



Downtown Redevelopment Authority

Thursday, April 18

11:00am

City Hall

Council Chambers

415 W 6th Street

Vancouver, WA 98660

AGENDA

1. **Call to order** – Jan Robertson, President
 - a. Roll Call – Krista Liles, Support Staff
 - b. Excusal of Absence, if needed
2. **Approval: Meeting Minutes (2.15.24)** – Jan Robertson, President
3. **Update: March/Q1 Financials** – Erin Jacobson
4. **Approval: Claims and Admin Expenses** – Erin Jacobson
5. **Update: Capital Expenses** – Natasha Ramras
6. **Executive Updates** – Natasha Ramras
 - a. Convention Center Expansion
 - b. Ankrom Moisan – water mitigation
 - c. Audit Update
 - d. Other
7. **Asset Manager Report** – Bob Hayward, CHM Warnick
8. **Hotel Managers Report** – Mike Mcleod, Hilton General Manager
9. **Executive Session [pending litigation – RCW 42.30.110(1)(i)(iii)]** – Dan Lloyd
10. **Approval - Resolution 2024-001** – Dan Lloyd

Community Communications: Commentary will be accepted no later than 24 hours prior to the meeting date. Please send all comments to Krista Liles at <mailto:krista.liles@cityofvancouver.us>.

Members

Jan Robertson
President

Kathleen Kee
Secretary/Treasurer

Dyann Bernatz
Tom Donovan
Debi Ewing
Marc Fazio
Brad Hutton

Staff Support

Natasha Ramras
Executive Director

Dan Lloyd
Assistant City Attorney

Krista Liles
Senior Support Specialist

Financial Management Services

Street Address
P.O. Box 1995
Vancouver, WA 98668
360-487-8437
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cityofvancouver.us

Microsoft Teams meeting:

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Meeting ID: 228 630 260 918

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[+1 347-941-5324,7483707#](tel:+134794153247483707#)

Phone Conference ID: 748 370 7#



Downtown Redevelopment Authority

Meeting Summary/Meeting Minutes

Thursday, February 15

11:00am, City Hall
415 W 6th Street
Vancouver, WA 98660

Board Members Present:

Robertson, Kee, Donovan, Fazio, Ewing, Bernatz

Commissioners/Board Members Absent:

Hutton

Staff Present: Ramras, Lloyd, Liles, Jacobson

Guests: Mike McLeod (Hilton GM), Andrew Dowie (Hilton), Bob Hayward (CHM Warnick)

AGENDA

1. **Call to order** 10:59am – Jan Robertson, President
 - a. Roll Call – Krista Liles, Support Staff
 - b. Excusal of Absence – Hutton, *approved*.
2. **Approval of Minutes (December 21, 2023)** – *Approved*.
3. **Officer Elections (approval)** – action as follows:
 - a. **President** – Ewing nominated Robertson: Motion to approve Jan Robertson for another term. *5 ayes, 1 abstention, 0 nays. Approved.*
 - b. **Secretary** – Ewing nominated Kee: Motion to approve Kathleen Kee for another term. *5 ayes, 1 abstention, 0 nays. Approved.*
4. **Update on Financials: Preliminary Year-end 2023 & January 2024** – *Jacobson & Ramras provided a combined overview of financials as presented*

Members

Jan Robertson
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Secretary/Treasurer

Dyann Bernatz
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Phone Conference ID: 593 032 339#

To request accommodation or other formats, please contact:

Amanda Delapena | 360-487-8605 | TTY: 711 | amanda.delapena@cityofvancouver.us

on page 4 of the packet. **Discussion:** Fazio - why is 30% higher on the lodging tax year over year December? Jacobson - Due to higher occupancy. Donovan: budgeted loss in January? \$230k loss due to seasonality of low occupancy. Donovan: when is 2023 closed? – end of March. Robertson: asked if it would be helpful for new members to have a brief meeting with Hilton GM to understand the DRA budget process. **Action item:** Liles to arrange budget overview meeting.

5. **Approval of Claims and Admin Expenses** – Approved as presented on page 12 of the packet.
6. **Update on Capital Expenses** – Approved as presented on page 14 of the packet.
7. **Executive Updates** –
 - a. DRA Project Status Update – **Discussion:** general questions about concerns over water mitigation and roof replacement without full analysis complete. Ramras to give update after final findings are submitted.
 - b. Audit Update
8. **Asset Manager Report** – Bob Hayward, CHM Warnick
9. **Hotel Manager Report** – Mike McLeod, Hilton GM
10. **Executive Session, if needed** – N/A

Meeting adjourned at 11:46am.

Approval:

Jan Robertson, President

Date

Downtown Redevelopment Authority

Narrative Overview of March 2024

Financial Statements

STATEMENT OF NET POSITION

- The DRA's net position has increased by approximately \$616k from year end 2023. This is due in large part to the following:
 - Total assets decreased by \$1.42 million largely due to cash outlay to pay for the January 1st bond payments, and the PFD loan payment.
 - Total liabilities have decreased by \$2.05 million from year end reflecting a \$2.53 million reduction in bond principal, and \$727k reduction in the PFD principal.
- As of March 31st, overall debt to the Clark County PFD totals \$510k, representing a decrease of \$216k from year end 2023.
 - Management has opted to keep the payment agreement in force between City PFD and County PFD, meaning that the County Public Facilities District sales tax credit revenues will be accumulated at the DRA until the annual tax cap for the year is reached.
 - The expectation is that the tax cap will be reached in June-July, and any revenues will be fully repaid before the end of the year.
 - This will give management flexibility for cash flow purposes should there be unexpected volatility in the hotel market that results in reduced tax revenues.

STATEMENT OF REVENUES EXPENSES AND CHANGES IN NET POSITION

- Operations in March resulted in operating income of \$33k; a decrease of \$19.5k over the budgeted Operating Income of \$52.2k.
- Depreciation, an Operating Expense which has no effect on cash, totaled \$394k in March 2024.
- Year-over-year investment earnings are up \$35k. This increase is attributed to higher cash balances earning interest at increasing rates.

STATEMENT OF CASH FLOWS

- Overall cash reflects a decrease of \$2.35 million compared to year end 2023. See Debt Service narrative above.
 - Notable sources of cash for the year included \$4.83 million from operating activities and \$1.50 million in tax receipts from the City and County PFD.
 - Notable uses of cash included \$4.39 million for goods and services related to operating activities and debt service payments of \$4.26 million.

TAX REVENUE COLLECTIONS

- Through March 2024, tax revenue collections are at 51.7% of the Tax Cap compared to 50.4% for the prior year.
- As of March 2024, overall tax collections are up \$75.5k compared to March 2023. Receipts of City Lodging Tax, City PFD STC and County PTD STC are up 20.4%, 1.5%, and 0.3%, respectively.

FLOW OF FUNDS

- On April 1, 2024, \$18.0k of cash was transferred from the Lockbox Fund to the Project Revenue Debt Service Fund. This transfer resulted from cash flows in excess of operating expenses during the month.
- In March 2024, a cash transfer of \$150k was necessary from the Contingency Fund to the Lockbox Fund to cover weekly operating expenses. This was primarily a timing issue between when weekly deposits cleared, and an additional payroll run for annual executive incentives.
- As of March 31st, the DRA had \$693k reserved in the Project Revenue Debt Service Fund.
 - The month-end balance is not-yet sufficient to fully fund the interest only payment totaling \$763k, due July 1, 2024. The expectation is that the required balance will be met in May or Jun-24.
- As of March 31st, the DRA had \$1.49 million reserved in the Tax Revenue Debt Service Fund.
 - The month-end balance is sufficient to fully fund the interest-only payment totaling \$183k, due July 1, 2024.

**Vancouver Downtown Redevelopment Authority
Condensed Report on Financial Activity
Activity Through March 2024**

Revenue & Expense	Year to Date						2024 Annual Budget	Actual as % of Annual Budget
	March 2024 Actual	March 2023 Actual	Actual \$ Change (2023 - 2024)	Actual % Change (2023 - 2024)	Budget through March 2024	Actual-Budget Comparison		
Total Operating Revenue	\$ 4,688,206	\$ 4,656,089	\$ 32,117	0.7%	\$ 4,538,664	\$ 149,542	\$ 23,922,528	19.6%
Total Operating Expense	(4,655,503)	(4,178,967)	(476,536)	11.4%	(4,486,437)	(169,066)	(16,618,669)	28.0%
Net Operating Income	32,703	477,122	(444,419)	-93.1%	52,227	(19,524)	7,303,859	0.4%
Non-Operating/Special/Prior Period Adj (*)	582,929	451,694	131,235	29.1%	187,965	394,964	1,939,613	30.1%
Change in Net Position	\$ 615,632	\$ 928,816	\$ (313,184)	-33.7%	\$ 240,192	\$ 375,440	\$ 9,243,472	6.7%
Depreciation (In Operating Expense)	\$ 393,521	\$ 368,926	\$ 24,595	6.7%	\$ 612,500	\$ (218,979)	\$ 2,520,000	15.6%

(*)
Refers to items not directly associated with operations. These items include interest earned, city tax collections, excise tax payments and interest accrued. Items are listed separately under "Non-operating revenues/expenses and special items in the DRA's operating statement."

Dedicated Taxes	Year to Date			
	March 2024 Actual	March 2023 Actual	Actual \$ Change (2023 - 2024)	Actual % Change
City Lodging Tax (2%)	\$ 387,049	\$ 321,581	\$ 65,468	20.4%
City Sales Tax Credit	601,456	592,702	8,754	1.5%
County Sales Tax Credit	510,430	509,141	1,289	0.3%
Total Tax Revenue	\$ 1,498,935	\$ 1,423,424	\$ 75,511	5.3%
Annual Tax Revenue Cap	\$ 2,900,000	\$ 2,826,000	\$ 74,000	2.6%
% of Cap	51.7%	50.4%		

Capital Projects	Year to Date	
	March 2024 Actual	2024 Budgeted
Capital Project Expenses	\$ 136,961	\$ 982,940

Cash Balance Reconciliation	Year to Date						Required Amounts (6/30/2024)	% of Required Amounts (6/30/2024)
	March 2024 Actual	Flow of Funds 4/1/2024	Cash Balances after Flow of Funds	March 2023 Actual	Actual \$ Change (2023 - 2024)	Actual % Change (2023 - 2024)		
Operating Petty Cash	\$ 46,403	\$ -	\$ 46,403	\$ 121,930	(75,527)	-61.9%	\$ -	N/A
Lockbox/Available Revenue Fund	619,565	(73,717)	545,848	542,922	2,926	0.5%	500,000	109.2%
Taxes & Insurance Fund	220,000	10,000	230,000	55,424	174,576	315.0%	132,491	173.6%
Administrative Expense Fund	36,604	45,733	82,336	126,923	(44,587)	-35.1%	50,000	164.7%
Project Revenue Debt Service Fund	692,761	17,985	710,746	1,940,156	(1,229,410)	-63.4%	762,556	93.2%
Tax Revenue Debt Service Fund	1,498,935	-	1,498,935	1,423,425	75,510	5.3%	183,325	817.6%
Primary R & R Fund	657,945	-	657,945	643,247	14,698	2.3%	-	N/A
Contingency Fund	1,850,000	-	1,850,000	2,000,000	(150,000)	-7.5%	-	N/A
Management Fee Fund	136,575	-	136,575	-	136,575	100.0%	-	N/A
Subordinate R & R Fund	198,545	-	198,545	587,865	(389,320)	-66.2%	-	N/A
Cash Trap Fund	2,500,000	-	2,500,000	2,500,000	0	0.0%	-	N/A
Authority Reserve Fund - Excess	4,680,252	-	4,680,252	3,330,593	1,349,659	40.5%	-	N/A
Authority Reserve Fund - Restricted	500,000	-	500,000	500,000	-	0.0%	-	N/A
Total Escrow Fund Cash Balances	\$ 13,637,584	\$ (0)	\$ 13,637,584	\$ 13,772,485	\$ (134,900)	-1.0%	\$ 1,628,372	
County PFD Fund - Loan Balance	(510,430)			(2,446,770)	1,936,340	-79.1%		

Comments

- On April 1, 2024, the DRA transferred \$18k of excess cash to the Project Revenue Debt Service Fund. This transfer resulted from better than expected cash inflows during the month.
- In March 2024, a cash transfer of \$150k was necessary from the Contingency Fund to the Lockbox Fund to cover weekly operating expenses. This was primarily a timing issue between when weekly deposits cleared, and an additional payroll run for annual executive incentives.
- As of April 1, 2024, the DRA's Tax Revenue Debt Service Funds had sufficient cash to pay the July 1, 2024 debt service payment (interest only). For the Project Revenue account, excess cash is being swept to meet next required payment due July 1, 2024 (interest only), with expectation that the required balance will be met in May or Jun-24.
- Excluding depreciation, the DRA has realized an increase of Net Position totaling \$1.01 million which is \$156k more than the cumulative budgeted increase in Net Position of \$853k. *Depreciation has no effect on cash in the current period*

Notes to Accompany Bank Balances

<p>The Operating Petty Cash Account is the account from which the Project Manager, Hilton, deposits the funds withdrawn from the Lockbox solely for the purpose of paying Operating Expenses, Pursuant to Section 3.07 of the Amended and Restated 1 Operating Agreement.</p>	<p>Tax Revenue Debt Service Fund is maintained to meet the debt service requirements of the Conference Center Project Refunding Revenue Bonds Series 2013B, which is the portion of the bond offering secured by the tax revenue flow, without regard to revenue generated by operations of the Hotel and Convention Center Project. Total debt issued \$18,045,000. Full maturity of the debt - January 1, 2034. A complete schedule of interest and principal payments 6 from the Bond offering. Official Statement is attached.</p>	<p>The Authority Reserve Fund was established pursuant to Appendix A of the Amended and Restated Trust Indenture - the Authority Reserve Fund Requirement is an amount equal to \$500,000. Funds can be used to meet an obligation of the DRA when shortfalls exist in other accounts otherwise designated to pay that obligation but only after the Contingency fund is 11 fully depleted.</p>
<p>The Available Revenue Fund was established pursuant to Section 5.03 of the Indenture. The Lockbox accounts is maintained pursuant to Section 5.05 of the Indenture and established pursuant to Section 2 of the Amended and Restated Cash Management and Lockbox agreement. At the beginning of each month the Lockbox is required to have the Operating Cost Set Aside Amount, which Pursuant to Appendix A of the Amended and Restated Trust Indenture - the Operating Cost Set Aside Amount 2 means \$500,000.</p>	<p>The Renewal and Replacement Fund is the account for which capital projects are funded. The amount required to be deposited is calculated at 4% of the Monthly Gross Operating Revenue. The deficit is calculated on a cumulative basis from the beginning of the project, less cumulative deposits from the beginning of the project. The ending cash balance represents cumulative deposits from the beginning of the project, less cumulative expenditures from the beginning of the project. The amounts to fund the deficit flow into this account annually. The 4% Subordinate Renewal and Replacement Set Aside Amount requirement is Pursuant to Appendix A of the 7 Amended and Restated Trust Indenture.</p>	<p>The Cash Trap Fund was established pursuant to Appendix A of the Amended and Restated Trust Indenture - the Cash Trap Fund Requirement means the amount of \$2,500,000. Funds can be used to meet an obligation of the DRA when shortfalls exist in other accounts otherwise designated to pay that obligation but only after the Contingency fund and Authority 12 Reserve Fund are fully depleted.</p>
<p>The Taxes and Insurance Fund is maintained to ensure significant fund for annual insurance premiums when due. There is no requirement to maintain a minimum balance. Established pursuant to Section 5.03 of the Indenture. 3</p>	<p>The Contingency Fund holds an amount Pursuant to Appendix A of the Amended and Restated Trust Indenture - the Contingency Requirement means an amount equal to \$2,000,000. These funds can be used to meet an obligation of the DRA when shortfalls exist in other accounts 8 otherwise designated to pay that obligation.</p>	<p>The Authority Revenue Fund - additional holds amounts used to repay ACA Note Payable Pursuant to the Financing Agreement between ACA and the Authority. ACA was the Authority's bond issuer for the 2003 debt series. Principal amount is \$1,430,554.61 with 4.42% interest, bringing the total amount due to \$3,123,161. Maturity Date is January 1, 2044. Principal and Interest Payment are scheduled to commence on January 1, 2033. Funds flow annual only to the extent that there is combined excess in Funds described in #5 through #12, above. Amounts in the Excess Revenue Fund in each calendar year shall be applied as follows: (i) 50% of such amounts shall be deposited in the Authority Reserve Fund; and (ii) 50% of such amounts shall be paid by the Trustee to the County PFD in accordance with the County Interlocal Agreement. In addition, per the Indenture, the DRA may use amounts in the fund for other purposes. Planned uses include payments to the City of Vancouver per the Lot 24 Parking License Agreement and costs related to major renovation projects planned for 2020-2022. 13a</p>
<p>The Administrative Expense Fund is maintained to ensure monthly administrative obligations are funded when due. There is no stated minimum amount required to be maintained. Established pursuant to Section 5.03 of the Indenture. 4</p>	<p>The Management Fee Fund is the account that will accumulate the funds that the Authority is obligated to pay, in arrears, subject to the availability of amounts in this fund the subordinate component of the management fee. The obligation to accrue the amount monthly becomes effective in calendar year 2016. The 2021 annual obligation is \$139,055. See Section 8 of the First 9 Amendment to the Management Agreement outlines the on-going obligation.</p>	<p>The County PFD Fund holds amounts used to repay liability to County PFD. This balance increases monthly with flow of County Sales Tax Credit Revenue. Established pursuant to Section 5.03 of the Indenture. Amounts are applied to interest first. Interest rate is 5.63%. Amounts in the Excess Revenue Fund in each calendar year shall be applied as follows: (i) 50% of such amounts shall be deposited in the Authority Reserve Fund; and (ii) 50% of such amounts shall be paid by the Trustee to the County PFD in accordance with the County Interlocal Agreement. 13b</p>
<p>The Project Debt Service Fund is maintained to meet the debt service requirements of the Conference Center Project Refunding Revenue Bonds Series 2013A, which is the portion of the bond offering secured by the revenue flow of the Hotel and Convention Center Project. Total debt issued - \$41,185,000. Full maturity of the debt - January 1, 2044. A complete schedule of interest and principal payments from the Bond offering 5 Official Statemen is attached.</p>	<p>The Subordinate Renewal and Replacement Fund is the second available account for which capital projects are funded. The amount required to be deposited is calculated at 1% of Monthly Gross Operating Revenue. The deficit is calculated on a cumulative basis from the beginning of the project, less deposits made into the account less cumulative deposits from the beginning of the project. The ending cash balance represents cumulative deposits from the beginning of the project, less cumulative expenditures from the beginning of the project. The amounts to fund the deficit flow into this account annually. The 1% Subordinate Renewal and Replacement Set Aside 10 Amount requirement is Pursuant to Appendix A of the Amended and Restated Trust Indenture.</p>	
<p>NOTE: City of Vancouver Commitment to Downtown Redevelopment Authority (DRA), with respect to the Vancouver Conference Center: The City signed an agreement on December 1, 2003, to participate in the construction and operation of the Vancouver Conference Center, using tourism funds. In June 2013, the DRA refinanced the debt associated with the construction of the Vancouver Conference Center. As a part of the refinancing, the City agreed that, if, prior to each Interest Payment Date or Principal Payment Date, the amounts on deposit per the Trust Indenture are insufficient to pay the principal and interest due on the 2013 Project Revenue Bonds, upon notice of such deficiency from the Trustee, the City shall pay to the Trustee an amount equal to the deficiency; the maximum obligation on that payment date being the debt service amount of the 2013 Project Revenue Bonds due on such date. Any payment by the City of this conditional payment amount shall constitute a loan by the City to the DRA, with interest payable on such amounts at the rate or rates on the 2013 Project Revenue bonds. If a payment obligation is made and a loan created, the obligation for repayment become subordinate to the obligation of the Authority Revenue Fund and the County PFD Fund.</p>		

Downtown Redevelopment Authority
(A Component Unit of the City of Vancouver)

Statement of Net Position

Substantially all Disclosures Required by GAAP are omitted.

As of March 31, 2024 and December 31, 2023

	3/31/2024	Un-Audited 12/31/2023	Change from Prior Year-End	% Change
ASSETS				
Current assets				
Cash and cash equivalents	95,413	94,633	780	0.8%
Restricted cash with fiscal/escrow agent	13,636,858	15,992,051	(2,355,193)	(14.7%)
Receivables (net)				
Taxes	1,498,934	1,498,934	0	0.0%
Accounts	2,633,274	1,402,691	1,230,583	87.7%
Interest	57,632	66,513	(8,881)	(13.4%)
Inventory	47,382	49,290	(1,908)	(3.9%)
Prepaid expenses	300,305	324,727	(24,422)	(7.5%)
Total current assets	18,269,798	19,428,839	(1,159,041)	(6.0%)
Noncurrent assets				
Capital assets				
Buildings and equipment	60,479,293	60,343,645	135,648	0.2%
Accumulated depreciation	(30,250,330)	(29,856,810)	(393,520)	1.3%
Total noncurrent assets	30,228,963	30,486,835	(257,872)	(0.8%)
TOTAL ASSETS	48,498,761	49,915,674	(1,416,913)	(2.8%)
DEFERRED OUTFLOWS OF RESOURCES				
Unamortized deferred amount on refunding	678,037	695,423	(17,386)	(2.5%)
LIABILITIES				
Current liabilities				
Accounts payable	211,029	152,737	58,292	38.2%
Accrued interest payable	472,941	1,001,731	(528,790)	(52.8%)
Accrued liabilities	1,569,748	1,777,439	(207,691)	(11.7%)
Subordinate fee amortization	-	-	-	0.0%
Unearned revenue	2,471,952	1,098,155	1,373,797	125.1%
Bonds, notes and leases payable	2,685,000	2,554,304	130,696	5.1%
Total current liabilities	7,410,670	6,584,366	826,304	12.5%
Noncurrent liabilities				
Bonds, notes and leases payable from restricted assets	42,324,731	44,987,753	(2,663,022)	(5.9%)
Due to other governments	1,025,732	1,238,946	(213,214)	(17.2%)
Total noncurrent liabilities	43,350,463	46,226,699	(2,876,236)	(0.3%)
TOTAL LIABILITIES	50,761,133	52,811,065	(2,049,932)	(3.9%)
NET POSITION				
Net investment in capital assets	(14,102,731)	(16,359,799)	2,257,068	(13.8%)
Restricted for capital purposes	856,489	-	856,489	100.0%
Restricted for debt service	2,191,696	7,007,151	(4,815,455)	(68.7%)
Unrestricted	9,470,211	7,152,680	2,317,531	32.4%
TOTAL NET POSITION	(1,584,335)	(2,199,968)	615,633	(28.0%)

Downtown Redevelopment Authority
(A Component Unit of the City of Vancouver)

Statement of Revenues Expenses and Changes in Net Position
Substantially all Disclosures Required by GAAP are omitted.
For the months ended March 31, 2024 and 2023

	Actuals				Budget		
	Three months ending March 31, 2024	Three months ending March 31, 2023	\$ Change	% Change	YTD Budget	Variance to Budget Favorable/ (Unfavorable)	%
OPERATING REVENUES							
Charges for services	4,688,206	4,656,089	32,117	0.7%	4,538,664	149,542	3.3%
Miscellaneous	-	-	-		-	-	
Total operating revenues	4,688,206	4,656,089	32,117	0.7%	4,538,664	149,542	3.3%
OPERATING EXPENSES							
Supplies and contractual services	4,261,982	3,810,041	451,941	11.9%	3,873,937	(388,045)	-10.0%
Depreciation	393,521	368,926	24,595	6.7%	612,500	218,979	35.8%
Total operating expenses	4,655,503	4,178,967	476,536	11.4%	4,486,437	(169,066)	-3.8%
Operating income (loss)	32,703	477,122	(444,419)		52,227	(19,524)	37.4%
NONOPERATING REVENUES (EXPENSES)							
Interest earnings	162,964	127,873	35,091	27.4%	2,500	160,464	6418.6%
Intergovernmental contributions	988,505	914,283	74,222	8.1%	725,000	263,505	36.3%
Excise Tax	(79,885)	(70,361)	(9,524)	13.5%	(69,632)	(10,253)	14.7%
Interest and fiscal charges	(488,655)	(547,054)	58,399	10.7%	(469,903)	(18,752)	4.0%
Total nonoperating revenues (expenses)	582,929	424,741	158,188	-37.2%	187,965	394,964	-210.1%
SPECIAL ITEMS							
Gain on extinguishment of Debt	-	26,953	(26,953)		-	-	
Claims Settlement	-	-	-		-	-	
Total special items	-	26,953	(26,953)		-	-	
Change in net position	615,632	928,816	(313,184)	33.7%	240,192	375,440	-156.3%
TOTAL NET ASSETS - BEGINNING	(2,199,968)	(6,199,041)	3,999,073	64.5%			
Prior Period Adjustment		-	-				
TOTAL NET ASSETS - ENDING	(1,584,336)	(5,270,225)	3,685,889	69.9%			

Downtown Redevelopment Authority
(A Component Unit of the City of Vancouver)
STATEMENT OF CASH FLOWS
For the month ended March 31, 2024

CASH FLOWS FROM OPERATING ACTIVITIES	
Cash received from operating activities	\$ 4,831,420
Cash payments for goods and services	(4,385,051)
Net cash provided (used) by operating activities	446,369
 CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES	
Receipts from other governments	1,498,935
Payments to other governments	(79,885)
Net cash provided (used) by noncapital financing activities	1,419,050
 CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES	
Principal paid on capital debt	(3,254,298)
Interest paid on capital debt	(1,001,731)
Purchase of capital assets	(135,648)
Net cash provided (used) by capital and related financing activities	(4,391,677)
 CASH FLOWS FROM INVESTING ACTIVITIES	
Receipt of interest	171,845
Net cash provided (used) by investing activities	171,845
 NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS	 (2,354,414)
 CASH AND CASH EQUIVALENTS - BEGINNING	 16,086,684
 CASH AND CASH EQUIVALENTS - ENDING	 \$ 13,732,270
 Reconciliation of operating income (loss) to net cash used by operating activities:	
Net operating income (loss)	\$ 32,703
Adjustments to reconcile net operating income (loss) to net cash provided by operations:	
Depreciation expense	393,521
(Increase) Decrease in receivables	(1,230,583)
(Increase) Decrease in inventories	1,908
(Increase) Decrease in prepaid items	24,422
Increase (Decrease) in current payables	(149,399)
Increase (Decrease) in unearned revenue	1,373,797
Total adjustments	413,666
Net cash provided (used) by operating activities	\$ 446,369

**Flow of Funds and Operating Cash Pursuant to Trust Indenture
Financial Statement Period March 2024**

	Account name	Beginning Balances (3/1/2024)	Ending Balances (3/31/2024)	April 1st, flow of funds deposits, use of Cash Trap, and management fee payment	Cash balances after monthly flow of funds	Amounts Required 1/1 through 6/30/2024	Excess / (Deficit) through 6/30/2024	Requirement Description
1	Operating Petty Cash Account	133,802	46,403	-	46,403	-	46,403	Remaining balance intended to cover automatically deducted banking/merchant charges.
2	Available Revenue Account & Lockbox Account	991,751	619,565	(73,717)	545,848	500,000	45,848	Must have \$500,000 balance as of 1st business day. <i>Amount in cash balance after flow of funds includes Hilton management fee of \$45,847.58 which is withdrawn the 1st of every month separately.</i>
3	Taxes and Insurance Fund	200,000	220,000	10,000	230,000	132,491	97,509	Cash to be moved as needed to meet estimated renewal due in 2024 = \$265k total (2024 budget for 3 policies: Property & Terrorism = \$113k, July; Public Officials = \$21k, Oct; Casualty & Crime = \$131k, December).
4	Administrative Expense Fund	50,000	36,604	45,733	82,336	50,000	32,336	Amounts required represent average monthly amount for known and budgeted Administrative Expenses remaining (not yet paid). Any excess balance will be applied to future administrative expenses.
5	Project Revenue Debt Service Fund	495,063	692,761	17,985	710,746	762,556	(51,810)	Amounts required represent debt service payments scheduled for July 1, 2024 (interest only) .
6	Tax Revenue Debt Service Fund	986,482	1,498,935	-	1,498,935	183,325	1,315,610	Amounts required represent debt service payments scheduled for July 1, 2024 (interest only) .
7	Renewal and Replacement Fund	784,501	657,945	-	657,945	-	-	Monthly calculation of 4% of gross operating revenues. Funds flow annual only to the extent that there is combined excess of Funds in #5 and #6 above. Funds are transferred from Contingency as needed.
8	Contingency Fund	2,000,000	1,850,000	-	1,850,000	-	1,850,000	Amounts flow annually into this Fund, up to the requirement only and only to the extent there is excess available beyond the requirements of Funds #5 through #7, above. Once requirement is met amounts flow below this point.
9	Management Fee Fund	292,292	136,575	-	136,575	-	136,575	Beginning in calendar year 2016, pursuant to the Amended and Restated Project Operating agreement, the subordinate component of the management fee becomes due on the first of every month. Current balance is estimated payable due for FY21 and FY23 Subordinate Management Fees that were deferred. <i>Excess cash balance is to cover Subordinate Management Fees through 12/31/2024.</i>
10	Subordinate Renewal and Replacement Fund	198,545	198,545	-	198,545	-	-	Monthly calculation of 1% of gross operating revenues. Funds flow annual to satisfy the deficit calculation only and only to the extent that there is combined excess in Funds described in #5 through #9, above. Once the requirement is met amounts flow below this point. Funds are transferred from Contingency as needed.
11	Cash Trap Fund	2,500,000	2,500,000	-	2,500,000	-	-	Funds flow annual only to the extent that there is combined excess in Funds described in #5 through #10, above. Once the requirement is met amounts flow below this point.
12	Authority Revenue Fund	4,680,252	4,680,252	-	4,680,252	-	-	Funds flow annual only to the extent that there is combined excess in Funds described in #5 through #11, above. Once the requirement is met amounts flow below this point.
13a	Authority Revenue Fund - RESTRICTED	500,000	500,000	-	500,000	-	-	Funds flow annual only to the extent that there is combined excess in Funds described in #5 through #12, above. Amounts in the Excess Revenue Fund in each calendar year shall be applied as follows: (i) 50% of such amounts shall be deposited in the Authority Reserve Fund; and (ii) 50% of such amounts shall be paid by the Trustee to the County PFD in accordance with the County Interlocal Agreement.
	Totals	13,812,687	13,637,584	(0)	13,637,584	1,628,372	3,472,470	
13b	County PFD Fund	-	-	-	-	-	-	Funds flow annual only to the extent that there is combined excess in Funds described in #5 through #12, above. Amounts in the Excess Revenue Fund in each calendar year shall be applied as follows: (i) 50% of such amounts shall be deposited in the Authority Reserve Fund; and (ii) 50% of such amounts shall be paid by the Trustee to the County PFD in accordance with the County Interlocal Agreement.
	County PFD Loan, Outstanding Principal Balance	(331,198)	(510,430)	-	(510,430)	-	-	Represents the outstanding loan balance owed to the Clark County PFD as of month end.

**VANCOUVER DOWNTOWN REDEVELOPMENT AUTHORITY VOUCHER AND
ADMINISTRATIVE EXPENSE APPROVAL**

Ratification of Claims Paid by Trustee

We, the undersigned members of the Board of Directors of the Downtown Redevelopment Authority, do hereby certify that the merchandise or services hereinafter specified have been received and the vouchers listed below are hereby approved in the amounts of **\$3,812,182.44** this 18th day of April 2024.

Approval of New Administrative Expenses

Additionally, we, the undersigned members of the Board of Directors of the Downtown Redevelopment Authority, do hereby approve for payment Administrative Expense Fund expenses in the amount of **\$64,637.13** this 18th day of April 2024.

Jan Robertson, PRESIDENT

Kathleen Kee, SECRETARY/TREASURER

Natasha Ramras, EXECUTIVE DIRECTOR

BOARDMEMBER

DOWNTOWN REDEVELOPMENT AUTHORITY

Claims Paid February 2024 - March 2024

Date	Supplier	Amount	Description
06-Feb-2024	City of Vancouver	10,000.00	Administrative Services, Jan-24
06-Feb-2024	City of Vancouver	9,755.29	Lot 24 Parking, Jan-24
06-Feb-2024	CHM Warnick	11,833.68	Asset Mgmt Fees and Travel Expenses, Jan-24
06-Feb-2024	US Bank	1,350.00	Q4 Bank Acct Admin Fees, 10/1 - 12/31/2023, accrued to Dec-23
05-Feb-2024	Hilton Hotels	215,085.28	OPCA 2375 - AP
12-Feb-2024		310,937.72	OPCA 2377 - Payroll
12-Feb-2024		101,875.89	OPCA 2378 - AP
20-Feb-2024		116,187.31	OPCA 2379 - Intercompany
20-Feb-2024		103,245.62	OPCA 2380 - AP
26-Feb-2024		290,871.68	OPCA 2381 - Payroll
26-Feb-2024		127,378.84	OPCA 2382 - AP
27-Feb-2024		158,598.93	OPCA 2383 - Sales & Use Tax True Up
29-Feb-2024		87,423.07	OPCA 2384 - AP
29-Feb-2024		22,419.91	OPCA 2385 - Month End True Up
12-Mar-2024		City of Vancouver	10,000.00
12-Mar-2024	City of Vancouver	9,755.29	Lot 24 Parking, Feb-24
12-Mar-2024	CHM Warnick	11,867.87	Asset Mgmt Fees and Travel Expenses, Feb-24
12-Mar-2024	City of Vancouver	75.00	Annual Registration: WA Secretary of State, Corp & Charities Division
01-Mar-2024	Hilton Hotels	2,925.63	Hilton Base Management Fee (Inv# 11578-1249950), Jan-24 add'l amount
01-Mar-2024		13,654.62	Hilton Subordinate Management Fee (Inv# 11578-1249950), Jan-24
01-Mar-2024		45,847.58	Hilton Base Management Fee (Inv# 11578-1252958), Feb-24
01-Mar-2024		13,654.62	Hilton Subordinate Management Fee (Inv# 11578-1252958), Feb-24
01-Mar-2024		139,055.04	Hilton Subordinate Management Fee, 2021 Previously Deferred
01-Mar-2024		153,407.88	Hilton Subordinate Management Fee, 2023 Previously Deferred
11-Mar-2024		70,908.95	OPCA 2386 - AP
11-Mar-2024		305,269.81	OPCA 2387 - Payroll
11-Mar-2024		276,259.28	OPCA 2388 - Payroll
18-Mar-2024		264,754.54	OPCA 2390 - AP
19-Mar-2024		225,820.87	OPCA 2389 - Intercompany
25-Mar-2024		347,885.00	OPCA 2391 - Payroll
25-Mar-2024		63,991.06	OPCA 2393 - AP
26-Mar-2024		163,981.66	OPCA 2392 - Sales & Use Tax True Up
29-Mar-2024		104,227.05	OPCA 2394 - AP
31-Mar-2024		21,877.47	OPCA 2395 - Month End True Up
Total		3,812,182.44	

\$ 64,637.13 Highlighted items reflect the total Administrative Expense amount on the Approval Request

FORM OF ADMINISTRATIVE EXPENSE FUND REQUISITION

ADMINISTRATIVE EXPENSE FUND (156002)

(204969002)

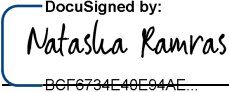
REQUEST NO. 258

This request is being delivered to U.S. Bank National Association, as trustee (the “Trustee”) under the Amended and Restated Trust Indenture, dated as of June 1, 2013 and effective June 27, 2013, amending and restating the Trust Indenture, dated as of December 1, 2003 (collectively, the “Indenture”), between the Downtown Redevelopment Authority (the “Authority”) and the Trustee pursuant to Section [6(a)] of the Cash Management and Lockbox Agreement (the “Cash Management Agreement”) among the Depository Bank, the Trustee, the Authority and Hilton Management, LLC (the “Manager”). The Trustee is hereby directed to take the action described herein. Capitalized terms used herein and not otherwise defined shall have the meanings ascribed to them in the Indenture or the Cash Management Agreement.

Pursuant to Section [6(a)] of the Cash Management Agreement and Section 5.15 of the Indenture, you are hereby authorized and directed to disburse from the Administrative Fee Fund the amounts set forth in Exhibit A attached hereto to the persons named therein in payment of administrative expenses and fees related to the administration of Bonds and the Project, including fees and expenses of any Consultant and the expenses of the Authority. The Authority hereby certifies that (1) such amounts are for the purposes set forth in Exhibit A, (2) each such amount constitutes a proper charge against said fund, and (3) no part of any such amounts shall be applied to any item which has been previously paid from said fund. The total amount to be disbursed pursuant to this request is \$32,938.97

Date: January 31, 2024

DOWNTOWN REDEVELOPMENT AUTHORITY

By:  _____
BCF6734E40E04AE...

Name: Natasha Ramras

Title: Auditing Officer

FORM OF ADMINISTRATIVE EXPENSE FUND REQUISITION

ADMINISTRATIVE EXPENSE FUND (156002)

(204969002)

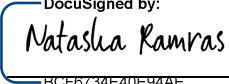
REQUEST NO. **259**

This request is being delivered to U.S. Bank National Association, as trustee (the “Trustee”) under the Amended and Restated Trust Indenture, dated as of June 1, 2013 and effective June 27, 2013, amending and restating the Trust Indenture, dated as of December 1, 2003 (collectively, the “Indenture”), between the Downtown Redevelopment Authority (the “Authority”) and the Trustee pursuant to Section [6(a)] of the Cash Management and Lockbox Agreement (the “Cash Management Agreement”) among the Depository Bank, the Trustee, the Authority and Hilton Management, LLC (the “Manager”). The Trustee is hereby directed to take the action described herein. Capitalized terms used herein and not otherwise defined shall have the meanings ascribed to them in the Indenture or the Cash Management Agreement.

Pursuant to Section [6(a)] of the Cash Management Agreement and Section 5.15 of the Indenture, you are hereby authorized and directed to disburse from the Administrative Fee Fund the amounts set forth in Exhibit A attached hereto to the persons named therein in payment of administrative expenses and fees related to the administration of Bonds and the Project, including fees and expenses of any Consultant and the expenses of the Authority. The Authority hereby certifies that (1) such amounts are for the purposes set forth in Exhibit A, (2) each such amount constitutes a proper charge against said fund, and (3) no part of any such amounts shall be applied to any item which has been previously paid from said fund. The total amount to be disbursed pursuant to this request is **\$31,698.16**

Date: February 29, 2024

DOWNTOWN REDEVELOPMENT AUTHORITY

By:  _____
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Name: Natasha Ramras

Title: Auditing Officer

HILTON VANCOUVER WASHINGTON

2023 CAPITAL PROJECTS

PREPARED BY: Krista Liles

DATE: April 6, 2023

Contractor	Description of work	Project	Amount	Invoice Date	Invoice Number	Request #	Project #	Project type
Overhead Door Company Portland-Vancouver Inc.	Construction Services	elevator #6 in Convention Center	\$ 8,364.47	2/8/2024	90129	2132401	ER Request	Emergency Capital
Communications Direct Inc	2-way Radio Replacements	Capital Budget	\$ 8,350.00	2/23/2024	IN78831	3072024		Budgeted
Pay to Hilton	Use tax		\$ 726.45	3/5/2024		3072024		
Hilton Supply Management	Banquet Coffee Brewer	Capital Budget	\$ 12,024.89	2/12/2024	609541	307241	2024-0116	Budgeted
CSG (Construction Services Group)	Pay Est. #12 - Release of Retainage	Lobby Remodel	\$ 106,181.41	11/21/2023	30724	307242	221072	Lobby Remodel
Total			\$ 135,647.22					