

General & Admin Work Plan - 2023 (C4 Board of Directors)

Purpose: Facilitate the financial, operational, and decisional priorities of the Board of Directors and support the success of the staff.

Goal: BIA resources are deployed effectively, and ratepayers benefit from the investment of their assets.

Admin Budget Allocation:

\$234,839

Ratepayer Budget Allocation:

**TOTAL
\$117,693**

Goal/Project Description	2023 Actions	Description/Measures	Budget
Business Expenses			
Operational Finance and Administrative Systems	Maintain contracts with Accountant & Bookkeeper	Includes, all operating expenses for the SODO BIA office including, legal, bookkeeping, insurance, and professional services.	\$96,000
Office Expansion & Supply	Complete office expansion work to accommodate larger staff.	Remodeling costs to create another office in our existing space to accommodate staffing growth. Expenses to be allocated across program work plans.	\$9,969
Committee Process	Maintain Work Plan Committees	Support committees to ensure smooth review and approval of work plans to set financial, operational, and decisional priorities for 2024. Includes Board Effect System	\$7,500
Staffing Allocation	Staff support for General Administration	Portion of staff salaries dedicated to general administration activities	\$111,371
Governance & Organizational Development			
Board Recruitment	Ensure Board terms and vacancies are filled	3Q Board candidates identified, interviewed, and presented to Board. 4Q Candidates approved.	
Maintain Governance Documents	Ensure that all activities are within the policies and procedures as contained within the governance documents.	Ensure legal, financial and personnel policy documents are up to date and in compliance with applicable laws	
Professional Development & Review	Review staffing to ensure capacity for new programs, and any necessary training.	Ensure that staffing is appropriate for desired outcomes. Ensure that staff are meeting expectations. As needed, staff can take trainings that enhance their role at the SODO BIA.	\$10,000

Ratepayer Advisory Board Work Plan - 2023 (Ratepayer Advisory Board)

Purpose: Facilitate the financial, operational, and decisional priorities of the Board of Directors and support the success of the staff.

Goal: BIA resources are deployed effectively, and ratepayers benefit from the investment of their assets.

Goal/Project Description	2023 Actions	Description/Measures	Budget
BIA Program Development (Ratepayer Advisory Board)			
BIA Training & Conferences	Attend IDA and other relevant Conferences.	Staff participation with other BIA/BIDs to learn best practices and new ideas at relevant Conferences.	\$20,000
Board Training & Development	Equity Training & Board development Activities	Creating an inclusive business community in SODO where all property & business owners, employees, and customers equally experience the benefits of the SODO BIA. We prioritize elevating the perspectives, needs, and participation of communities historically and presently impacted by systemic oppression in SODO.	\$20,000
State of SODO	Present 2023 Work Plan and budgets for ratepayer approval.	Increased ratepayer participation and attendance at this annual event.	\$20,000
RAB Staffing			
Staffing Allocation	Staff support for Ratepayer Advisory Board	Portion of staff salaries dedicated to Ratepayer Advisory Board activities	\$57,693