explore concerns and build trust
- **Prehospital buprenorphine** was offered to treat withdrawal symptoms and support patient-centered decision-making
- Patient agreed to transport and stayed overnight at the **ORCA Center**, where she received monthly **LAI buprenorphine**
- **PHSKC Pathways team** provided ongoing outreach at her home, given **mobility limitations** (wheelchair use)

Questions?